

DIXIE CLASSIC FAIR



**Exhibitor and Vendor
Handbook**

DIXIE CLASSIC FAIR

OCTOBER 4 - 13, 2019

VENDORS/EXHIBITORS

HANDBOOK

Please read all information contained in this handbook. It has been compiled to clarify policies affecting the successful operation of your concession/exhibit. We urge you to make this handbook available to those operating your concession/exhibit. Additional copies are available, if needed.

1. Contract

Sign and return both copies of your lease agreement and once returned the second copy of the contract is for your files. Keep it in a safe place and be sure to bring it with you to the Fair for reference if there are any questions. When you arrive, you **MUST** stop by the Fairgrounds Administration Office to make sure all advance payments are in order and sign for your parking permits and admissions.

Contract space is nontransferable. All deposits are nonrefundable. No refunds will be made after September 1, 2019. No exceptions.

The Dixie Classic Fair reserves the right to cancel at any time all contracts made with vendors or exhibitors for any infraction of the rules or regulations made herein without refund, and to cancel all contracts, whatever kind, by public notice, should an act of providence, such as war, riot, terrorism, fire, flood, storm or pestilence, prevent holding the Fair.

If all payments are made (space, camping, electric, insurance requirements, etc.) prior to September 1, there are certain benefits that can expedite your setup at the Fair. Outside concessionaires who are paid in full may begin setting up as early as Saturday, September 28, at 9:00 am, weather permitting. Please contact the Fairgrounds Administration Office (336-727-2236) to confirm full paid status prior to September 13.

DIXIE CLASSIC FAIR - FUTURE DATES

2020	October 2 - October 11	2024	October 4 - October 13
2021	October 1 - October 10	2025	October 3 - October 12
2022	September 30 - October 9	2026	October 2 - October 11
2023	September 29 - October 8	2027	October 1 - October 10

2. Contract Execution

INSTRUCTIONS TO CONTRACTORS/CONCESSIONAIRES AND REQUIREMENTS AS TO FORM FOR CITY OF WINSTON-SALEM CONTRACTS. DO NOT REMOVE FROM CONTRACT

Please observe the following in executing the attached document:

(1) The City generally contracts with four types of legal entities.

a. If the agreement is with an **Individual**, whose business is not formed under one of the entities mentioned below, that individual should sign the agreement exactly as his/her name is set out. If individual is doing business as “Business Name”, the individual should sign the agreement as **the “individual” d/b/a, ‘Business Name’**. The individual’s signature must be notarized.

b. Execution on behalf of a **Corporation** should be by the president or a vice president and attested by the corporate secretary, with the corporate seal affixed. An official other than the president or vice president should attach documentation of his/her authority to execute and bind the company. If the corporation does not have a seal, draw a circle, write “SEAL” across the middle and write the corporate name around the inside of the circle.

c. If the agreement is with a **Partnership**, all members of the Partnership should execute unless an authorized partner is designated to execute. Documentation of such authority should be attached. The Partner’s signatures, or the individual partner’s signature, must be notarized.

d. If the agreement is with a **Limited Liability Company (LLC)**, the LLC should provide a copy of the Articles of Organization and Operating Agreement or other documentation that indicates that the person signing the contract has the authority to bind the LLC. Generally, the Articles of Organization will state if the LLC is a member managed or manager managed and will state the name of the person who has the authority to bind the LLC. The Manager’s signature should be attested to by the LLC Secretary, with the LLC seal affixed.

(2) The instrument should not be dated, except by the last person executing the Contract, normally the Fair Management.

(3) Two copies of the contract are sent to the Contractor/Concessionaire. The original and duplicates should be signed and returned to the City for signature, after which one original will be returned to the Contractor/Concessionaire

3. Payments

Deposit: All contracts must be returned within 28 days from date issued or other date noted in contract, and a deposit of one-half of the total rent must be sent with the signed contract.

Final Payment: Total rent, utilities, insurance, camping and any other payment due must be paid on or before September 1, 2019. **Any payments made or postmarked after September 1 will incur a 15% late fee on remaining contract balance.**

4. Insurance Requirements

All vendors and exhibitors participating in the Dixie Classic Fair shall, at their own expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 to cover the entire time equipment and personnel are at the Fair unless other arrangements are made with Fair management to purchase insurance through the Dixie Classic Fairgrounds Administration Office.

