

# Partner Manual



**This Manual is an attachment to and is part of your Agreement with the Los Angeles County Fair Association (LACFA). This Manual is designed to provide you with important information concerning LACFA guidelines, policies, procedures, rules and regulations, and other directives for compliance with local, state, and federal laws and regulations. You are expected to be aware of and comply with all of the requirements set forth in this Manual. In addition, LACFA encourages you to review all of the information in this Manual with your employees and representatives, as you are responsible for their compliance with all of the requirements set forth in this Manual. Violation of policies contained in this Manual may result in LACFA’s decision to remove you immediately from the Fairgrounds. This Manual is subject to change. We hope you, your employees, and representatives find this information helpful. If you have any questions, please contact your Fair representative.**



Greetings from the 2018 LA County Fair!

It is my pleasure to welcome you as a partner to one of the nation's largest and best county fairs. It is my duty to ensure that everyone involved in the LA County Fair finds our event to be outstanding – that means our guests and you, our valued partners, without whom we could not offer the exciting experience that is the one and only LA County Fair.

The 2018 Fair opens on Labor Day weekend, Friday, Aug. 31 and continues through Sunday, Sept. 23, closing on Mondays (except Labor Day) and Tuesdays. We will offer 19 days of thrills, adventure, shopping and one-of-a-kind eating.

We are excited to present this year's theme: "Get Your Kicks...at the LA County Fair." An homage to Route 66, the Fair is taking visitors on a nostalgic road trip of iconic highway attractions, neon signs and all the kitsch that makes up the vanishing American roadside.

Prepare to meander down the Main Street of America – Route 66. It winds from Chicago to LA and right to the gates of Southern California's historic LA County Fair. Uniquely situated just off Route 66, the LA County Fair draws the majority of its guests from the iconic highway corridor, from San Bernardino to Santa Monica. Our Route 66 theme speaks to the heartfelt love of America we all share and reflects the return to our roots that our guests are seeking

"Get Your Kicks" will be reflected in all our exhibitions and attractions, from the Route 66 walking attraction on the Hillside to the The Candy Factory & Rock Emporium – The Science of Rocks & Candy exhibition in Expo Hall 10.

The carnival returns for all to enjoy, with an even greater variety of spectacular thrill rides. And in the grandstand, the End of Summer Concert Series brings the best in a wide range of musical artists during the evenings.

Along with the fun, the Fair continues its commitment to education. Through The Learning Centers at Fairplex, we offer Fairtime educational programming to more than 150,000 students and teachers throughout Southern California with our free field trips. This is just a portion of the programs TLC provides to the community. Visit [tlcfairplex.org](http://tlcfairplex.org) to find out more about our educational efforts.

I want to thank you for your participation in the 96th anniversary LA County Fair. Our partnerships with organizations such as yours allow us to consistently deliver high-quality family entertainment to more than 1.3 million fairguests. Our Fairplex team is here to assist you and ensure that you have a fantastic Fair.

Sincerely,

Miguel A. Santana  
President & CEO

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## **GENERAL INFORMATION**

### **Fair Dates & Operating Hours:**

August 31 - Sept. 23, 2018

#### Opening Weekend – Aug. 31 - Sept. 4

Friday, Aug. 31	noon - midnight	(Expo Halls close at 11 p.m.)
Saturday, Sept. 1	10 a.m. - midnight	(Expo Halls close at 11 p.m.)
Sunday, Sept. 2	10 a.m. - midnight	(Expo Halls close at 11 p.m.)
Monday, Sept. 3, (Labor Day)	10 a.m. - 10 p.m.	
Tuesday, September 4	CLOSED	

#### Sept. 5-23

Mondays & Tuesdays, CLOSED

Wednesdays noon - 10 p.m.

Thursdays noon - 11 p.m. (Expo Halls close at 10 p.m.)

Fridays noon - midnight (Expo Halls close at 11 p.m.)

Saturdays 10 a.m. - midnight (Expo Halls close at 11 p.m.)

Sunday 10 a.m. - 10 p.m.

Hours are subject to change

There is no admittance onto the grounds for any Partner Mondays and Tuesdays, with the exception of Monday, September 3, 2018.

