



Commercial Exhibitors & Concessionaires Information Manual

VENDOR FORMS ARE LOCATED ON THE FAIR'S WEBSITE

www.evergreenfair.org

Fairgrounds Map - RV & Camping Reservation Form - Raffle, Give Away, Drawing, Personal PA System Application Form - Ticket Allocations, Exchange Form & General Admission/Parking Information - Insurance Requirements - Washington State Labor Laws.

The Primary Audience Of The Evergreen State Fair Consists Of Family And Youth.



Snohomish County (aka "COUNTY" or "FAIR") reserves the right to reject any exhibitor, exhibit, and/or exhibit contents that FAIR finds objectionable to the FAIR's stated primary audience; and reserves the right to direct how displays, exhibits and/or contents are set up and displayed. By signing the License Agreement, Licensee agrees to abide by these terms and decisions.

Evergreen State Fair is a smoke-free event

Thank you for not smoking or vaping on the Fairgrounds

Manual Contents

Section 1 – General Information	Section 5 – Parking, RV Reservations, Passes
Section 2 – Deliveries, Move In, Set Up	Section 6 – Security, Fire, Safety
Section 3 - Fair-Time Operations	Section 7 – Food Beverage Sampling Vendors
Section 4 – Labor Day Closing Procedures	Section 8 – County NPDES Requirements

DATES AND TIMES TO REMEMBER

(1) Pre-Fair Move In and Set Up Information

• Outdoor Spaces:

- 8am – 5pm August 12-16 By appointment only.
- 8am – 5pm August 17-18 Outdoor structures/trailers.
- 8am – 9pm Monday, August 19
- 8am – 9pm Tuesday, August 20
- 8am – 10pm Wednesday, August 21

• Commercial Building and Grandstand:

- 8am – 9pm Monday, August 19 (Commercial only)
- 8am – 9pm Tuesday, August 20 (both buildings)
- 8am – 10pm Wednesday, August 21 (both buildings)

(2) Fair-Time Schedule Information

All booths are required to be open for business and staffed during the following hours:

- **Thursday, August 22 - Sunday, September 1, 10am – 10pm;**
- **Monday, September 2 (Labor Day) 10am – 7pm**

a) CONCESSION HOURS –

- 9:30am – all vehicles off the grounds.
- 9:45am – spaces manned.
- 10am – 10pm - Public hours (every day except Labor Day)

b) LABOR DAY –

- 10am – 7pm – Public hours
- 7pm – 8pm - Concessionaires may begin packing up their merchandise / displays.
- 8pm – Vehicles are allowed onto the grounds.

(3) Post Fair Move-Out

- a) 8am – 6pm, Tuesday and Wednesday, September 3-4
- b) Buildings are to be cleared no later than 6pm on Tuesday, September 3rd
- c) Unless pre-approved otherwise, outdoor displays/structures to be removed no later than 6pm on Wednesday, September 4.
- d) Food concession buildings/stands cleaned no later than Sunday, September 8th, unless pre-approved otherwise.

(4) INSPECTIONS

Electrical, Health, Fire, Backflow Inspections – Wednesday, August 21 and Thursday, August 22; with Fire and Health inspections conducted daily.

SECTION 1 - GENERAL INFORMATION

1. License Agreements

1. **License Agreement.** No business shall be conducted on the Fairgrounds without an approved License Agreement (Agreement) or contract on file authorizing such activities. By this reference, all terms and requirements within this document are a legal part of the License Agreement.
2. **Annual Participation.** Agreement is valid for **the current year's fair only** and does not guarantee rights or acceptance to any future Fair or Fairgrounds events.
3. **Assignment, Sublease Or Transfer Of Space Privileges Prohibited.** Agreements, spaces, privileges, rights and duties of Licensee are personal and shall not be assigned, sublet, shared, delegated or otherwise transferred or sold in whole or in part to any other party.
4. **Space Assignments.** FAIR reserves the right to assign or reassign spaces at any time if FAIR feels the reassignment or location change is more advantageous to the FAIR.

2. Approved Products And Restrictions

1. **Authorized Products Or Advertising Materials.**
 - Only the items listed on the Agreement may be exhibited, sold, displayed, distributed, or advertised.
 - Written requests must be submitted for FAIR's review and approval before changing or adding any products.
 - Licensee's use of a supplier or sponsor company products or names is not allowed unless otherwise approved in writing by FAIR (example, Coke, Maytag, etc.).
2. **TIPS AND TIP COLLECTION.** Tip jars or other means of soliciting and collecting tips are not allowed.
3. **Solicitations And Advertising.**
 - All business is to be conducted within the confines of assigned booth space;
 - Prohibited - hawking, soliciting, sales, or distribution of any materials in aisles or while roving on grounds; posting of any advertisement, bill, sign, banner, or printed matter outside of assigned space; begging and panhandling.
4. **Product Removal** - FAIR reserves the right to remove or request removal of any item that is in violation of the Licensee Agreement or, in FAIR's sole opinion, it deems inappropriate in any way to the FAIR's stated primary audience. Violations may be subject to immediate removal from the grounds.

3. Business Practices, Removals, Cancellations

1. **Unlawful Business Practices.** Unlawful business practices in any form will not be tolerated. Violations may result in cancellation of Agreement, expulsion from the grounds, and forfeiture of fees paid, or all, as the FAIR may direct.
2. **Immediate Termination.** Snohomish County Sheriff's Office has authority to remove any person from the fairgrounds for any unlawful action.
 - **CANCELLATIONS, TERMINATION.** FAIR reserves the right to cancel or modify the Agreements of whatever kind should an act of Providence such as war, riot, fire, flood, storm, security threat, emergency, unsafe building conditions, adverse or unsafe weather conditions, or pestilence prevent the holding of the Fair in whole or part; strike, lockout or any other labor dispute, that may directly or indirectly involve the FAIR or the Licensee, which in the opinion of the FAIR may adversely affect the Fair or any of its activities.
 - At any time FAIR in its sole discretion determines a need for the premises which is inconsistent with the use and occupancy by Licensee; or
 - At any time, upon violation of any term or condition established in the License Agreement, this manual and subsequent attachments.

RECYCLING LAWS

Washington State RCW 70.93.093 requires recycling and Snohomish County is committed to enhanced recycling efforts:

- **CARDBOARD** – Flatten and stack cardboard boxes in designated locations for removal.
- **PLASTIC WATER OR BEVERAGE BOTTLES AND ALUMINUM CONTAINERS** are to be disposed of in designated recycling containers.
- **PLASTIC ZIP TIES** – Dispose of these in appropriate trash cans – do not leave on the floors.