A Certificate of Insurance with a company licensed to do business in North Carolina must be on file with your contract prior to September 1, 2019. **The Certificate of Insurance must include the Dixie Classic Fair and the City of Winston-Salem as additional insured, not just as certificate holder. In addition, all golf carts, scooters, etc. will require a paid permit and evidence of insurance.**

Notice of Cancellation: It shall be a condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the Fair, that the insurer agrees not to cancel or reduce the limits of the coverage without first giving the Fair management written notice. In previous years, the Fair has been able to supply insurance coverage for the ten days of the Fair for a fee as follows:

\$115 for Concession, Exhibit and Community food booths

\$100 for each additional space with same exhibitor

Call for pricing for golf cart (liability only)

(Prices are subject to Change)



Insurance that is purchased through the Fairgrounds only covers personal injury and property damage with regard to the patron only. Insurance does not cover employees or equipment in the booth space. It is the responsibility of the vendor to provide insurance to cover workers' compensation and personal property. The Fairgrounds cannot provide insurance to any booth selling tobacco products.

Please check with us concerning availability and cost before sending payment for insurance.

5. Gate Passes

Inside Annex Space: “Vendor Only” tickets will be distributed as follows:

1-2 booths	=	30 tickets
3-4 booths	=	40 tickets
5 booths & Up	=	50 tickets

“Vendor Only” tickets will be accepted at all Fairgrounds gates. **ALL** employees/volunteers must present a ticket each day to enter. If additional tickets are needed, they may be purchased **ONLY** at the Annex Box Office before and during the Fair at the Advance Sale Rate of \$8 each. **“Annex Vendor Only” Ticket DOES NOT include parking (please see parking rules on pg. 5)** It will be your responsibility to distribute “Vendor Only” tickets in order to staff your booth properly.

Outside Concessionaire Space: Each outside concessionaire/vendor will receive no more than (40) admission passes per stand. **ALL** employees/volunteers must present a ticket each day to enter. If additional tickets are needed, they may be purchased **ONLY** at the Annex Box Office before and during the Fair at the Advance Sale Rate of \$8 each. **Admission Pass DOES NOT include parking (please see parking rules on pg. 5)** It will be your responsibility to distribute admission passes in order to staff your booth properly.

Notice: No admission passes will be released until the Fair has received full payment, and all paperwork, including a Certificate of Insurance is provided.

6. Parking ***NEW RULES***

Annex Vendors & Outside Vendors

All vendors will be required to purchase parking in all Wake Forest owned public lots. A DISCOUNTED Parking Sheet, consisting of (10) parking tickets will be available for a **\$80** this amount is determined based on the parking price of \$10 per vehicle that Wake Forest has set as the public parking price.

Parking sheet is available in increments of (10) tickets ONLY. You can not purchase tickets individually.

Discount Parking Ticket is good in Wake Forest/Coliseum Lots Only. Parking is still based on availability. The Parking ticket does **NOT** guarantee parking if lots are full. Each discounted parking ticket will be collected by parking staff upon entering lots. Please make sure you purchase ENOUGH Discounted Parking Sheets to appropriately staff your booth(s) for all ten days. Carpooling is strongly suggested.

All Discounted Parking Sheets must be purchased by
September 1.

Parking Booklet(s) will be included in the packet you receive on set-up day. Please make all employees aware of these changes in advance to avoid confusion. It will be your responsibility to distribute parking tickets to your employees once packets are received. Thank you for your cooperation and understanding. **DISCOUNT PARKING TICKETS WILL NOT BE ACCEPTED AT GATE 8. NO EXCEPTIONS**

Community Food Booths - Each food booth will be issued (10) Gate 8 Parking hangers. This does not guarantee parking if lot is full.

Gate 8 parking is by permit or pass only. This lot is Reserved for livestock exhibitors, special contest exhibitors, concert/entertainment, motorsport staging, sponsors, media, etc.

Service Gate / Command Post

Each Outside Vendor / Community Food Booth will be given one permit to be used for Service Gate/ Command Post entrance prior to opening each day. Service gate permits are for entrance only. All traffic must exit through Gate 8 onto 27th Street and then park in a public Wake lot.

Cars and trucks are not allowed inside Fairgrounds except for loading and unloading. No moving car or truck traffic is permitted on the Fairgrounds without staff escort during operating hours. All vehicles must be removed prior to opening gates to general public.

