



2018 Hebron Harvest Fair

347 Gilead St
Hebron, CT 06248
860-228-0892

www.HebronHarvestFair.org



Rules & Regulations / Terms & Conditions of LSA

The Rules & Regulations are addenda to, and legally part of the License Agreement (LSA) set forth by the Hebron Lions Agricultural Society, Inc. dba Hebron Harvest Fair (HHF)

	<u>Tuesday</u> <u>Sept 4, 2018</u>	<u>Wednesday</u> <u>Sept 5, 2018</u>	<u>Thursday</u> <u>Sept 6, 2018</u>	<u>Friday</u> <u>Sept 7, 2018</u>	<u>Saturday</u> <u>Sept 8, 2018</u>	<u>Sunday</u> <u>Sept 9, 2018</u>
Concession Office Hours	9 am to 6 pm	9 am to 6 pm	9 am to 10 pm	9 am to 10 pm	9 am to 10 pm	9 am to 9 pm
Official Fair Hours	----	----	4 pm to 10:30 pm	Noon to 12 am	9 am to 12 am	9 am to 8:30 pm
Vendor Hours (unless below)	----	----	4 pm to 10 pm	Noon to 11 pm	9 am to 11 pm	9 am to 8:30 pm
Better Living Bldg Hours	----	----	4 pm to 9 pm	Noon to 10 pm	9 am to 10 pm	9 am to 8:30 pm
Artisan Tent Hours	----	----	4 pm to 9 pm	Noon to 10 pm	10 am to 10 pm	10 am to 8:30 pm
Vehicles on Grounds	9 am to 9 pm	7 am to 9 pm	5 am to noon	5 am to 11 am	5 am to 8 am	5 am to 8 am
Electrical Hookups*	9 am to 6 pm	9 am to 6 pm	9 am to 2 pm	----	----	8 pm to 10 pm*

*electrical hookup hours are subject to change without notice and disconnects available Sunday 8 pm to 10 pm and Monday 9 am to noon

ALCOHOL

- No alcoholic beverages may be brought onto, sold, or consumed on the Fairgrounds or parking lots.

ARTICLES FOR SALE

- Only those products listed on your Vendor License Space Agreement (LSA) may be sold from your concession space.
- The HHF has officially adopted the Town of Hebron "Water Pump & Wheat Sheaths" as its logo. No merchandise containing our logo will be authorized for sale, display or distribution without Superintendent of Concessions approval.
- Any Vendor or Exhibitor that offers for sale or display, any article that is illegal or is considered to be dangerous, vulgar or obscene or not in good taste for a family oriented fair shall have their lease terminated and shall remove the concession from the Fairgrounds immediately.
- If there are questions about an article falling into the above categories, Superintendent of Concessions should be consulted prior to displaying the article.
- Superintendent of Concessions shall have the final authority in determining what products for sale are in the best interest of the Fair.
- No part of your display may protrude outside the bounds of your Licensed Space. The HHF reserves the right to charge for any space used in excess of the area defined in the LSA. This includes overhangs.
- No solicitation is allowed in aisles outside the bounds of your licensed space.

AUDIO/VISUAL EQUIPMENT

- Sound amplification devices **MUST** be approved by the Superintendent of Concessions before use.
- Superintendent of Concessions reserves the right to monitor such devices and set sound levels at their discretion.

BUILDINGS/PROPERTY

- No licensee permanent constructed building will be permitted on the Fairgrounds. Any licensee seeking permanent building space should consult with the Superintendent of Concessions.
- All improvements made to a booth or location by the licensee shall become the property of the Hebron Lions Agricultural Society Inc.
- Any property left on the Fairgrounds after Tuesday, September 12th will become the property of the Hebron Lions Agricultural Society Inc unless prior arrangements are made with the Superintendent of Concessions.

CREDENTIALS - Passes are issued to each licensee on the following basis:

- Each space will be provided one vehicle pass that allows the vehicle onto the Fairgrounds during the appropriate hours. This pass will also serve as a four (4) day parking pass.
- Each vendor/exhibitor will be issued four (4) one day admission passes for every 5' of frontage space. Additional half price passes for \$6.50 will be available until noon on Thursday, September 7th.
- On-grounds parking is free before 5:00 pm Thursday, 4:00 pm Friday and 8:00 am Saturday & Sunday. One (1) day parking passes are available for purchase at \$5.00 each from the Concessions Office. During the hours that the Fair will charge for parking, there will be shuttle service to the free parking lots across Route 85.
- Every person, including vendor staff, entering the fairgrounds must have a pass or pay admission.