4. County, State And Federal Regulations, Permits & Rights



1. **Americans with Disabilities Act (ADA).** Under Federal laws, accommodations for people with hearing, visual, physical, etc., disabilities upon advance request must be provided.
2. **Public Access & Non-Discrimination.**
 - a. No person shall be denied service or discriminated against regardless of race, creed, color, national origin, sex, the presence of any sensory, mental, or physical handicap, or the use of trained assistance dog/mini-horse by a blind, deaf, or physically disabled persons.
 - b. Unrestricted access must always be a consideration when planning concession layout.

3. **County, State & Federal Regulations.** Laws, regulations, and ordinances of the United States of America, State of Washington, Snohomish County, and other governmental agencies or entities, are Licensee’s responsibility to abide by at all times.
4. **Washington State UBI Numbers** are required of anyone conducting sales on the Fairgrounds.
5. **COUNTERFEIT OR IMITATION MERCHANDISE** is illegal and strictly forbidden (*WA ST RCW Chapter 9.16*)
6. **Certification of Amusement / Inflatable Equipment and Rides** – Washington State law and regulations (RCW 67.42 and WAC 296-403A) requires Amusement rides, rock-climbing walls, inflatable devices (including trampolines) have a current L&I operating decal for each piece of equipment. The decal certifies the equipment had an annual inspection and is insured. In order to get the operating permit, an operator must provide the following to L&I: Operating decal which must be displayed on the equipment in plain view of the public. **Questions?** Washington State Electrical Program at 360-902-5249. Visit website at: www.lni.wa.gov/tradeslicensing/electric
7. **AUDIO AND / OR VISUAL REPRODUCTIONS** – The FAIR expressly retains the right to take photographs, audio and/or visual transmission, reproduction, or recording of the Fair and any concession and products while vendor is participating in the Evergreen State Fair, for the Fair’s own records and publicity purposes.
8. **ANIMALS – PETS** are NOT allowed on the grounds at any time with the exception of animals who are pre-entered into competitive exhibits (these animals are tagged), service dogs/mini-horses who are trained to assist the blind or hearing impaired, and on-duty police dogs.
9. **ALCOHOLIC BEVERAGES, MARIJUANA PRODUCTS, AND WEAPONS** – are not allowed on the fairgrounds.
10. **SECURITY CHECKS** - Snohomish County has the authority to conduct bag, product, and security checks.

SECTION 2 – Deliveries, Move In, Set Up

Deliveries will not be accepted until after August 12th

PRE-FAIR DELIVERY ADDRESS (Aug 12-19): 14405 – 179TH Ave SE, Monroe, WA 98272.

DURING FAIR DELIVERY ADDRESS (Aug 20-Sept 1): 18306 Cascade View Drive, Monroe, WA 98272

- COD FREIGHT – will NOT accept at any time.
- FAIR is not responsibility for number of articles or condition of pre-fair deliveries.
- Limited delivery services to boothspace may be provided by Fair during day; packages will not be left if representative is not in booth to accept and sign for delivery.
- **AFTER FAIR** - FAIR does not store or hold packages and will not be responsible for any items left on the fairgrounds after Labor Day. Articles delivered prior to and after close of Fair will be refused.

1. Pre-Fair Move In and Set Up Information

Night Security begins Tuesday evening, August 20th - Merchandise should not be left in space prior to this day.

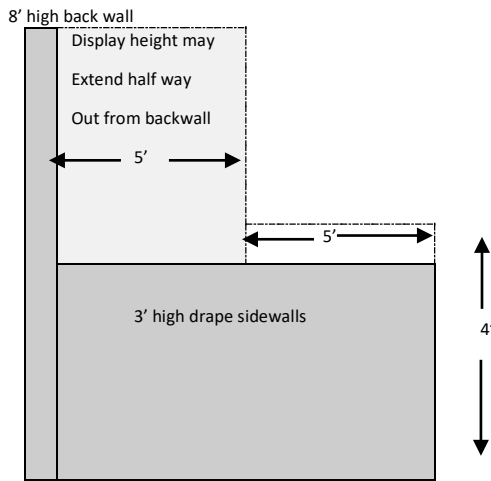
- a) **Forklift Services.** Services are on a “first come first served” basis. Hold Harmless waiver is incorporated into the signed License Agreement.
- b) **Set Up** should be completed by 10pm on Wednesday, August 21st;
- c) **Pre-Fair Vehicle Access Through Grounds (through Wednesday, August 21st).**
 - Stock or service vehicles may enter the grounds through green service gate.
 - Vehicles may park inside the fairgrounds until unloaded; then removed to one of the outside parking lots.
 - Employees assisting in set up should park in the west or east side parking lot.
 - Violators may be ticketed and risk impoundment at their own expense.

2. Display & Layout Criteria

The primary audience of the Evergreen State Fair consists of family and youth. The FAIR (County) reserves the right to reject any exhibit and/or contents that FAIR deems objectionable to that audience. FAIR also reserves the right to direct how displays, exhibits and/or contents are set up and displayed. By signing the License Agreement, Licensee agrees to these terms.

1. **Expenses and Setup.** Licensees are responsible for own expenses incurred in connection with occupancy and operation of the assigned space. Any special arrangements for cleaning or other services must be made with Fair Management.
2. **Outdoor Spaces**
 - Height – No outside built-up exhibits or other materials used in the exhibit shall exceed eight feet (8’) in overall height, including company name or other advertising, except as pre-approved by FAIR.
 - Width – Running footage space sizes are outlined on each individual contract.
 - Fire Codes - All concessions and exhibits shall meet the criterion of the International Fire Code.
3. **Inside Spaces** – Commercial Building & Grandstand.
 - Commercial Building – single space is approximately 9.5’ wide x 9.5’ deep (*drapery colors are Blue and White*)
 - Grandstand – single space is approximately 9’ wide x 10’ deep (*drapery colors are Red and White*)

EXAMPLE ONLY – ACTUAL SPACE SIZE STIPULATED ON CONTRACT



1. **DO NOT REMOVE DRAPES, POLES OR SPACE NUMBERS FROM EXHIBIT SPACES.**
2. **Drapery** – Both buildings are draped with 8' high back walls and 3' high side walls of approved fire resistant drapery fabric – EXCEPTION: some Grandstand spaces have 6' high back walls.
3. **Height** – see diagram - Backgrounds may extend out from the booth back wall no more than five (5') feet on each side. From that point to aisle no partition, display, etc., may extend above 4' in height, unless approved otherwise by Fair Management.
4. **Only size** exceptions are indicated on individual contracts.
5. **THE FOUR (4')** foot extended portions of the exhibit should be finished so the exposed areas are not reasonably objectionable to adjacent concessionaires.
6. **No built-up** exhibits or other materials shall exceed eight (8') feet in overall height, including company name or other advertising.
7. **CANOPY TOPS** are not allowed inside the buildings.