Stock Truck parking will be done in an orderly fashion. **Stock Truck Rental Rate: Commercial - \$250 / Concession - \$200** One truck or car per space. Anyone not parked in their assigned space(s) will be towed at owner's expense. Stock Lot is behind the Education Building and next to the Police Command Post. **All stock trucks behind concession stands must be approved by Fair staff, and there will be a charge of \$200 per truck for all locations.**

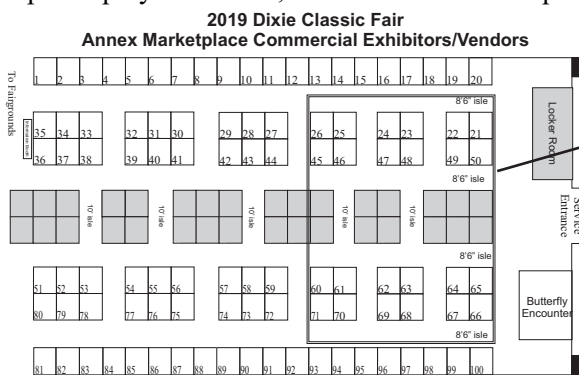
GOLF CARTS

All Golf Carts/ ATV's must be permitted. Golf Cart Permit Fee: \$100 per vehicle (does not include rental). All permit fees must be paid before vehicle can be used on the grounds. Use of golf carts on the grounds is allowed during posted times and in designated areas ONLY!!! This applies to vendors and suppliers. Pedestrian traffic has right-of-way at all times. Anyone observed operating a golf cart, motor scooter, bicycle or any other wheeled vehicle during operating hours or in a reckless manner will be warned once and required to park the vehicle on the second offense. A third infraction will be grounds for revocation of contract and ejection from the Fair. **All golf carts, scooters, etc. must have a permit issued by the Fair and evidence of liability insurance on the vehicle.**

7. Set-Up/Tear-Down Procedures

Inside Vendors/Exhibits Set-Up: Set-up will be Thursday, October 3, between 9:00 am and 8:00 pm and Friday, October 4, 8:00 am to 10:00 am.

Annex Marketplace exhibitors who are paid in full may report directly to the Annex Marketplace between 9:00 am and 8:00 pm on Thursday, October 3 to pick up credentials and begin setting up. **Anyone picking up packets on Friday, October 4, must go to Fair office thru Gate 8.** Vendors with a larger booth set-up may be able to move in on Wednesday, Oct. 2. This must be approved prior to set-up day. Admission packets will be available for pick-up by October 3, 2019. No admission packet will be mailed.



Vendors located in this area should wait until 2:00pm on Thursday, 10/3 to set-up. This will allow other vendors better access for booth set-up.

Inside Concessions/Exhibits Tear-Down: Exhibitors inside AnnexMarketplace may not begin tear-down until 10:00 pm closing night of the Fair, Sunday, Oct. 13, 2019. The Annex will be open until 12:00am (midnight) the night of Oct. 13, and 8:00 am to 12:00 noon, Monday, Oct. 14, for move-out. **All exhibits must be out by Monday, Oct. 14, at 12:00 noon.** Any exhibitor leaving prior to 10:00 pm on Sunday, Oct. 13, is subject to loss of exhibit space for next year and will be charged a \$100 non-performance fee for violation of contract.

Outside Concessions Set-Up: Set -up will be from 9:00 am to 6:00 pm, Saturday, September 28 (weather permitting), through Thursday, October 3. All Outside vendors must check in with the Fair office when arriving on grounds. Please enter through Gate 8 off 27th St.. Once check-in is complete, OUR Lot Man will supervise trailer/tent placement within your assigned space. **DO NOT drop your equipment and leave. Equipment placement must be approved!!!** Only contracts paid in full may begin set-up.

ALL OUTSIDE VENDOR/CONCESSION SET-UP (TRAILERS/TENTS) MUST BE SET-UP BY THURSDAY, OCTOBER 3, 2019.

ALL VENDOR/CONCESSIONS/EXHIBITS MUST BE READY TO SERVE THE PUBLIC BY 11:00 AM, FRIDAY, OCTOBER 4.

Outside Concessions/Exhibits Tear-Down: Outside concessionaires and exhibitors may not begin to dismantle or move out any equipment until 11:00 pm closing night of the Fair, October 13. Any vendor/exhibitor leaving prior to 11:00 pm is subject to loss of space for next year and will be charged a \$100 non-performance fee for violation of the contract.