COMMERCIAL DELIVERIES

- ANY vehicle entering the Fairgrounds MUST have the proper vehicle pass hang/tag clearly displayed from the vehicle.
- Vehicles are allowed on the grounds during pre-Fair hours only. All deliveries within one hour of the Fair opening must be done by hand carry or hand truck. Golf carts may not be used during Fair hours.
- THERE WILL BE NO VEHICLES ALLOWED TO BE DRIVEN WITHIN THE FAIRGROUNDS WHILE THE FAIR IS OPEN.
- Vehicles may enter grounds thru Gates 1 & 2. No other gates will be open to vehicular traffic.

ELECTRICITY

• Provisions

- Each rental space includes one 115 volt 20 amp receptacle. Other requirements MUST be listed on your LSA (License Space Agreement), i.e., 208 volts, higher ampacities or hard wire panel.
- A hook-up/inspection fee of \$35 will be charged to various concession locations.

• Requirements

- All cords must be 12-gauge minimum, grounded and **approved for use in a wet location and direct contact with the ground.** The cord must be the correct size for the proper load. Vendors are responsible for any necessary ground faults.
- All metal trailers must have a supplemental ground rod with #6 gauge-grounding conductor properly bonded to the trailer frame.
- All hot water heaters must be propane gas operated.
- All installations must conform to the current National Electrical Code.

• Sensitive Electronic Equipment - Although the HHF attempts to maintain 115/208 voltage throughout the fairgrounds, fair management is not responsible for failure of any electronic equipment, i.e., computers, cash registers, etc., due to voltage fluctuations or power failures.

• Obtaining Electrical Service

- Upon setup at your rental space observe the nearest electrical pole or pedestal number. The number is located on a sign attached to the pole or pedestal. Take this number along with your contract number to the Concessions Office. The HHF Volunteer will take the information and issue a colored tag. This tag must be attached to your cord and placed next to the power panel on the pole or pedestal that you designated.
- A separate tag will be issued for each electrical rental space.
- Each cord plugged into fairgrounds power MUST have an electrical tag issued by the Concessions Office. **Cords plugged in without a tag will be disconnected and locked out by our fair electricians.**
- An electrician will inspect your rental location and energize your power.
- Priority will be given to food vendors requiring refrigeration.
- No power will be supplied prior to noon, Tuesday, September 7th, or after noon Monday, September 11th. Requests for power outside the noted hours are subject to additional charges.

• Breakdown

- All hard-wired electrical hookups will be disconnected by noon, Monday, September 11th.
- Arrangements can be made to supply a 115-volt outlet to maintain refrigeration. HHF reserves the right to charge additional electrical fee for this service.

FOOD SERVICE SANITATION

- Vendors that dispense prepared, cooked or processed foods (including food product sampling) for consumption by the public shall be responsible for obtaining a food permit in compliance with Connecticut State Food Regulations. If you are not sure that your food product requires a food permit or have any questions regarding proper preparation and sanitation procedures, please call or email Steve Knauf, RS Chief Sanitarian, Chatham Health District at the Department of Health 860-228-5971 x140 or steve.knauf@chathamhealth.org. Food vendors should refer to the specific instructions from the Department of Health.
- **Vendors will be invoiced for a Permit Fee on their Statement of Account thru the Hebron Harvest Fair. Pay all fees to the HHF, and the HHF will pay for everyone at the end of the Fair at once.**
- **Health Department applications MUST be submitted to the Hebron Harvest Fair BEFORE August 1st.** Any application received less than 30 days prior to the Fair will be assessed a \$75 late fee by Chatham Health Department.

HOURS OF OPERATION

- Refer to the chart on top of page one (1) for official Fair hours.
- Setup of concessions/exhibits may begin at 9 am Tuesday, September 5th. NO concessions/exhibits are allowed to BEGIN setup before 9 am Tuesday without prior authorization from the Concessions Manager.
- Break-down of concessions/exhibits may NOT START UNTIL 8:30 pm Sunday, September 11th.
- **ALL CONCESSIONS/EXHIBITS MUST BE OPEN FOR BUSINESS DURING THE VENDOR HOURS LISTED IN THE CHART ABOVE.**
- Concessions/Exhibits must be removed by 4 pm Tuesday, September 12th. The Fairgrounds will be open 7 am to 4 pm on Monday and Tuesday following the Fair for this purpose.
- If you plan to sleep in your licensed space, please notify the Superintendent of Concessions.

