MARION COUNTY FAIR COMMERCIAL/FOOD VENDOR OPERATIONS GUIDELINES

The following are guidelines for vendors participating in the Marion County Fair to ensure that all have a fun and successful fair experience.

I. Entry Passes/Credentials

Vendors are provided a pre-determined number of passes/wristbands for booth workers' entry with each booth. Entry credentials are required for fair entry; there are no exceptions. These credentials can be in the form of wristbands or day passes as determined by the fair. Wristbands are a 4-day pass; you do not receive a new one each day. Day passes are redeemed for individual days; to be used for individuals that will not be attending all four days of the fair. Day passes and wristbands may be exchanged in advance to accommodate the unique needs of the vendor.

- Additional passes, over the pre-determined number, can be purchased at a discounted rate. (No additional passes, due to loss, damage, or not having enough for all staff, will be given out for free.)
- Wristbands must be worn at all times and cannot be passed from one person to another.
- Passes that a vendor possesses can be left for additional people working their booth. These can be left at *Will-Call* at the fair entrance. Passes should be left in a labeled envelope with the names of who is to receive them.
- Wristbands cannot be re-used or circulated amongst workers; these are to be worn by only one user. Additional wristbands must be purchased for each separate worker. Fairgoers must be wearing the wristbands for fair entrance.

II. Will Call

Will Call is available for vendors to leave entry credentials for workers, customers, and guests. The vendor must already have ownership (or can purchase additional) entry credentials to leave for the recipient(s). These can be left at the assigned *Will Call* entry gate. (Please note the specific hours of *Will Call.)*

III. Vendor Non-compliance

The Marion County Fair wants to ensure all vendors have a positive and successful experience at the fair. However, vendors that receive three incidences of being "coached" by fair authorities to improve their fair conduct will be asked to no longer participate in the fair. (T*he coaching need not to have occurred within a specific time period.)* Fair officials do have the right to expel vendors from the fair for excessive grievances or for not adhering to the Marion County Fair Rules Governing Commercial/Food Vending at the officials' discretion.

IV. Hours of Operation

Booths are to be open, and staffed, all hours that the area in which the booth is located is open to fairgoers. No closed or unstaffed booths are allowed while the fair is open. (Exceptions include fair sponsors and their static booths that have been pre-authorized by the fair.) Opening late, or closing early, is not allowed and can result in expulsion from the fair.

V. Booth Locations, Boundaries & Setup

1. Pipe and draping define the inside booth parameters. Outside vendors are responsible for bringing their own "booth" (such as a portable structure or tent) to establish their booth parameters within their assigned space.

2. No staking of tents on the outside paved areas is allowed. Staking is allowed in pre-authorized areas by fair personnel.

3. Inside booth requested tables and chairs will be placed in the booth area by fair officials. If requested materials are not in the assigned booth space, see fair officials; do not take tables and chairs from another area. *(The fair does not provide tables and chairs for outside booth locations.)*

4. Booth electricity is provided per the vendor application. Electricity must be requested via the application, and the associated payment made to have an electricity drop placed in the booth. All drops are done prior to vendors moving in; electricity cannot be added post move-in.

5. Per state fire marshal guidance, only commercial rate, 3-wire, extension cords can be utilized at the Marion County Fair; no linking of cords ("daisy chains") allowed.

6. Signage is only allowed within your assigned space. You may not put signs up elsewhere such as on buildings, posts, or other structures that directs fairgoers to your area. All such signage is the responsibility of Marion County Fair.

7. No soliciting and approaching fairgoers outside of the booth's boundaries; vendors must remain inside the booth and wait for customers to come into their assigned space.

VI. Raffles

"Free" raffles are welcome if no fee is collected to participate. Non-profit organizations may be permitted to hold a fundraising raffle (with prior approval from the fair) if the fairgoer is able to walk away from the booth with something in-hand. Donation jars and "instant win" prize contests are permitted for non-profits but must be recorded with the fair.

VII. Safety

The Marion County Fair intends to keep all fair partners and fairgoers safe and healthy. We adhere to any state and county protocols and regulations regarding health and safety practices such as COVID restrictions, food handling, permitting, etc. The fair board also has an emergency plan that covers everything from active shooter to a bomb threat.

Should a vendor become aware of a safety issue, it is expected that the vendor will bring that to fair staff's attention and to call 911 when warranted. It is also recommended that vendors familiarize themselves with the fair layout including entrances and exits, the fair office, building names and their locations, ADA facilities, etc. that might prepare them for an emergency. (Emergency responders will be seeking information including the location of an incident.)

VIII. Vendor Behavior

The Marion County Fair is pleased to showcase all vendors and their products. We endeavor to provide specific requests per the vendor's application. We purpose to provide an attractive environment and activities that bring fairgoers to booths. However, we cannot guarantee fairgoer interest, or traffic, through particular booths. It is the vendor's responsibility to build attractive displays and set appropriate price points for a product that the consumer wants.

Vendors are encouraged to conduct themselves in a professional manner at all times; this includes dress and behavior that puts a positive light on your product. We encourage vendors to get to know the vendors in neighboring booths and treat them with respect and courtesy. Please be mindful to not interrupt conversations or distract customers from visiting neighboring booths. Exchange contact information with fellow vendors and offer to keep an eye out for each other's products and displays.

Familiarize yourself with the fair offerings; know the attractions and where they are located. Be ready to help fairgoers find what they are looking for. This can put a favorable light on your product, and possibly increase sales when they see your excellent customer service. Friendly and helpful personnel round out your sales success at the Marion County Fair.