

# 2022 Indoor Vendor Handbook



**CAROLINA CLASSIC**  
F A I R



# **CAROLINA CLASSIC FAIR SEPTEMBER 30 - OCTOBER 9, 2022 INDOOR 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.

## **CAROLINA CLASSIC FAIR - FUTURE DATES**

2023	September 29 - October 8	2027	October 1 - October 10
2024	October 4 - October 13	2028	September 29 - October 8
2025	October 3 - October 12	2029	September 28 - October 7
2026	October 2 - October 11	2030	October 4 - October 13

## CONTRACT

Return a signed copy of your lease agreement and, once received, a signed copy of the lease will be returned 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, 2022. **No exceptions.**

The Carolina 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 24, at 9:00 am, weather permitting. Please contact the Fairgrounds Administration Office (336) 727-2236 to confirm full paid status prior to September 9.

## 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'.
  - b. Execution on behalf of a Corporation should be by the president or a vice president. An official other than the president or vice president should attach documentation of his/her authority to execute and bind the company.
  - 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.
  - 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.
- (2) The instrument should not be dated, except by the last person executing the Contract, normally the Fair Management.
- (3) The original contract will be mailed and should be signed and returned to the City for signature, after which one copy will be returned to the Contractor/Concessionaire.

## 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.

**Make all checks payable to CITY OF WINSTON-SALEM.**

**Final Payment:** Total rent, insurance, and any other payment due must be paid on or before **September 1, 2022.** Any payments made or postmarked after September 1 will incur a 15% late fee on remaining contract balance.

## INSURANCE REQUIREMENTS

All vendors and exhibitors participating in the Carolina 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 Carolina 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, 2022. **The Certificate of Insurance must include the Carolina 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:

\$130 for Commercial Exhibit,  
\$110 for each additional space with same exhibitor  
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.



## GATE PASSES

“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.

**No admission or gate passes will be released until the Fair has received full payment, and all paperwork, including a Certificate of Insurance.**

## PARKING

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 \$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 Sheet(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**

**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.**

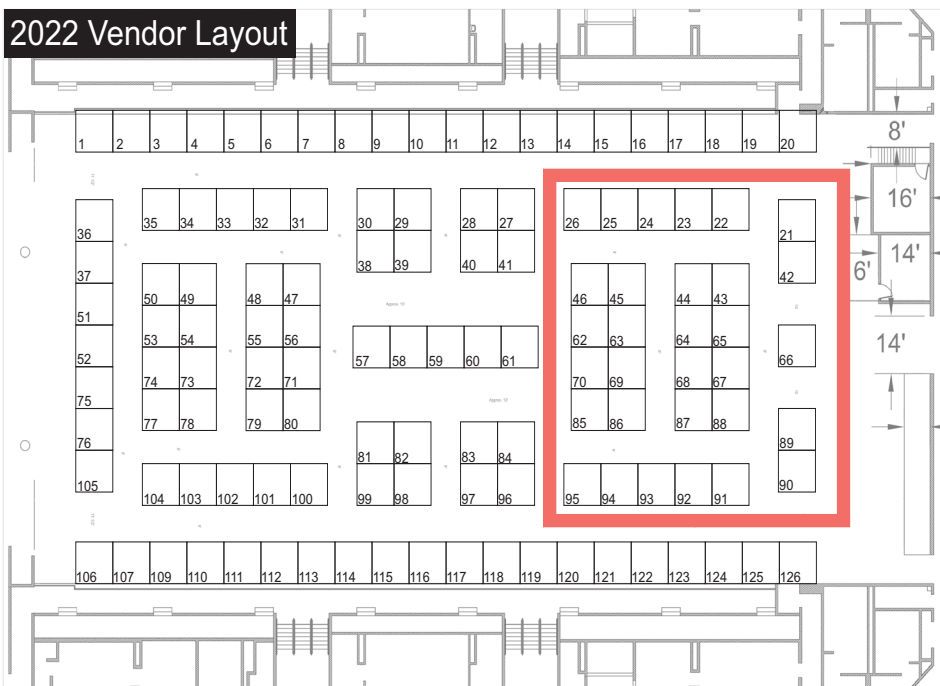
## SET-UP / TEAR-DOWN PROCEDURES

**Set-up:** will be Thursday, September 29, between 9:00 am and 8:00 pm and Friday, September 30, 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, September 29 to pick up credentials and begin setting up. **Anyone picking up packets on Friday, September 30, must go to Fair office thru Gate 8.** Vendors with a larger booth set-up may be able to move in on Wednesday, September 28. This must be approved prior to set-up day. Admission packets will be available for pick-up by September 28, 2022. No admission packet will be mailed.