<p>VENDOR / CONCESSIONAIRE MUST BE ABLE TO LOCATE STAND/ TRAILER WITHIN THE SPACE ALLOTTED ON THE CONTRACT. PLEASE CONTACT THE FAIR OFFICE IF THERE IS ANY QUESTION ABOUT BEING ABLE TO GET YOUR STAND IN PLACE. <u>ANY VENDOR/ CONCESSIONAIRE THAT REQUIRES FORK-LIFT ASSISTANCE DURING MOVE-IN WILL BE CHARGED A \$500 LOCATION FEE.</u> MOVE-IN EARLY TO AVOID THE FEE.</p>



8. Operating Hours

Inside Vednors/Exhibitors: Personnel staffing booths may only enter Annex Service Entrance in rear of building or side public entrance one hour before public opening by presenting the “Vendor Only” ticket. Building will be open to the public and should be staffed during the following operating hours:

October 4 -	11:00am - 10:00pm	October 9 -	11:00am - 10:00pm
October 5 -	9:00am - 10:00pm	October 10 -	11:00am - 10:00pm
October 6 -	11:00am - 10:00pm	October 11 -	11:00am - 10:00pm
October 7 -	11:00am - 10:00pm	October 12 -	9:00am - 10:00pm
October 8 -	9:00am - 10:00pm	October 13 -	11:00am - 10:00pm

All vendors/exhibitors must leave within one hour of closing for security reasons.

Outside Concessions: All concessions must be open and ready to serve the public during all operating hours of the Fair:

October 4 -	11:00am - 11:00pm	October 9 -	9:00am - 11:00pm
October 5 -	9:00am - 11:00pm	October 10 -	11:00am - 11:00pm
October 6 -	11:00am - 11:00pm	October 11 -	11:00am - 11:00pm
October 7 -	9:00am - 11:00pm	October 12 -	9:00am - 11:00pm
October 8 -	9:00am - 11:00pm	October 13 -	11:00am - 11:00pm

Special Days:

School Day: Mon., Oct. 7, 9:00am - 11:00am,

Senior Citizens Day: Tue., Oct. 8, 9:00am

Special Education/Disability Day: Wed., Oct. 9, 9:00am - 11:00am

On the above special days we will open 2 hrs. prior to normal public operating hours. Outside vendor/concessionaires are not required to be open. Vehicle access to stand will not be permitted after 8:00am on these special days.



Inclement Weather: In the event of rain, until a decision is made by the Fair Manager to close early, all booths must remain open

9. Booth Rules and Regulations

1. The Fair Management shall have control over all displays, exhibits and concessions of every kind within the Fairgrounds. This is a family-oriented Fair and your booth should reflect this attitude. No weapons, knives, laser lights, or objectionable items are allowed.
2. Vendors /Exhibitors will be held responsible for the cleanliness of their exhibit space. No accumulation of packing boxes, packing material, waste paper, rags, unused decoration or other combustible waste will be permitted.
3. Commercial Exhibitors/Vendors must provide, at their own expense, all showcases, shelving, counters, fittings, etc. which they require. Due to site restrictions, all booths will have **3' sides with an 8' backdrop**. If your exhibit requires a different set-up, approval must be granted by the Fair Office in advance.
4. **Annex Exhibitors: No helium balloons or paper stickers will be allowed for booth decoration or to be passed out to the public.**
5. Concessionaires/Exhibitors are required to maintain complete concession/exhibits at all times. Concessionaires/Exhibitors must stay within the boundaries of their space (this includes all decorations, coolers, displays, etc.). **Vendors/ Exhibitors are NOT allowed in the roadways, aisles or front lobby to promote their booth.**
6. **All booths must be re-stocked before and after Fair hours. All products taken in or out must be done thru the Back Door of the Annex Only.** No Vendors are allowed to use the side doors of the Annex at any time.
7. Any merchandise or equipment left in the buildings or on the grounds after the close of the Fair will be at the risk of the owner. Every reasonable effort will be made by the Fair management and employees to protect property on exhibit from loss or damage, but the Fair will not be responsible should such loss or damage occur.
8. All concessions and exhibits will be reviewed each year. Those who do not follow these rules and regulations to ensure a quality operation will not be sent a contract for the next year.
9. **Propane Gas:** There will be no propane tanks used in any buildings without prior approval of Fair management and approval by Fire Marshall.

10. Liability: All property of every character whether entered for exhibit or for any other purpose, will be taken into the grounds and buildings and kept entirely at the risk of the owner who assumes all responsibility for loss, damages, or thefts. It is distinctly understood that exhibitors, vendors, concessionaires and all other persons, firms or corporations having property on the grounds and desiring protection from such loss or damage must make their own arrangements. The Dixie Classic Fair will employ guards and traffic directors and will promote safety and protection of patrons, exhibitors and property on the Fairgrounds, but, under no circumstances, will the Fair, or any of its officers or employees, be responsible for the loss or damage to persons and their property, including exhibits, electronic equipment, automobiles in parking lots and articles left in cars, because of accidents, theft, fire, the elements or any other conditions.