3. Advertising Materials And Signs

All Licensee's advertising and distribution materials are to be contained within their assigned space.

a) **SIGNS & ADVERTISING MATERIALS ARE SUBJECT TO THE FOLLOWING CONDITIONS:**

- **SIGNS** - are limited to the name of contracted Licensee, Company or primary products(s).
- Trailers or Canopies – Roof signs must be securely attached and may not exceed a height of 36" above the roof at the front of the stand unless pre-approved by FAIR.
- Width not to exceed the width of the assigned booth.
- No signs or combination lengths of signs may exceed the total width of the stand.
- FAIR may demand and effect the immediate removal of any sign or advertising materials based on contents, design or general appearance, or those which, at FAIR's discretion it considers objectionable.

b) **QUALITY** – All signs should be of professional quality.

c) **FOOD CONCESSION MENUS – ARE REQUIRED** to include prices that are highly visible and readable to the public.

d) **BALLOONS** must be tethered and should not extend out into the aisle ways. Air tanks must have air-control valves and be secured as dictated by the Fire Marshal's Office. Advertising on balloons to be pre-approved by FAIR.

SECTION 3 - FAIR TIME OPERATIONS

(August 22 – September 2)

1. Security & Bag Checks

- a) FAIR security is composed of Snohomish County Sheriff, Private Security, and Night Security.
- b) **BAG CHECKS** will be established at all Fair entry gates. Sheriff and Private Security have been vested with the authority and responsibility to conduct bag checks for the safety and security of all patrons, public, employees, etc.
- c) **Evenings:** Commercial Building and Grandstand will be secured at closing times and locked thirty (30) minutes after closing. There will be no admittance after this time.
- d) **Mornings:** Commercial Building and Grandstand will be open at 8:30 a.m. daily for restocking. Only those concessionaires or their employees with appropriate ID will be admitted into the buildings before 10:00 a.m.

2. Civility, Conduct And Deportment

- a) Civility, conduct and deportment with the general public, other vendors, FAIR representative and personnel, or vendor's own employees and personnel is of extreme importance to the FAIR.
- b) Persons not practicing good civility, conduct and deportment may be subject to removal from the grounds and / or not invited to return the next year.
- c) Licensee shall ensure that all agents and representatives are clean, orderly, and polite in their conduct and speech.
- d) Licensee shall operate strictly within the limits of their assigned space, not in the aisles, walk ways, or road ways. "Hawking" is not permitted.
- e) Disrupting or interfering with the operation of another concession is not allowed.
- f) **"Posing"** as a buyer at other concessions in order to solicit or sell to that concession's customers is not allowed.
- g) Assigned spaces are to be kept clean at all times with no accumulation of trash, paper or other combustible materials.
- h) **PROBLEMS** with other vendors need to be brought to the attention of Fair Operations Office for resolution.

3. Consumer Refund Policy

a) **REFUNDS AND SALES AGREEMENTS**

Refund policy must be posted and "readable" in a highly visible location within assigned space. Additional refund information including telephone number and address must be available upon request.

SECTION 4 – LABOR DAY CLOSING PROCEDURES Labor Day, September 2, 2019

1. Labor Day Closing

FAIR IS "NOT" RESPONSIBLE FOR LOSS OR DAMAGE TO UNSECURED PRODUCTS OR DISPLAYS

- 7:00 pm Public and Carnival Closing Time
- 7:00 pm – 8:00 pm Concessionaires may begin packing up merchandise and displays.
- 8:00 pm Vehicles are not allowed onto the grounds until after this time.
- 8:00 pm – Midnight Displays may be removed and spaces cleaned up.

- | | |
|---|---|
| <ul style="list-style-type: none">a) All concessions must be manned until 7:00 p.m.b) During move out do not leave your space unmanned or products unsecured.c) For public safety reasons, VEHICLES are not allowed on the grounds until after 8:00 p.m. or public has been cleared from grounds. | <ul style="list-style-type: none">d) ALL merchandise that can be easily carried away should be removed on Labor Day. There is no security on duty after 7am on Tuesday.e) FORKLIFT SERVICES – Forklift and electrical disconnect services will be on a first come first served basis. Anticipate delays. |
|---|---|

2. Post Fair Move Out

Tuesday and Wednesday (September 3-4) – 8am – 5pm, Exhibitors may continue removal of displays and clean up. Reminder to check UPS/Delivery area prior to leaving – FAIR will not hold unclaimed items after Labor Day.

3. Traffic Flow (After 8pm) – LABOR DAY.

- | | |
|---|--|
| <ul style="list-style-type: none">• WEST SIDE – Vendors with booth spaces on the west side of the grounds may line up and enter through the WHITE gate entrance (north gate through the equestrian park).• Vendors parked in the west lot may also carry their products out to their vehicles, or wait an extra hour then enter through the White gate or east side Blue gate. | <ul style="list-style-type: none">• EAST SIDE – Vendors with booth spaces in the middle and east side of the fairgrounds or parked in any of the east side parking lots should line up at the Orange gate area. Vendors may be directed through the east gates.• REFER STORAGE LOT – Vendors parked in the Special Permit Lot may enter the grounds through the gate north of the Scone building. |
|---|--|

4. While Closing Your Display And Cleaning Up Before Leaving.

- | | |
|---|--|
| <ul style="list-style-type: none">• Please be courteous and patient.• Do not park in any building or building doors.• Do not park or leave vehicles in the middle of any roadway, thoroughfare, or aisle way. | <ul style="list-style-type: none">• No double parking - Watch out for pedestrians.• Vendors will be charged for any damages to Fairgrounds equipment or property occurring during move out. |
|---|--|

SECTION 5 – PARKING, RV RESERVATIONS, & PASSES

SPEED LIMIT – 10 mph or less.

Restrictions do not include ADA wheelchairs, ADA electric wheelchairs, and ADA scooters.