### **Important Contact Names & Numbers**

Fairplex Main Switch Board	(909) 623-3111
Advance Group Sales Department	(909) 865-4050
Box Office	(909) 865-4590
Commercial Sales Department	(909) 865-4500
Communications/Public Relations	(909) 865-4262
Ticketing Department	(909) 865-4070
Event Services Department (Area Supervisor)	(909) 865-4065
First Aid	(909) 865-4370
Spectra Food Services & Hospitality	(909) 865-4501
Security Dispatch	(909) 865-4357
Shipping & Receiving - Gate 5	(909) 865-4064
Sponsorship Sales Department	(909) 865-4054

#### **Show Decorator Service Desk**

Indoor - LB Lights West	(209) 333-0996
Outdoor - Choura Events	(310) 320-6200

## **Re-Stocking**

Partner may re-stock with a hand-cart two hours prior to Fair opening and during Fair hours. Re-stocking with a vehicle is very limited due to the FairKids Field Trips.

Partner must receive permission and proper pass to drive on the Fair grounds to re-stock. Please check with the Department that you have your Agreement with for more information.

## **Operating Hours**

All Partners are required to staff their space(s)/location(s) during the full 19 days of the Fair and during all Fair operating hours unless otherwise contracted. No space(s)/location(s) shall be left unattended. It is recommended that Partner be fully moved-in and set up by Friday, August. 31, 2018 at 11 a.m. and open for business by noon that afternoon. Continuously opening late and/or closing early on any day of the Fair are grounds for termination of Partner Agreement and/or forfeiture of all rents and monies paid to LACF. Late openings and early closings pose a liability risk to you and are considered an unpleasant guest experience.

## **Move-In/Out**

More information on Move-in/out times/dates will be provided at a later date.

## **Freight Shipments**

All UPS, freight and miscellaneous deliveries must be received through shipping & receiving (Gate 5 1101 W. McKinley Ave., Pomona, CA. 91768). LACF does not accept shipments of products, merchandise or displays unless Partner has pre-arranged storage space. LACF will not accept or assume any responsibility for loss, or damage to products delivered onto the grounds and no acceptance of any product by LACF shall constitute, or be deemed to constitute, a bailment. All shipments must be PREPAID.

## **Delivery Instructions**

Items delivered to the grounds must be picked up and/or delivered to a designated storage location within 24 hours of arrival. After 24 hours, all shipments in excess of 100 lbs. will be charged \$24 per day for storage, or at LACF's discretion returned to the carrier. Special storage arrangements may be made with the shipping & receiving supervisor. Deliveries are to be made on a flatbed cart. Partners will be charged \$12 per delivery. When arranging for delivery, Partners must specify company name, Expo Hall, booth space number, and receiving individual. A representative must sign for each shipment. ***Do not schedule any deliveries or special services to arrive Mondays or Tuesdays.***

## **ATMs**

There are several ATM's located throughout the grounds - please refer to the Fair map for locations.

## **Parking/Admission Credential Policy**

*All parking credentials are non-transferable.* Credential duplication, whether by photo copy or other means and/or the attaching of stickers to vehicle windows with tape for purposes of sharing parking lot access, is strictly prohibited. Parking credentials are valid only if properly affixed to the lower, driver's-side corner of a vehicle's front windshield. If more than one sticker is needed, each must be purchased individually.

A Partner's employee admission tickets are only to be redeemed by individuals working at the Fair. Any attempt on the part of the Partner and/or his employees, agents or representatives to sell, exchange or barter any privilege or admission credential issued by LACF will be sufficient cause for termination of Partner's LACFA Agreement. If additional tickets are needed, they may be purchased at the Ticketing Department at the Partner's Rate.

If duplication of parking stickers and/or admission tickets is detected, in addition to all other remedies available to LACF, Partner will be held financially responsible for reimbursement to LACF. It is illegal for any tickets or credentials issued to Partners to be sold, exchanged, bartered or given away to either prospective customers or the public (Pomona Municipal Code, § 16-45, Ordinance 3443).

## **Will Call**

If you wish to leave admission tickets, you can deliver them to Will Call, located at Green Gate (Gate 1 on McKinley Avenue), Yellow Gate (Gate 17 on Fairplex Drive), Blue Gate (Gate 9 on White Avenue) and Red Gate (Sheraton side). Will Call operates according to gate hours.

## **Accommodations**

Partners may inquire about overnight accommodations during Fair by contacting the Sheraton Fairplex Hotel at (909) 622-2220 or the Fairplex KOA RV Park at (909) 865-4318.

## **Employment Services**

Temporary employees may apply with and be hired through the State Employment Office (EDD) trailer located at Gate 7 on White Avenue at the Blue Gate tunnel entrance. Partners may not do their own advertising or hold meetings on the grounds to hire employees without prior approval from their Fair representative. Partners with employment needs are asked to contact Nancy Lightcap at the EDD office at (909) 620-1548 as early as possible.