11. Alcoholic Beverages: Absolutely no alcoholic beverages will be allowed on Fairgrounds, camping grounds or parking areas. Anyone found to be intoxicated or under the influence of illegal drugs will be required to leave the grounds, will not be allowed re-entry for the duration of the Fair, and will be subject to arrest. Alcoholic beverages officially entered in the Mid-Atlantic Southeastern Wine Competition are exempt from this rule.

12. Grease and Litter Disposal: Sanitation is absolutely necessary and we ask your cooperation in keeping the Fairgrounds clean and attractive. Trash barrels and grease bins will be located near each concession, in buildings and in the food court. **Trash produced inside and around stand should be put into litter bags, tied and placed in front of stand on road after closing. Sanitation crew will pick up each morning.**

13. Food Concessions: All food concessions are subject to rules and regulations of County and State Health Departments. (see pgs. 11-16)

14. Vehicles and Gas Powered Equipment: Must be permitted by the City of Winston-Salem Fire Marshall. To obtain further information and permit contact 336-734-1290.

15. Tents/Canopies: **No covered tents are allowed in any inside vendor booth space.**

16. Stock/Food Supplier Payments - All vendors/concessionaires are required to keep all accounts with stock/food suppliers in good standing. Failure to comply may result in revocation of contract.

17. Non-Profits - Current year verification is required in order to be eligible for Community Food Booths or Inside Non-Profit space classification.

Forsyth County Department of Public Health Requirements

- *** NO FOOD PREP IS TO BE DONE PRIOR TO RECEIVING A PERMIT. ANY FOOD FOUND BEING PREPARED PRIOR TO RECEIVING A PERMIT WILL BE IMMEDIATELY DISCARDED.**
- *** \$75.00 PERMIT FEE MUST BE PAID PRIOR TO RECEIVING A PERMIT. FOR APPLICATION AND PAYMENT GUIDELINES PLEASE CONTACT THE FORSYTH COUNTY HEALTH DEPT**
- *** NO DISPOSING OF GREASE OR WASTEWATER ON THE GROUND OR IN THE STORM DRAINS (GREASE RECEPTACLES WILL BE ON SITE, SEWER CONNECTIONS MUST BE USED)**

All food vendors who plan to have a booth at the Dixie Classic Fair must submit a Temporary Food Establishment (TFE) application and pay a \$75.00 permit fee for each booth. In order to minimize delays in issuing permits at the Fair, all vendors must submit a completed TFE application including a diagram of the booth layout and \$75.00 permit fee to the Forsyth County Department of Public Health. **Applications and fees MUST be submitted no later than September 20, 2019.** Fees are payable by cash, check or credit card. Any delay in receiving the application and fee may prevent the issuance of a permit in a timely manner. The application and fee may be mailed to the Health Department at the following address:

Forsyth County Department of Public Health
Environmental Health Division
PO Box 686
Winston-Salem, NC 27102-0686

The application and fee may also be submitted in person at the Health Department located at 799 N. Highland Ave. Winston-Salem, NC. Applications and fees will not be accepted at the fairgrounds.

No permits will be issued until both the application and the fee have been received and an evaluation has been completed to determine that the vendor is eligible to receive a TFE permit.

If there are any questions regarding the application or the fee, please contact:

Forsyth County Health Department - 336-703-3225

Additional resources available at the following websites:

Cooking for Groups: A volunteer's guide to food safety

http://www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf

Link to NC Rule .2600 (Governing Food Protection and Sanitation of Food Establishments. 15A NCAC 18A .2665 covers TFE's

<http://ehs.ncpublichealth.com/docs/rules/294306-26-2600.pdf>

MENU* (*MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED)

A LIST MUST BE PROVIDED OF ALL FOOD TO BE SERVED. INCLUDE HOW YOU PLAN TO KEEP POTENTIALLY HAZARDOUS FOOD HOT (135 °F or greater) OR COLD (41 °F or less).

The Health Department is to be notified of menu changes at least 48 hours in advance of the event. Food items not listed may result in a delay of issuance or denial of a permit. It is strongly recommended that only prewashed produce be purchased and used in a temporary food establishment.

All food and beverage must be prepared on-site. Local groups may be allowed to prepare foods in advance of the event in a permitted TFE commissary (not a domestic kitchen). If you are representing a local group and would like to prepare foods in advance, you will need to complete a separate TFE application and pay a \$75.00 fee for the proposed TFE commissary. The commissary permit is valid for up to 21 days and can be permitted up to 7 day prior to the beginning of the event.



**DIXIE
CLASSIC
FAIR**

Temporary Food Establishment

Dixie Classic Fair Temporary Food Establishment Permit Checklist

*No food preparation (processing, cutting, marinating, cooking, etc) is to be done prior to receiving a permit. Foods, especially meats, must be in their original package. Any food that has been prepared or removed from the original package prior to receiving a permit, including any foods prepared at a previous event, will be immediately discarded.