1. **MORNING OF DREAMS** – Wednesday, August 28th, 9am – 11am – NO VEHICLES WILL BE ALLOWED INSIDE THE GREEN GATE DURING THIS TIME PERIOD.
2. **GOLF CARTS AND CARRIER VEHICLES** are not allowed on the grounds between 9:30 a.m. and 10:00 p.m. during the fair.
3. **SKATEBOARDS, BICYCLES, SCOOTERS**, roller skates, roller blades, skate shoes, razors, motorcycles, or similar recreational vehicles or toys are not to be ridden on the grounds.
4. **PARKING** – FAIR issued parking passes are accepted in "Official Fair Parking Lots" only (Red, Yellow, Blue, Purple) with the exception of the following:
 - Green Lot is restricted for special parking permits.
 - White Lot is restricted for to horse show competitors.
 - Orange Lot is restricted to Refer & Supply Truck special permits.
 - Fair parking pass **is not valid in any of the private lots** surrounding the Fairground.

5. **REFER & SUPPLY TRUCK “SPECIAL PERMIT” LOT:**

- Reserved spaces are available for refrigeration, supply and stock trucks/vans in the “Refer Special Permit Lot” located south of the speedway tracks.
- Personal vehicle parking spaces may be available after refer/stock trucks are accommodated.
- Special Permits for this lot are available at a separate purchase fee, which are not exchangeable with any other parking pass.
- A 30-minute unloading space is available in this lot.

6. **GREEN LOT SERVICE GATE ENTRANCE**

- Commercial exhibitors are not allowed to park in the green gate parking areas.
- Delivery vehicles may access through this gate until 9:30am, then must be removed to other lots.

7. **SERVICE / STOCK VEHICLES**

- Stock / service vehicles are allowed through the green service gate between 7am to 9:30 am each morning.
- DO NOT use this gate after 9:30 a.m. After 9:30 a.m. merchandise must be hand carted or carried in.
- All vehicles are to be removed from the grounds by 9:45 a.m. Parking passes must be displayed on dashboards with pass number visible at all times.
- Violators may be cited and vehicles impounded at owner’s expense.

RV RESERVATIONS & PARKING

- a) RV RESERVATIONS – RV reservation forms are available on-line at www.evergreenfair.org.
- b) FIRST COME FIRST SERVED – Hook-up and dry camping spaces are allocated on a first-come-first-served basis.
- c) PETS – You are encouraged to **NOT** bring your pets to the Fair. If unavoidable, the County’s leash laws remain in effect in the RV lot. Pets left in vehicles (other than inside an RV or Trailer) will be impounded by Animal Control with no notice to and at owner’s expense. Pets are not allowed in any other areas on the Fairgrounds at any time. Disturbances from Pets (day or night) in the RV lots will not be tolerated. Owners are responsible for clean up after their animals at all times.
- d) ELECTRICAL – 10 amps or 120 volts. Use only the electrical outlet and water hookup in your assigned space.
- e) RV LOT LOCATION – RV spaces are located on the east side of the Fairgrounds, next to the Blue Parking Lot.
- f) OCCUPANCY RESTRICTIONS – Occupancy is restricted to one (1) RV or trailer and one (1) other vehicle (example: commuter vehicle or small utility trailer) only. Additional vehicles or supply trailers must park in other designated areas.
- g) Park only in the space assigned to you.
- h) NOISE & CURFEWS - All campers must respect the rights of neighboring campers. Anyone making loud noise, being disruptive, etc., will be asked to leave and will forfeit their camping fees.
 - GENERATORS may be used until 11:00 p.m. (10:00 p.m. before and after fair-days).
 - CURFEW – outside lighting and noise curfew for the RV lot is 12:Midnight.
- i) PROHIBITED – Open flames are not allowed at any time.
- j) RV PUMPING SERVICES – are available at owner’s expense. See RV Camp Host regarding scheduling and payment procedures.
- k) DO NOT dump gray or waste water on the ground. Violators will be subject to removal from the grounds (at their expense) and forfeit their camp fees.
- l) Fair assumes no responsibility for damage, injuries or loss to campers or their property.

SECTION 6 - SECURITY, FIRE, SAFETY

1. PUBLIC SAFETY

EMERGENCY OR INCIDENT REPORTING - In a medical or life threatening emergency, call 911.

- 1. **FIRST AID STATION** - First Aid Station is located next to the Fair Administration Office (#405), and is available to all exhibitors, concessionaires, and their employees and patrons during public hours of the Fair.
- 2. **LOST PERSONS CENTER** - Refer persons who are lost or who have misplaced another person to the “Lost Person Center”, located next to the First Aid Trailer.
- 3. **EMERGENCIES** – Report lost children immediately to Sheriff, Security Officers or Lost Persons Center.
- 4. **LOST OR FOUND ITEMS** - Lost or found items should be reported to or turned into the Fair Office or West Pass Booth.
- 5. **LAW ENFORCEMENT, SECURITY:**
 - **SNOHOMISH COUNTY SHERIFF (SCSO)** Law enforcement matters should be reported to the SCSO Command Station (including lost children, thefts, vandalism, etc.)
 - **GATE SECURITY / BAG CHECKS** –Snohomish County Sheriff’s Office has the right to conduct random screening of persons, bags, and other carry-in at any time. Commercial exhibitors and concessionaires are also subject to these random checks. Reminder, no weapons or intoxicating liquors are allowed on the fairgrounds.

- **NIGHT WATCH** - Night Watch personnel are assigned to attend exterior gates, patrol the grounds, and inside of the buildings from 10pm – 9am daily, beginning Tuesday, August 21st through 7am on Tuesday, September 4th. FAIR assumes NO responsibility for materials left unsecured in the booths.

Evergreen State Fair may be confronted with various emergency situations or hazardous conditions during the Fair’s annual run. FAIR needs to be informed of accidents and incidents that occur during the Fair. A report form in the Fairground’s office is available for reporting incidents including injuries or accidents to persons or property, verbal threats, violence, theft, fire, or hazardous conditions of any kind.

FAIR utilizes the National Incident Management Response System for emergency incidents that may occur. Vendors should acquaint themselves on where fire extinguishers, first aid and security services are located. Calm and good judgment is essential in any emergency.