INSURANCE

- The vendor/renter must provide the HHF with a signed original Certificate of Insurance (ACORD form), lawfully transacted which sets forth the following:
 - List as the ADDITIONAL INSURED: "The Hebron Harvest Fair, the Hebron Lions Club, their directors, officers, agents,

servants, and employees are made additional insured, but only in so far as the operations under this contract are concerned.”
o Dates: The dates of inception and expiration of the insurance. For individual events, the specific event dates must be listed, along with language that acknowledges all set-up and tear down times.

- General Liability coverage required:
 - o Limits shall be not less than \$1,000,000 combined single limits per occurrence.
- Automobile Liability coverage required:
 - o Limits shall be not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on the fairgrounds.
- Workers’ Compensation coverage required:
 - o Workers’ Compensation coverage shall be maintained, as required by law, whenever a vendor has employees.
- **ACORD Certificate, providing proof of insurance, MUST be received 30 days prior to the start of the Fair (by August 8th) or you may be required to pay a \$100 insurance fee.**

LIVE-IN VEHICLES, CAMPERS & TRAILERS

- Please contact the Concessions Manager for an RV Parking form if you are interested in parking your camper at the Fair. The Fair does not have a dump station available for RV’s and campers. We have an on grounds pumping service available. Inquire at the concessions office concerning the time and cost of septic pumping.
- Camper parking is available in our Camper Parking area for the week inside Gates 11 and 12.
- Water and power up to 50 amps is available for a fee on a first come, first served basis.

PETS

- No pets or animals, except handicapped service animals or those used as part of an authorized exhibit shall be allowed on the Fairgrounds.

SANITATION

- Each vendor/exhibitor be responsible for taking their trash and cardboard to the nearest DUMPSTER and not the nearest trash receptacle during the hours of operation..
- Each vendor/exhibitor is expected to clean the immediate area around his rental space of debris each night. The HHF appreciates your help in keeping our Fair clean and inviting.
- **Daily trash pickup will be curbside at 6am on Friday, Saturday and Sunday mornings. We request that all trash be ready and curbside by 6am each morning to eliminate overflowing trash receptacles. BLUE receptacles are for single stream recycling, i.e., cardboard, paper, cans, bottles and plastics. GREEN receptacles are for trash only. RED receptacles are for vendor use.**
- **Grey Water will not be dumped directly on the ground. Please ask directions to the nearest location of a dump station.**

SECURITY

- Safety and security is the most important concern of our Fair. The Rules and Regulations are for the benefit of everyone.
- Fair Security will begin at 4:00 pm on Thursday, September 7th and continue until 8:00 am, Monday, September 11th.
- Any bodily injury, property damage, thefts or vandalism, should be reported immediately to any security officer, the Security Office or the Administration Office.

TAX REGISTRATION NUMBER

- Unless otherwise exempt, all vendors must have a valid tax number from the State of Connecticut Department of Revenue Services. If you have any questions concerning sales tax or wish to obtain a tax number, you may contact the Department of Revenue Services, Collection & Enforcement Division, 25 Sigourney St., Hartford, CT 06106, call 860-297-5962 or visit www.ct.gov/DRs

TENTS

- You may bring your own tent, but approval from the Concessions Manager is required BEFORE the Fair begins. Your tent MUST be in compliance with Town of Hebron and State of Connecticut requirements. (This compliance includes the proper height and protected lighting fixtures).
- Rental tents are available by prior arrangement through the Concessions office. A variety of tent sizes are available. The fee includes set up, unusual requirements i.e., height, and compliance with the Town of Hebron regulations.

TERMS

- The terms “Licensee,” “Concessionaire,” “Exhibitor” and “Vendor” contained herein shall be one and the same.

VEHICLES

- Please refer to the “CREDENTIALS” section for information about parking passes.
- Please refer to the chart on Page 1 for the hours vehicles are allowed to be driven on the Fairgrounds with the proper pass.
- Vehicles left on the Fairgrounds after 4 pm Tuesday, September 13th may be towed at the owner's expense.
- No vehicles will be allowed onto the grounds two (2) hours prior to Fair opening each day, and four (4) hours (12 noon) before opening on Thursday.
- **ALL Vehicles must be off grounds two (2) hours before opening at 4:00pm on Thursday and one (1) hour before the Fair opening on Friday, Saturday and Sunday.**