*\$75.00 permit fee and application must be received prior to obtaining a permit.

*No disposing of grease or wastewater on the ground or in storm drains. Grease receptacles will be on site. Sewer connections must be used.

____ Water properly connected. Drinking water safe food grade hoses are required for water connections. Hoses must be sanitized prior to use. Hoses must be labeled.

____ Wastewater lines discharged directly to sewer. Sewer connections are available on site. No holding tanks or blue-boys are allowed. Hoses used for wastewater must be labeled.

____ Hot water at a minimum of 120°F at utensil sinks (minimum 100°F at hand sinks). Wash water in the utensil sink must be maintained at 110°F.

____ Separate handwash sink with soap and paper towels at all food handling areas. No cooler set-ups allowed.

____ 3 vat utensil sink and counter space/drainboard for the air drying of utensils.

____ A food preparation sink provided in each food preparation area (unless providing pre-washed produce with documentation).

____ Sanitizer available. Mix water and bleach (no scented bleaches) to make a 50ppm chlorine solution or other approved sanitizer.

____ Sanitizer test strips must be made available.

____ Thermometers in refrigerators. **Air temperature should be 31°F-36°F (Food 41°F or below).**

____ Thermometers for checking food temperatures with a range of 0-220°F (Recommend a small diameter probe food thermometer). **Cold foods must be kept 41°F or below.**

____ Foods from approved sources. Any food requiring preparation prior to the Fair must be approved in advance by this Department.

____ Food stored off the floor/ground and covered. Corn, potatoes, onions, etc must be stored on a pallet or other approved means and must be kept covered.

_____ All food handling and cooking must be done in a protected area. This area shall have overhead coverage. Any separate food areas must be provided with hand sinks.

_____ Means to prevent bare hand contact with ready-to-eat food (food grade gloves, utensils, or deli paper).

_____ Outside storage (supplies, refrigerators, freezers) must be protected. Any supplies or equipment not inside a building or trailer or under a tent must be covered.

_____ Open food displays must be protected from contamination by sneeze guards or other barriers.

_____ Ice scoops and a separate bin for ice used in beverages must be provided.

_____ Consumer Advisory must be posted for raw or undercooked animal products.

_____ Lighting must be shielded or shatterproof.

_____ Effective hair restraints (ball cap or hairnet).

_____ Employee health policy agreement in place. Employees informed of knowledge of illnesses.

_____ Permanent booths must have gas connections inspected and approved. Health Department staff will be on the Fairgrounds beginning date of permitting.

****ALL VENDORS / CONCESSIONAIRES****

GREASE - NO GREASE DISPOSAL ALLOWED IN SINKS, MANHOLES, SANITARY SEWERS OR STORM SEWERS. WASTE GREASE MUST BE PLACED IN WASTE GREASE RECEPTACLES LOCATED ON GROUNDS.

GRAY WATER / WASTE WATER / SEWAGE - ALL WASTE WATER AND SEWAGE HOSES MUST DRAIN CORRECTLY INTO SANITARY SEWAGE CONNECTION.

VIOLATORS WILL BE CHARGED \$500 AND ANY OTHER FEES NECESSARY TO CLEAN AND RESTORE PLUMBING OR AREA EFFECTED. THE SOURCE OF ANY SUCH VIOLATION IS THE VENDORS RESPONSIBILITY. SECURITY CAMERAS AND ASSIGNED PEOPLE ON GROUNDS WILL BE WATCHING FOR THIS TO IDENTIFY PERSONS VIOLATING THIS POLICY. VIOLATION MAY RESULT IN REVOCATION OF CONTRACT AND EJECTION FROM THE FAIR.