2. Fire And Life Safety Requirements

**Snohomish County Fire Marshal
425-388-3557**

CODE COMPLIANCE AND ENFORCEMENT – Licensees who fail to comply with the International Fire Code shall be subject to immediate closure by the Snohomish County Fire Marshal’s Office. IFC 109

FIRE PROTECTION

Fire Protection is provided by Snohomish County Fire Protection District. Reasonable precautions shall be taken to prevent fire from occurring. FAIR will not be responsible for any loss resulting from fire. Fire extinguishers are provided in all buildings for use in the event of a fire. Food and outside vendors are required to have a Fire extinguisher within their booth that meet Fire Code.

3. Electrical

a) **ELECTRICAL APPLIANCES** – All electrical appliances sold and displayed for sale or used for demonstration must be U.L. approved – not the parts only, but the complete product. Concessionaires must have **GROUNDING EXTENSION CORDS** and all cords on any electrical device must be **GROUNDING** to prevent electrical shocks. Electrical appliances such as kettles, coffee pots, space heaters, air conditioners, or hot plates, which draw more than 200 watts and which are intended for personal convenience of concessionaire are not allowed without written consent of FAIR.

MULTIPLUG ADAPTERS such as multiplug extension cords, cube adapters, strip plugs, and other devices that do not comply with the International Fire Code or the Electrical Code are prohibited and shall not be used. 605.4 IFC

b) **EXTENSION CORDS** – 605.5 IFC
 1. **PROHIBITED USE.** Extension cords shall not be used as a substitute for permanent wiring.
 2. **USE WITH PORTABLE APPLIANCES.** Extension cords are permitted only with portable appliances or fixtures, while in immediate use, in accordance with the following:

- Extension cord shall be plugged directly into an approved receptacle and shall serve only one appliance or fixture.
- The current capacity of the cord shall be not less than the rated capacity of the appliance or fixture.
- The extension cord is maintained in good condition without splices, deterioration or damage.
- The extension cord is of the grounded type when serving grounded appliances or fixtures.

SECTION 7 – PERCENTAGE, FOOD, BEVERAGE & SAMPLING VENDORS

PERCENTAGE VENDOR CASHIER OFFICE HOURS:	<ul style="list-style-type: none"> • Daily (Aug 23 – Sept 1) - 8:00 am – 4:00 pm • Labor Day (Sept 2) – 8:00 am – 12:30pm and 7:00 pm – 8:30 pm • Tuesday, September 3 – 8:30 am – 4:00 pm
--	---

1. COMPOSTABLE FOOD-SERVICE WARE

Food, beverage and sampling vendors are required to utilize compostable food service-ware products (plates, bowls, food trays, sampling cups, hot and cold beverage cups, cutlery, condiment cups, straws, drink stirrers, deli and sandwich wrap, to-go boxes, clamshells, similar containers).

- To determine if your current food service ware products are compliant or to find suitable alternatives:
- 1) Check Cedar Grove Commercially Accepted Items Listing: <http://cedar-grove.com/compostable/accepted-items?/commercial/accepted-items/>
 - 2) Or contact Food Services of America Representative: Steven Beck, 425-249-4944

2. RECYCLING

Washington State RCW 70.93.093 requires recycling and Snohomish County is committed to enhanced recycling efforts:

- 1) **CARDBOARD** – Flatten and stack cardboard boxes and place in designated locations for removal.
- 2) **PLASTIC BOTTLES AND ALUMINUM CONTAINERS** are to be disposed of in designated recycling containers.
- 3) **FOOD CONCESSIONAIRES:**
 - a) **GREASE** – dispose of “used grease” in designated grease containers.
 - b) **FOOD SCRAPES** – Use the “GREEN” food scrap totes to dispose of all the food scrapes noted below.
 - At Night – as needed, pull the scrap tote(s) to the main road nearest to your stand when leaving.
 - In Morning – pull empty container(s) back behind your stand.

RECYCLING
YES, put these in your food scrape
tote(s)



Food Scrapes:
 Meat, fish, dairy, fruit, vegetables, coffee grounds & filters, tea bags, shells, bones, pasta, rice, eggshells, nutshells, bread, grains.

Food Soiled Paper:
 Waxed cardboard, soiled paper bags, kitchen paper towels, paper napkins, uncoated paper plates, greasy pizza boxes, approved compostable take-out containers, shredded paper.

3. FOOD, BEVERAGE AND DRY GOODS SUPPLIERS

The Fair reserves the right to negotiate and retain product and goods supply companies for Vendors to utilize to meet their food, beverage, ice and dry goods supply needs.

4. REDUCED PRESSURE BACKFLOW ASSEMBLY

Required on all Fountain Soda Machines – Annual Testing & Certification Required

Fountain beverages may not be sold until your backflow assembly has been inspected by a City of Monroe Cross-Connection Control Specialist. Contact the City of Monroe for a list of local testers – 360-863-4616 or 360-863-4546.

Vendors who use post-mix soda machines are required to have a Reduced Pressure Backflow Assembly (RPBA) installed on the water line feeding the soda machines as required by the State of Washington DOH: WAC 246-290-490 and also by the Uniform Plumbing Code 603.4.12.

If your water line enters directly into the carbonator, your assembly must be installed before the carbonator. Some systems may mix CO2 with water inside the dispenser machines – in this case the assembly must be located right before the waterline enters the dispenser. There shall be no copper piping downstream of the assembly. The assembly is to be securely mounted to ensure stability.

After assembly installation, the assembly must be tested by a certified backflow assembly tester. Once tested, the certified backflow assembly tester must immediately send a copy of the test results to the City of Monroe Water Quality Office – Reminder to keep a copy of the test report for your records. Water Quality Office fax number is 360-863-4601.

4. DAILY REPORTS AND PAYMENTS

DAILY SALES REPORTING

- a) Sales reports are to be turned in daily to the Fair Vendor Cashier.
- b) Daily sales reporting forms and payment schedule will be in “vendor packets” at the pass booth.
- c) Each space requires a separate daily reporting form, which can accommodate up to three registers. Use additional forms for over three registers.

DO NOT “Z” OUT DAILY – FINES MAY BE IMPOSED \$\$\$

- a) **DAY 1** – Before you starts any sales, attache the “Z” reading taken from each register to the ‘Daily Sales Report’.
- b) **DO NOT “Z”** again until the end of sales on the last day of the Fair. This reading will be turned in with your final sales report. Do not “Z” out daily!
- c) **“X” READINGS** and **“over rings”** are to be turned in each day along with daily sales reporting form.
- d) **LABOR DAY - THE FAIR DOES NOT CLOSE UNTIL 7:00 PM - CASH REGISTERS SHOULD NOT BE “Z’d” OUT UNTIL AFTER THIS TIME OR UNTIL FINAL SALES ARE CONCLUDED.**

5. CASH REGISTERS

CUBES - Use of CUBES are to be pre-approved, with specific type of back-up daily sales reports approved by Finance.