**All vendors / commercial exhibitors must be ready to serve the public by 11:00 am Friday September 30.**

**Tear-down:** may not begin tear-down until 10:00 pm closing night of the Fair, Sunday, October 9, 2022. The Annex will be open until 12:00am (midnight) the night of October 9, and 8:00 am to 12:00 noon, Monday, October 10, for move-out. **All exhibits must be out by Monday, October 10, at 12:00 noon.**

**ANY EXHIBITOR LEAVING PRIOR TO 10:00 PM ON SUNDAY, OCTOBER 9 IS SUBJECT TO LOSS OF EXHIBIT SPACE FOR NEXT YEAR AND WILL BE CHARGED A \$100 NON-PERFORMANCE FEE FOR VIOLATION OF CONTRACT.**



**Vendors in this area should wait until 2:00pm on Thursday, 9/29 to set-up. This will allow other vendors better access for booth set-up.**

## OPERATING HOURS

Personnel staffing booths can enter **Annex Service Entrance in rear of building** one (1) hour before public opening by showing photo ID or by providing an admission ticket. This is for booth preparation. Building will be open to the public and should be staffed during the following operating hours:

September 30 -	11:00am - 10:00pm	October 5 -	11:00am - 10:00pm
October 1 -	9:00am - 10:00pm	October 6 -	11:00am - 10:00pm
October 2 -	11:00am - 10:00pm	October 7 -	11:00am - 10:00pm
October 3 -	11:00am - 10:00pm	October 8 -	9:00am - 10:00pm
October 4 *-	9:00am - 10:00pm	October 9 -	11:00am - 10:00pm

### \*Special Day:

**Senior Citizens Day: Tuesday, October 4, 9:00am**

On the above special day we will open 2 hrs. prior to normal public operating hours.

### Inclement Weather:

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

## ELECTRIC SERVICE

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.**





## 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' back-drop. If your exhibit requires a different set-up, approval must be granted by the Fair Office in advance.
4. 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 buildings 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 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. **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 Carolina 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.
10. **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 or sold at Carolina Classic Fair Beer Gardens are exempt from this rule.
11. **Food Concessions:** All food concessions are subject to rules and regulations of County and State Health Departments.
12. **Vehicles and Gas Powered Equipment:** Must be permitted by the City of Winston-Salem Fire Marshal. To obtain further information and permit contact 336-734-1290
13. **Tents/Canopies: No covered tents are allowed in any inside vendor booth space.**
14. **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 Carolina 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 16, 2022.**

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](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.