Important Information

- All food workers must know their responsibilities in reporting any illness to the person in charge (PIC). A reporting agreement may be posted at each booth.
- Fairgrounds policy requires all sinks, ice machines and anything that discharges liquid to be connected to sewer. NO HOLDING TANKS.
- If sewage removal by gravity cannot be obtained, a pump may be used to remove wastewater from booth.
- Per 15A NCAC 18A .2668 and .2669 of the Rules Governing the Food Protection and Sanitation of Food Establishments, you must meet the following requirements:
 - * 3 sink vats of sufficient size to submerge, wash, rinse and sanitize utensils must be provided. Wash water must be able to maintain at least 110 deg F when washing dishes.
 - * A 1 vat sink must be provided for employees to wash hands where food and/or ice is prepared, dispensed or handled. Warm water must be used when washing hands.
 - * All sinks must be provided with hot and cold running water. A water heater must be provided to supply the sinks with hot water.
- A 1 compartment food preparation sink must be provided for washing produce in each food preparation area. All fruits and vegetables must be washed before use. If a separate produce sink cannot be provided, produce MUST be prewashed WITH documentation from distributor.
- The water must be supplied to the booths/tents through a drinking water safe food grade hose. The waste water connection from the food booth water source to the sewer must be through a standard garden hose (Cannot be through a standard food grade hose).
- Grease CANNOT be disposed of in storm drains. (All employees must be aware of this policy. Owners will be held responsible if employees violate this policy)
- Ice machines MUST be cleaned and sanitized prior to permit being issued.
- Any menu changes after application is submitted MUST be approved by department.

Permanent Booths

- Due to limited size and capacity, a two compartment sink is provided in each permanent stand. Each stand must provide documentation on wash, rinse and sanitize procedures for the cleaning and sanitizing of utensils.
- Due to limited access to plumbing for water access and sewage removal, produce MUST be prewashed WITH documentation provided from distributor.
- Gasline connections MUST be signed off before permit can be issued.

North Carolina Department of Agriculture and Consumer Services



Food and Drug Protection Division



The North Carolina Department of Agriculture performs inspections at all food and beverage vendors that are not under inspection by the Local County Health Department. The below requirements are some highlighted points of the Good Manufacturing Food Practices code (21 CFR-GMP 110's) that all vendors and food processors under NCDA-CS jurisdiction are required to comply with in order to sell at local and county fairs in the state of North Carolina. The trailer/facility needs to be clean and sanitized before an inspection; no food shall be prepared for consumer sale until the inspection is completed. The following items are needed prior to calling for a Food Safety Inspection:

- 1) A safe water source with back flow prevention device and proper disposal of waste/waste water
- 2) Power shall be on to provide water at an adequate temperature for cleaning and hand washing
- 3) All employees working in the food prep area shall have proper hair restraints (Ball cap, Hairnet) and comply with good hygienic practices.
- 4) All storage of food items, baking pans, and other items used in the production of food shall be stored in a manner that protects against contamination.
- 5) All items labeled "Keep Refrigerated" shall be held at 45F or below and all items labeled "Keep Frozen" shall be below 32 degrees F.
- 6) Cold storage equipment must have a temperature measuring device.
- 7) Provide adequate hand washing for all employees.
- 8) Ensure any light bulbs are shatter resistant and/or shielded.
- 9) Equipment and surface sanitizer with test strips.
- 10) Properly maintained food processing equipment.

If you have any question please feel free to call the highlight contact person(s) below or a compliance officer at 919-733-7366. If you would like a copy of the 21 CFR 110's regulations please feel free to ask your inspector. Once you have met the above requirements please call the highlight contact person(s) below. Inspections will be conducted as soon as possible once NCDA-CS is notified that your booth/trailer is ready for inspection.

Inspectors Phone Numbers

Lucy Love - 336-293-3866

Chris Packer - 919-368-4445

ALL VENDORS WILL BE REQUIRED TO HAVE BACKFLOW PREVENTORS ON ALL SOURCES OF WATER HOOK-UPS. (See SAMPLE below, please contact the fair office for any questions. A limited number will be available for purchase at the fair office.)

Nidel - Hi Flow Double
Check BackflowPreventor

Model #: 50H



10. Electric Service

Outside Concessions: Available electric services are:

110 volt/20 amp - \$ 100 charge per cord

220 volt/30-50 amp - \$ 180 charge per cord

(payment label will be required for all cords)

3 wire cord needed for 110 service

4 wire cord needed for 220 service

All vendors will have an approved breaker box for the service required, if box is not available vendor may supplement with low noise gas generator. Most Fairgrounds breaker boxes will be located so that you can connect with a maximum of 100 feet of service cord (SJ cord). All cords must be of proper size for the amps required. All concession stands must be marked with the proper type of service and amps. **Each cord must have payment label before connection can be made. Any cord found without a label will be disconnected until payment is made.** All special connections and direct wiring MUST be made by a Fairgrounds Electrician. **The Fairgrounds is only responsible for power at the box. Cords or any other equipment that may be needed to make the power connection are not supplied.** The Fairgrounds cannot be held liable for any loss due to power outage.

Water hookup is available at each electric service location.