Otherwise, food concessionaires shall use cash registers meeting the following specifications. Registers should be ready for audit by Wednesday, August 21st.

a) **CASH REGISTER SPECIFICATIONS**

- Non-adjustable grand total.
- “Z” counters that cannot be reset; and “Z” reading.
- The ability to take daily “X” readings that will not alter the running “Z” total.
- Detailed journal tape and receipt tape at all times. Receipt tape must be given to the customer if requested.
- High amount of lockout.
- Print the date and time on the detail tape.
- Two-way displays and be placed in plain view of the customers at all times.
- Battery back-up with memory protection.
- Error correction and refund / void keys should be separate on both the key board and financial report.
- All non-sales must have a written explanation.
- Use a surge protector.

b) **CASH REGISTER SALES ALLOWED ONLY**

- All sales (including ‘tabs’) must be run in the cash register.
- Working from an open cash drawer, money apron, or cash box is not allowed.
- A verbal warning will be given on the first offense; after that the concession will be closed.
- All cash registers must have an identifying numbers on them.
- Auditing personnel will be on the grounds throughout the fair to sporadically monitor sales transactions and procedures.

c) **OVER-RINGS - DO NOT** deduct over-rings. Circle, date and initial the over-ring on the tape and write an over-ring slip with the amount, and attached the over-ring slips to the journal or register tape.

d) **REGISTER CONDITION, SUPPLIES, AND REPAIR**

- All cash registers must be in good working order.
- Before using a replacement register during Fair, Vendor Cashier must be notified.
- Any register leaving the grounds during fair must be checked out by the Vendor Cashier.
- Equipment is functioning properly before fair with sufficient supplies (paper/ink) are available throughout fair-time

6. FOOD AND HEALTH SAFETY

FOOD VENDORS, SAMPLINGS, DEMONSTRATORS WHO CONDUCT FOOD SAMPLING

<p>SNOHOMISH HEALTH DISTRICT</p> <p>Environmental Health Division</p> <p>3020 Rucker Avenue, Suite 104, Everett, WA 98201-3900,</p> <p>fax: 425-339-5254, tel: 425-339-5250</p>	<p align="center">CONTACT THE SNOHOMISH HEALTH DISTRICT REGARDING THE LATEST REGULATIONS AND REQUIREMENTS.</p> <ul style="list-style-type: none"> • All food vendors and non-food exhibitors who conduct demonstrations with public sampling must obtain operational and food handlers permits as required by the Snohomish Health District. • Permits – Avoid penalties by obtaining required permits no less than thirty (30) days prior to the Fair. • Contact the Snohomish Health District for permit applications, information and updated requirements. • SAMPLING. Unless specified differently, approved sampling shall not be more than 1-2 oz servings. • NO bare hand contact with ready to eat foods; • NO food service workers working ill; <p align="center">EQUIPMENT REQUIRED BY THE HEALTH DISTRICT IS LICENSEE’S RESPONSIBILITY TO PROVIDE</p>
---	---

FOOD SAMPLING AND GIVEAWAYS

All food/beverage sampling must be approved in advance by FAIR and Snohomish Health District. Upon approval, concessionaires shall be allowed to give out food samples only within their assigned space.

WASTE WATER

Use “gray” water drains for disposing of waste water. DO NOT dump waste water in flower beds or storm drains. Use only an approved septic disposal source.

“ZERO TOLERANCE POLICY”

Snohomish County and the Evergreen State Fair are committed to safe guarding the public health when attending any event sponsored or featured at the Fairgrounds. Through mutual cooperation with the Snohomish Health District, a “Zero-Tolerance” policy has been established for this year’s annual fair. Snohomish Health District has Snohomish County and Evergreen State Fair’s complete support and authority in handling all public food and health safety issues.

Licensee will strictly adhere to all Snohomish County Health District’s food and sampling requirements, including but not limited to:

- Insuring all potentially hazardous foods are handled with adequate temperature control including cooking all ground beef products to a minimum of 155° F;
- Provide and use a bi-metal stem thermometer with a range of 0 - 220° F, a digital thermometer or a thermocouple;
- Utilize separate handwashing and vegetable washing sinks;
- Have available and use an approved sanitizing solution during all hours of preparation and service;
- Insure all food handlers have current Washington State Food Handler’s Cards with copies posted on-site;
- Insure cross-contamination does not occur between raw and ready-to-eat foods;
- And providing in general, excellent sanitation practices.

Violations:

Any critical violation in food handling practices will result:

1. In immediate on-site correction of that violation;
2. Repeated critical violations will result in permit suspension until the following day after the correction has been made;
3. A written plan of action must be submitted to the Snohomish Health District and a satisfactory re-inspection made prior to resuming business;
4. Any repeated critical violation after will result in immediate closure of operation for the duration of the fair and loss of future participation considerations.

7. ALLERGEN PRODUCTS

NUT AND PEANUT OIL PRODUCTS & BI-PRODUCTS – Distinct signage must be posted if any food items have been prepared or manufactured with nut or peanut oils or peanut products.

8. FIRE CODES AND SAFETY

**Snohomish County
Fire Marshal
425-388-3557**

CODE COMPLIANCE AND ENFORCEMENT – Licensees who fail to comply with the International Fire Code shall be subject to immediate closure by the Snohomish County Fire Marshal’s Office. IFC 109

FIRE PROTECTION - is provided by Snohomish County Fire Protection District 7. Reasonable precautions shall be taken to prevent fire from occurring. FAIR will not be responsible for any loss resulting from fire. Fire extinguishers are provided in all buildings for use in the event of a fire. Outside vendors are required to have a Fire extinguisher within their booth.

VENTILATION HOODS AND SUPPRESSION SYSTEMS – Commercial-type food heat processing equipment that produces grease-laden vapors shall have a ventilating hood and duct system as established within the International Mechanical Code, including an approved fire suppression system installed under the provisions of the International Fire Code 904.11. All booths using heat producing equipment shall have a compliant “K” type extinguisher within 30’ of travel distance. IFC 904.

BARBECUES – Outdoor barbecues must be located ten feet (10’) from combustible walls, roofs, or other combustible materials, with a **4’ minimum** setback required between cooking equipment and customers.