## **POLICIES & GUIDELINES**

### **Fairplex Code of Conduct**

Welcome to Fairplex. In order to provide a safe, secure and pleasant environment, we ask for your cooperation in complying with these Rules of Conduct at all times. These activities are prohibited at Fairplex:



1. Running, shouting, horseplay, throwing of any type of debris.
2. Disorderly or disruptive conduct of any type.
3. Threatening, belligerent or hostile behavior of any type.
4. Standing or Walking in large groups that block the movement of Fairplex patrons or cause inconvenience to others.
5. Blocking any building, booth, exhibit, concession stand, performance, ticket window, gate, stage, doorway, walkway, fire exit or stairway.
6. Bicycle riding, skateboarding, rollerblading, Moped riding, Segway riding, hoverboarding or skating of any kind on Fairplex grounds.
7. Bringing in alcoholic beverages, narcotics or any illegal substance.
8. Use of loud or obscene language or gestures or other offensive behavior that interferes with Fairplex patron's enjoyment of activities and events at Fairplex.
9. Littering.
10. Sitting on or placing feet on table tops.
11. Spitting.
12. No selfie sticks or tripods may be used on Fairplex grounds, including those purchased on campus.
13. Being on Fairplex grounds without shoes or shirt.
14. Bringing pets on Fairplex grounds with the exception of service animals.
15. Soliciting for sale, offering for sale, or selling goods or services by non-vendors. (The sales of goods and services may only be conducted in a designed commercial space by approved concessionaires upon payment of a fee for such commercial space. Applications for such commercial space may be obtained from Fairplex commercial sales department).
16. No gang-related attire, obscene or offensive clothing. We reserve the right to deny admission to or remove any person wearing attire that we considered inappropriate. No clothing or apparel that obscures the face unless worn for cultural, religious reasons or medical conditions. Shirt and shoes are required at all times.
17. Interfering with Fairplex business or interfering with the conduct of business by Fairplex concessionaires or exhibitors.
18. Soliciting contributions or signatures, leafleting, picketing or displaying signs, posters or banners except in designed areas assigned by Fairplex by permit upon proper application, subject to Fairplex rules for non-commercial expressive activity.
19. Distributing buttons, bumper stickers, hats, balloons, T-shirts, novelty items, food beverages by non-concessionaires.
20. Any activity that could result in physical harm to person or property.
21. Possession of any article defined as a weapon. Any act defined by federal, state, or local statute or ordinances as constituting a crime.
22. Patrons are allowed to bring single wagons; no attached wagon trains are permissible on Fairplex property, any attached cooler compartment cannot exceed 12"x18".
23. All persons entering Fairplex grounds agree that they are subject to a protective screening and/or search for weapons, narcotics, alcohol and illegal items.

**Violation of these Rules of Conduct will constitute cause for removal of the violator from Fairplex grounds.**

## **SECURITY & EMERGENCY NUMBERS**

**If you need security and don't see an officer in your general area, please call**

**SECURITY DISPATCH: (909) 865-4357. To avoid confusion please do NOT call 911.**

## **Parking in Fairplex Lots**

The Fairplex parking facility operates in accordance with all regulations mandated by the Americans with Disabilities Act.

The Fairplex parking property is monitored 24 hours a day by video surveillance.

LACF is not responsible and assumes no liability arising from fire, theft, damage to, or loss of any vehicle or any article left therein. LOCK YOUR CAR.

## **Commercial Production Release**

By entering these premises you authorize and hereby give permission to the Los Angeles County Fair/Fairplex to publish all photographs and/or motion picture and/or voice recording and/or videotapes taken by them or their agents in which you may appear. You further agree that the Los Angeles County Fair/Fairplex may use or cause to be used, these items for any and all exhibits, public displays, publications, commercial art advertising purposes without limitations or reservation or any fee.

## **Compliance**

Partners shall comply with all applicable local, state and federal laws and be familiar with and comply with all guidelines, policies, procedures, and rules and regulations set forth in this Manual and Partner's LACF Agreement. All violations of any applicable local, state and federal laws, guidelines, policies, procedures, and rules and regulations set forth in this Manual and Partner's LACFA Agreement will be documented.

## **Regulation of Conduct & Activities**

LACF recognizes that the Fair is a proper forum for the free exchange of ideas necessary to a free society, but reserves the right to regulate all activities and Partners on the grounds with regard to time, manner and place in pursuance of its valid interest in maintaining peace and order and the protection of the general public.