Inside Concessions: Available service is 110 volt/20 amp only unless otherwise requested and pre-paid by the vendor/exhibitor. Concessions/vendors and exhibitors are allowed a maximum of 1000 watts of lighting per booth. **No electric or gas grills, fryers or cookers are allowed in any building except by approval of Fire Marshall and permission of Fair management.**

We hope this handbook helps you prepare for the 2019 Dixie Classic Fair and that your experience here is a positive one.

If you have questions regarding information in this handbook, please call 336-727-2236 or visit our web site at www.dcfair.com.

Thank you. We look forward to seeing you in September !

Dixie Classic Fair

421 West 27th Street

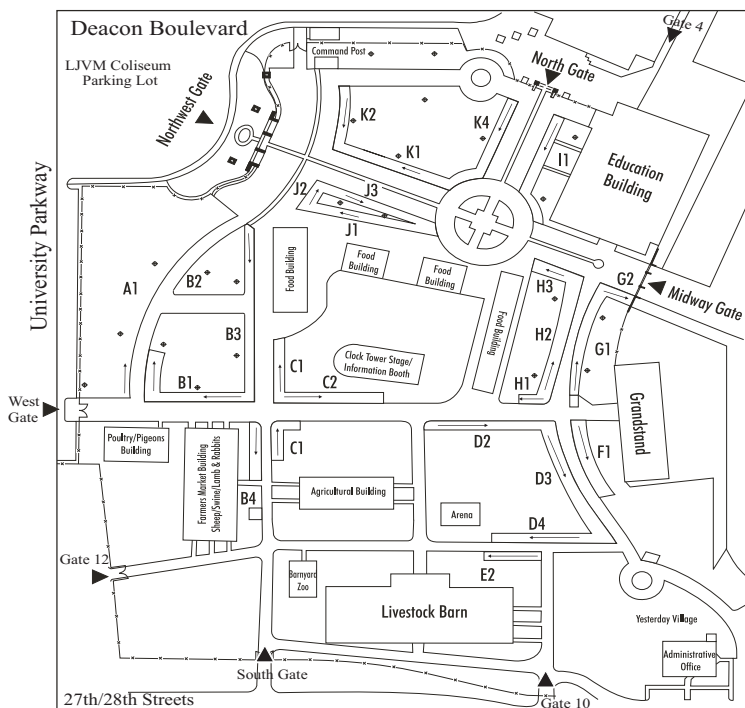
Winston-Salem, NC 27105

Phone: 336-727-2236

Fax: 336-727-2799

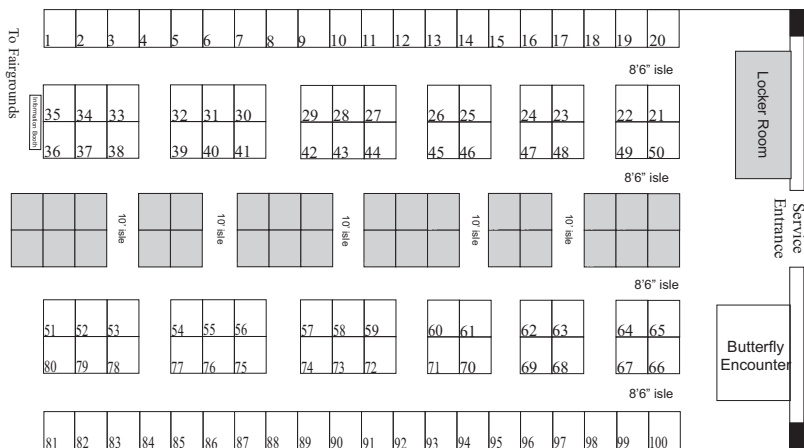
E-Mail: comments@dcfair.com

Fairgrounds Outside Layout



2019 Dixie Classic Fair

Annex Marketplace Commercial Exhibitors/Vendors



 **Contact SponsorSource Inc. for sponsorship opportunities

Fairgrounds Annex Marketplace

ACKNOWLEDGMENT

I have read entirely and understand the attached handbook and will comply with all terms and conditions within. I will make the handbook available to all persons operating concession(s)/booth(s) and ensure their compliance as well.

Company/Organization

Name (Please Print)

Signature

Date

*****PLEASE TEAR OUT THIS PAGE AND RETURN IT
SIGNED WITH YOUR CONTRACT *****



Winston-Salem

CITY OF WINSTON-SALEM

Mayor: Allen Joines

City Council: Vivian H. Burke, Mayor Pro Tempore, Northeast Ward;
Denise D. Adams, North Ward; Dan Besse, Southwest Ward; Robert C. Clark, West Ward;
John Larson, South Ward; Jeff Macintosh, Northwest Ward;
Annette Scippio, East Ward; James Taylor, Jr., Southeast Ward
City Manager: Lee Garrity