BARBECUES, PORTABLE OR PIT require approval of the Fire Marshal and shall comply with the following:

- a) Indoor locations – Shall be constructed as commercial food heat-processing equipment in accordance with the International Mechanical Code.
- b) Outdoor locations – Shall be constructed of concrete or approved noncombustible materials and shall not be located within ten feet (10’) of combustible walls, roofs, or other combustible materials.
- c) Hot ashes, cinders, smoldering coals or greasy or oily materials subject to spontaneous ignition shall not be deposited in a combustible receptacle or within ten feet (10’) of other combustible materials. These materials shall be placed in a metal receptacle with a tight fitting lid, in an area non-accessible to the public. 305.2 IFC

FIRE EXTINGUISHERS

- **OUTDOOR VENDORS** – Outdoor vendors shall have a 2A10BC 5-pound dry chemical extinguisher located in their booth. Units shall be mounted in a location that is visible and accessible for inspection at all times.
- **FOOD & COOKING DEMONSTRATIONS** – Commercial cooking equipment shall have a **K- type fire extinguisher**. If they

have a UL300 extinguishing system or cooking equipment involving vegetable or animal oils and fats, 904.11.5 IFC dry chemical hood suppression systems are required with either a sodium bicarbonate or potassium bicarbonate fire extinguisher with a minimum rating of 40BC. If the vendor cooks food that produces grease-laden vapors, the cooking surface shall have an approved hood and duct system and also have an automatic fire extinguishing system that has been serviced within the last year. 904.11.6 IFC All hood systems shall be cleaned by an approved technician within the last year. 904.3.3 ICC.

2. **CANOPIES, TEMPORARY STRUCTURES (Outdoor)**

Sidewalls, drops, and tops of tents, canopies and temporary membrane structures shall be made of flame retardant materials. Floor coverings, buntings, decorations or effects shall be made fire retardant in an approved manner. A certificate shall be retained on the premises indicating, size, fabric type and type of solution utilized. (International Fire Code)

3. **DISPLAY DRAPES, CURTAINS, DECORATIVE MATERIALS.** Decorative materials, including natural or artificial, straw, leaves, dry vines, or any other highly flammable materials shall conform to Chapter 8 IFC. Electrical bulbs shall not be decorated with paper or other combustible materials. (International Fire Code) Questions concerning fire retardant treating should be directed to the Snohomish County Fire Marshal's Office.

4. **GAS, LIQUID, AND SOLID FUEL BURNING EQUIPMENT** designed to be vented shall be vented to the outside air as specified in the Mechanical Code. Such vents shall be equipped with spark arrestors when required.

6. **FLAMMABLE AND COMBUSTIBLE LIQUIDS** – Such liquids shall not be stored in any structure, booth, tent, trailer or aid-supported structure. Fuel tanks of vehicles or equipment on display shall be sealed and batteries disconnected. 314.4 IFC

7. **OPEN FLAME AND SPARK PRODUCING EQUIPMENT** shall not be used in assembly areas unless used in conjunction with approved heating or cooking appliances in areas not accessible to the public. 308.1 IFC

8. **HEATING, COOKING EQUIPMENT, WOOD BURNING STOVES AND APPLIANCES** on display shall be installed as specified by manufacturer's specifications or the Mechanical Code and shall be approved by the Fire Marshal. 308.1 IFC. Open-flames equipment shall not be operated within ten feet (10') of exits, aisles, passageways or near combustibles. 308.1.5 IFC.

9. **LPG (LIQUEFIED PETROLEUM GAS)** shall be used only with approved heating or cooking appliances.

- a) Tanks shall not be kept inside any structure, booth, trailer, tent or air-supported structures. Portable LPG containers are allowed to be used temporarily for demonstrations or public exhibitions. Such containers shall not exceed a 12-pound water capacity. Chapter 61 IFC
- b) No open flame or spark producing equipment shall be used within 25' of any LPG container. Chapter 61. IFC
- c) LPG containers shall be protected from vehicular damage and rigidly secured to prevent containers from being dislodged or knocked over. Chapter 61 IFC.
- d) Weeds, grass, brush, trash or any other combustible materials shall be kept not less than ten feet (10') from LPG containers. 6107.3 IFC

9. ELECTRICAL

a) **ELECTRICAL APPLIANCES** – All electrical appliances sold and displayed for sale or used for demonstration must be U.L. approved – not the parts only, but the complete product. Concessionaires must have **GROUNDING EXTENSION CORDS** and all cords on any electrical device must be **GROUNDING** to prevent electrical shocks. Electrical appliances such as kettles, coffee pots, space heaters, air conditioners, or hot plates, which draw more than 200 watts and which are intended for personal convenience of concessionaire are not allowed without written consent of FAIR.

b) **MULTIPLUG ADAPTERS** such as multiplug extension cords, cube adapters, strip plugs, and other devices that do not comply with the International Fire Code or the Electrical Code are prohibited and shall not be used. 605.4 IFC

c) **EXTENSION CORDS** – 605.5 IFC

1. **PROHIBITED USE.** Extension cords shall not be used as a substitute for permanent wiring.

2. **USE WITH PORTABLE APPLIANCES.** Extension cords are permitted only with portable appliances or fixtures, while in immediate use, in accordance with the following:

- Extension cord shall be plugged directly into an approved receptacle and shall serve only one appliance or fixture.
- The current capacity of the cord shall be not less than the rated capacity of the appliance or fixture.
- The extension cord is maintained in good condition without splices, deterioration or damage.
- The extension cord is of the grounded type when serving grounded appliances or fixtures.