## 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.

## **North Carolina Department of Agriculture and Consumer Services Food and Drug Protection Division**

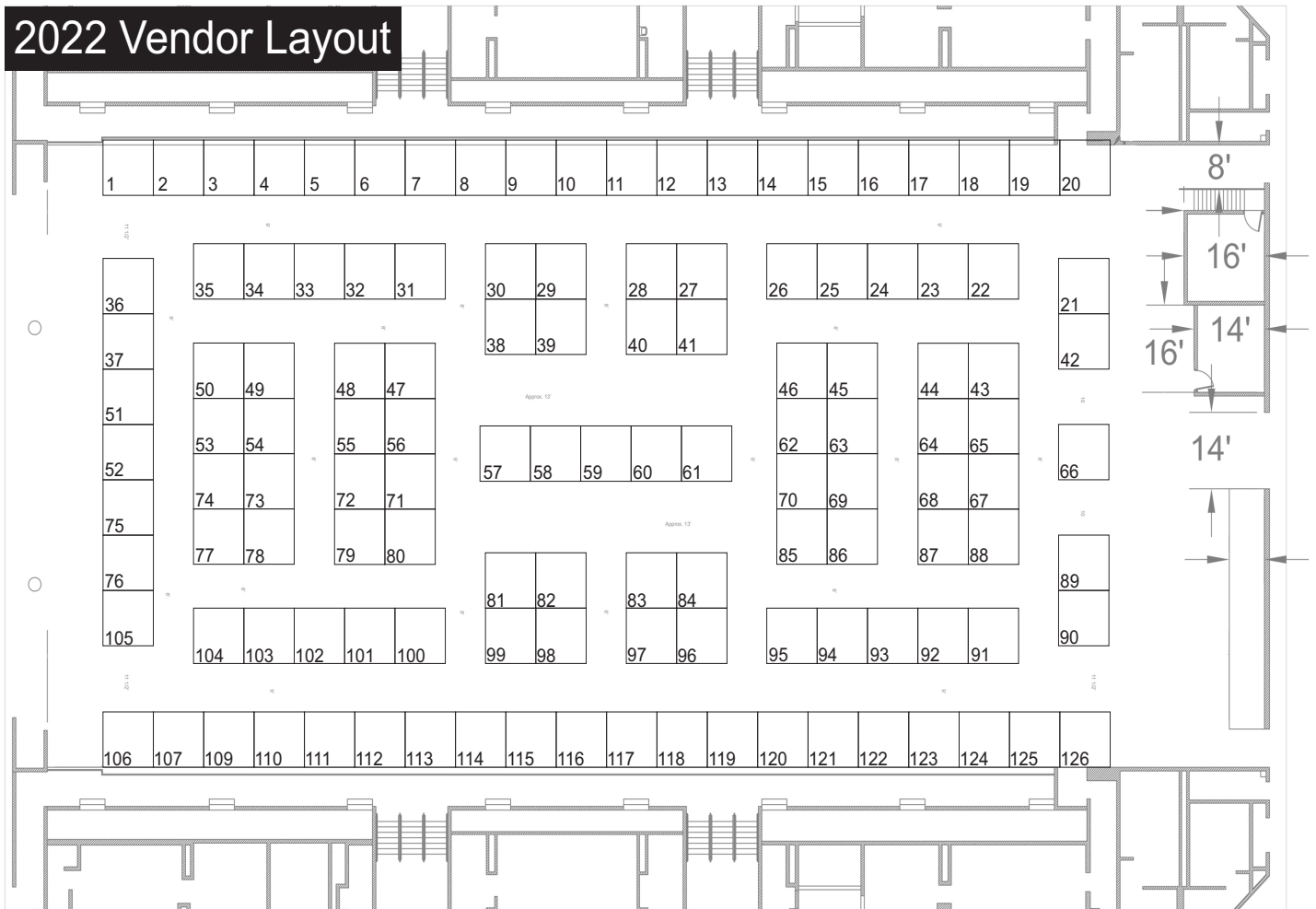
The North Carolina Department of Agriculture performs inspections at all food and beverage vendors that are not under inspection by the Local County Health Department. The below requirements are some highlighted points of the Good Manufacturing Food Practices code (21 CFR-GMP 110's) that all vendors 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 32F.
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 questions please feel free to contact 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 contact person(s). Inspections will be conducted as soon as possible once NCDA-CS is notified that your booth/trailer is ready for inspection.

## Annex Marketplace Layout



We hope this handbook helps you prepare for the 2022 Carolina 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.carolinaclassicfair.com](http://www.carolinaclassicfair.com) Thank you.

We look forward to seeing you!

Carolina Classic Fair  
421 West 27th Street Winston-Salem, NC 27105  
Phone: 336-727-2236  
E-mail: [Comments@CarolinaClassicFair.com](mailto:Comments@CarolinaClassicFair.com)

## ACKNOWLEDGEMENT

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.

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**Company / Organization**

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**Name (Please Print)**

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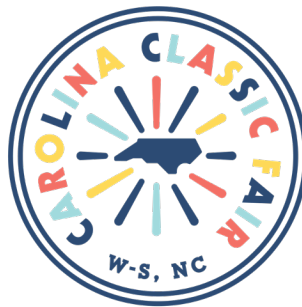
**Signature**

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**Date**



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



CITY OF WINSTON-SALEM

Mayor: Allen Joines

City Council: Denise D. Adams, Mayor Pro Tempore, North Ward;  
Barbara H. Burke, Northeast Ward; Kevin Mundy, 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