Partner further agrees not to use or permit the use of any said location or the grounds generally by any representative, employee, or agent for any illegal, immoral, or otherwise objectionable purpose. Sexual harassment is unacceptable and will not be tolerated. Sexual harassment refers to behavior which is not welcome, personally offensive, and interferes with employees' effectiveness and work environment.

LACF reserves the right to restrict or prohibit exhibits which, because of noise, method of operation, or possibly being objectionable or offensive to neighboring Partners or otherwise, detract from or are not in keeping with the character of the Fair as a whole. LACF may forbid installation or require immediate removal or discontinuance of any exhibit or promotion, which, if continued, departs substantially from the design and description presented for advance approval. In order to assure compliance by Partner, LACF hereby reserves the right to enter any location Partner has on the grounds for the purpose of inspection. In the event of restrictions or evictions, LACF is not liable for

any refund or other expenses. Any products or promotions declared by LACF in its sole discretion to be unauthorized would not be permitted to be displayed as giveaways, promoted or sold from any space. Advertising, displays, selling, demonstrations and conferences in the interest of business are not permitted except by firms that have space license agreements and have prior written approval.

### **Termination and Removal**

LACF reserves the right to terminate an Agreement upon any violation of the requirements of this Manual that is not immediately cured upon written notice from LACF. Any Partner, product or service not meeting these requirements is subject to removal without rebate or allowance of monies previously paid.

### **Interpretation**

LACF reserves the final and absolute right to interpret rules and regulations and to settle and determine all matters, questions or differences in regard to the event. Also, continuing LACF's policy of constant search for improvement, LACF reserves the right to add to or amend these requirements as needed. LACF shall have full power to interpret and enforce all requirements in this Manual and the LACF code of conduct. Non-conforming situations existing at the time of an addition or amendment to this Manual may be allowed at LACF's discretion.

### **Violations of Agreement or This Manual**

Particular attention should be paid to the consequences of violating the requirements as set forth in this Partner Manual. When this Manual's requirements are violated, in addition to any other rights or remedies available to LACF, LACF may take the following enforcement actions:

- 1st Offense: oral discussion regarding the problem and written notification
- 2nd Offense: 2<sup>nd</sup> formal meeting with Partner's Fair Representative
- 3rd Offense: Review of future participation as a vendor at the Fair

The enforcement actions above are guidelines only and LACF reserves the right to take any action that it determines in its sole discretion to be appropriate without reference to these guidelines.

### **Guest Is Always Right!**

Complaints received from guests will be addressed with Partners immediately. We highly recommend you assist unhappy guests before a complaint reaches Fairplex Guest Services and management.

### **No Roaming Policy**

LACF strictly enforces a "no roaming" policy. It is required that Partners stay within the confines of their contracted space/location to conduct business. This policy ensures a pleasant atmosphere for Fairguests and Partners.

## **Be a Good Neighbor**

Partners should make every effort to respect the property and rights of their neighboring exhibitors. Partner should not climb through a neighbor's space in order to get to their own. No exhibit will be permitted to obstruct the traffic flow surrounding, or the view or exposure of another exhibit. LACF further reserves the right to restrict a Partner, or any agent thereof, whose action in LACF's sole judgment detracts from the character of the event or which may be objectionable or offensive to neighboring Partner(s).

## **Offensive Items**

Items deemed dangerous or offensive by LACF, in its sole discretion will be removed. Items referring to or promoting alcohol abuse, drug use, or violence, or those that are racially offensive, sexually explicit, offend lifestyle preference and are suggestive in nature, are prohibited. Cigarettes, cigarette lighters, alcohol, swords, nunchucks, stun guns and/or knives (except for kitchen knives) are prohibited from sale on the grounds.

## **Intoxication**

Being in possession and/or under the influence of alcohol, any illegal drug or any substance purported to be illegal, while operating a booth or working with the public is strictly prohibited and grounds for immediate removal from the grounds and termination of Partner's Agreement.

## **Animals**

Animals are not permitted on the grounds unless they are part of an authorized show or exhibit. Service animals are the only exception. California law prohibits animals to be left unattended in or tied to parked vehicles. Owners are required to clean up after authorized pets. Services Animals should be readily identifiable and the owner should provide proper documentation related to service animal designation.

## **Advertising**

Any and all advertising that refers to the Fair logo and name reference must be submitted to the LACF marketing department for approval prior to publication. LACF may withhold its approval of any advertising in its sole discretion without reason.