SECTION 8 – COUNTY NPDES REQUIREMENTS

NPDES COMPLIANCE PROCEDURES FOR ALL PARTIES UNDER CONTRACTUAL AGREEMENTS WITH SNOHOMISH COUNTY PARKS & RECREATION



NUMBER: 11b
APPROVED: 9/17/10

- 1.0 PURPOSE: This Procedure outlines responsibilities of all parties under any contractual agreement, as defined in Section 3.0, with Snohomish County Parks & Recreation Department in regards to the National Pollutant Discharge Elimination System (NPDES) municipal stormwater permit held by Snohomish County.
- 2.0 AUTHORITY: A Phase I Municipal Stormwater Permit, was issued to Snohomish County by Washington State Department of Ecology on January 17, 2007 as authorized by the State of Washington Water Pollution Control Law, Chapter 90.48 Revised Code of Washington (RCW), and the Federal Water Pollution Control Act. The permit requires the County to establish procedures that will eliminate, reduce or minimize pollutant discharges to surface waters.
- 3.0 APPLICABILITY: This Procedure applies to all parties (PARTY/IES)) under contractual agreement with Snohomish County Department of Parks & Recreation (PARKS). Contractual agreements covered by this procedure include, but are not limited to, construction contracts, lease agreements, facility license agreements, right-of entry permits, special use permits, and interlocal and interdepartmental agreements.
- 4.0 COMPLIANCE WITH OTHER LAWS: Compliance with this procedure does not constitute waivers of the requirements of any other law or regulations; nor does it indicate compliance with any other law or regulation. Compliance with all applicable federal, state, and local laws and regulations is required.
- 5.0 ACRONYMS
- | | | | |
|----------------|---|-------|---|
| BMP | Best Management Practice | NPDES | National Pollutant Discharge Elimination System |
| CESCL | Certified Erosion and Sediment Control Lead | SCC | Snohomish County Code |
| Ecology or DOE | Washington State Department of Ecology | SWM | Surface Water Management |
| IVM | Integrated Vegetation Management | SWPPP | Stormwater Pollution Prevention Plan |
- 6.0 DEFINITIONS:
- 6.1 "Contaminant" means a solid, liquid, or gaseous substance that, if discharged to a drainage facility, natural drainage system, receiving waters or groundwater, will alter the physical, chemical, or biological properties thereof to the extent that the discharge will render the facility, system, or water harmful, detrimental, or injurious to the public health, safety, or welfare, or to domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses, or to livestock, wild animals, birds, fish, or other aquatic life. Contaminants may include, but are not limited to the following: Trash or debris; construction materials; petroleum products including but not limited to oil, gasoline, grease, fuel oil or heating oil; antifreeze and other automotive products; metals in either particulate or dissolved form; flammable or explosive materials; radioactive materials; batteries; acids, alkalis, or bases; paints, stains, resins, lacquers, or varnishes; degreasers and solvents; drain cleaners; pesticides, herbicides, or fertilizers; steam cleaning wastes; soaps, detergents, or ammonia; chlorine, bromine, or other disinfectants; heated water; animal wastes; sewage; animal carcasses; food wastes; bark, soils, sediment, rock and other fibrous materials; collected lawn clippings, leaves, or branches; dyes, except as allowed in SCC 7.53.090(11); and wastewater general by commercial or industrial activities.
- 6.2 "Discharge" means to throw, drain, release, dump, spill, empty, emit, or pour any matter into receiving waters, groundwater, a natural drainage system, or a drainage facility, or to cause or allow matter to be thrown, drained released, dumped, spilled, emptied, emitted or poured into receiving waters, groundwater, a natural drainage system, or a drainage facility, or to cause or allow matter to flow, run, or seep from land into receiving waters, groundwater, a natural drainage system, or a drainage facility.
- 6.3 "Drainage Facility" means any part of a man-made physical system designed or constructed to collect, treat convey, store, or control the flow of stormwater. Drainage facilities include, but are not limited to, storm water conveyance and containment facilities, including pipelines, constructed channels and ditches, infiltration facilities, retention and detention facilities, stormwater treatment facilities, erosion and sedimentation control facilities, and all other drainage structures and appurtenances.
- 6.4 "Prohibited Discharges" means the following discharges to any drainage facility, natural drainage system, receiving water, or groundwater within Snohomish County except as allowed in SCC 7.53.090 or conditionally allowed in SCC 7.53.095: (1) Any discharge not completely composed of stormwater; (2) Any discharge that causes or contributes to a violation of State Water Quality Standards or State Sediment Management Standards; (3) Any discharge that causes or contributes to a violation of any NPDES permit or State Waste Discharge permit issued to the County; (4) Any discharge that causes the County to be in violation of the State Underground Injection Control Program (Chapter 173-218 WAC); and (5) Any discharge that contains contaminants.
- 6.5 "Source control best management practices" or "source control BMPs" means structures, equipment, supplies, or operations that are intended to prevent pollutants from coming into contact with stormwater through physical separation or areas or careful management of activities that are sources of pollutants.
- 6.6 "Waters of the state" include those waters as defined as "waters of the United States" in 40 CFR Subpart 122.2 within the geographic boundaries of Washington State and "waters of the state" as defined in Chapter 90.48 RCW which includes lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and watercourses including storm drainage systems and ditches within the jurisdiction of the State of Washington.
- 7.0 COUNTY ACCESS: County personnel shall have reasonable access to all Park property to conduct annual inspection and maintenance activities, perform audits of user activities, and respond as necessary to all spills or other emergencies.
- 8.0 SOURCE CONTROL: SCC Chapter 7.53 requires any person storing or using materials that may contain contaminants in a manner that could result in prohibited discharges to streams, lakes, groundwater or the County's storm sewer to implement source control BMPs. Source control BMPs include, but are not limited to those described in Volume IV of the County Stormwater Management Manual. The PARTY shall be responsible for utilizing all known, available, and reasonable methods of prevention, control and treatment (AKART) to prevent pollution from entering waters of the State, and for providing the proper training to all individuals engaged in such activities. The PARTY shall conduct all activities in a safe, responsible manner and in accordance with all governing regulations or laws. Activities that have the potential for being pollution generating and are subject to this requirement include, but are not limited to the following:
- Application of Fertilizers and Pesticides
 - Building Exterior Cleaning and Maintenance
 - Chemical Handling
 - Cleaning of Animal Handling Areas
 - Dust Control
 - Fueling of Equipment and Vehicles
 - Land Disturbance Activities (soil erosion)
 - Landscape Maintenance and Vegetation Disposal
 - Maintenance of equipment and vehicles
 - Paving operations
 - Trash management
 - Vehicle Washing
- 9.0 SPILL RESPONSE, CONTAINMENT AND REPORTING REQUIREMENTS: PARTIES that engage in activities that pose a risk of polluting waters of the State must have a spill response plan that addresses prevention, spill control, containment, cleanup, and response. A copy must be made available to PARKS at their request. Spill containment and cleanup kits must be readily accessible. All spills shall immediately be reported to PARKS by contacting the Parks NPDES Compliance Officer at (425) 508-6614 and to all appropriate agencies identified in the PARTIES Spill Response Plan.
- 10.0 REVISIONS TO PROCEDURE: This procedure shall be revised and updated as needed to adhere to Snohomish County Phase I Municipal Stormwater Permit revisions, or procedure modifications required by PARKS. All revisions shall be numbered and dated and provided to PARTIES.