## **Trademark/Logo**

The use of the trade name, trademarks, service marks and Fair logo without the express prior written consent of LACF is strictly prohibited. Any such express consent shall confer no more than a non-exclusive, non-transferable, revocable limited license or sublicense right to use the trade name, trademarks, service marks and Fair logo.

## **Temporary Seller's Permit**

Every seller must have a valid resale number in order to conduct business. A copy of the seller's permit must be kept in Partner's space(s)/location(s) at all times. The California State Board of Equalization and the city of Pomona require that Partners have a sub-permit (Temporary Seller's Permit) with 1101 W. McKinley Ave., Pomona, CA 91768 listed as the address, in order that the city of Pomona receives its share of the tax. This is the portion of the sales tax that should be credited to the city of Pomona by the State of California. It will not add to Partner's tax burden, and compliance greatly benefits our local community. Partner may do this by mail or in person at any Board of Equalization office.

If someone approaches Partner's location and identifies himself or herself as a Board of Equalization Representative, Partner should ask to see their valid I.D. before making any payments.

## **Liability Insurance**

Partners shall provide an original Certificate of Insurance to their Fair representative. Please refer to your contract/agreement for your required liability: amount of Combined Single Limit of Bodily Injury and Property Damage Insurance Policy with a company acceptable to LACFA. The policy shall name the County of Los Angeles, LACFA, the L.A. County Fair, and their agents and/or employees as Additional Insureds. Policy must also name Los Angeles County Fair Association as the Certificate Holder and must provide for notification to same of any changes to or cancellation of said policy. Policy must be in effect for duration of dates Partner occupies the grounds. Only an original Certificate of Insurance showing the proper verbiage and dollar amounts, mailed directly from the insurance company to Partner's Fair representative will be accepted.

LACF will not be responsible for the safety of displays against theft, water, fire, robbery, accident or any other destructive cause, or for any injury that may occur in leased area, or to Partners and/or employees thereof while on the grounds. Partners seeking to insure their displays must do so at their own expense.

Participant Waiver: For hazardous participant events, Partner shall obtain a properly executed release and waiver of liability agreement from each participant prior to his/her participation in the event.

## **Worker's Compensation**

*All employers must have Worker's Compensation Insurance for their employees. This policy does not include coverage for any acts of deceit, deception or fraud by Participant or anyone acting in their behalf. A Certificate of Insurance stating that Partner has a valid policy in effect during the Fair dates is required. If a business is owned and operated by a family and possibly does not require Worker's Compensation Insurance, then a letter stating that fact must be on file with Partner's Fair representative. The Fair is not able to assist with the purchase of the required Worker's Compensation Insurance. However, the following may be helpful:*

State Compensation Insurance Fund (SCIF)  
900 Corporate Center Drive  
Monterey Park, CA 91754  
(323) 981-6620  
(800) 252-0419

## **Work Permits & Child Labor Restrictions**

By law, all youth under the age of 18 employed in California are required to have a work permit. These are issued by the school district in which they reside and are to be kept on file at the place of employment. Usually they are issued at the beginning of the school year and are for the period of employment or for the school year, whichever is shorter. The work permits for those under 16 are more restrictive; for example, they are not allowed to work later than 7 p.m. on a night preceding a school day. Partners are required to be fully aware of and comply with all applicable Child Labor Laws.

## **Auto Insurance**

If a Partner plans to drive a vehicle and/or electric cart onto the grounds, Partner must file original documentation indicating possession of a valid driver's license and proof of insurance with Partner's Fair representative. *Only valid for Concession vendors through the Food & Beverage Department.*

## **Indemnity**

Partner is solely responsible for costs of all labor, materials, equipment, supplies, and any other items essential to the performance outlined in the Agreement. LACFA shall not be held liable for any debt, tax, or assessment accrued by Partner in the operation of said display space or for any salary or expense due to Partner's employee(s).

Partner agrees to defend, indemnify, and hold LACFA, the L.A. County Fair, and the County of Los Angeles free of any cause of action, damage, or liability in the event of injury or loss to any person, equipment, or goods, from any cause whatsoever; moreover, LACFA, the L.A. County Fair, and the County of Los Angeles shall not be liable for any damage, loss, or injury to the person, property, or effects of Partner or any person suffered on, in, or about the premises by reason of any present, future, latent, or other defect in the form, character, or condition of premises or by reason of or resulting from any carelessness, negligence, or improper conduct on the part of Partners and/or their employees or agents.

Partner shall be wholly liable for damages incurred by third parties employed by and/or acting on behalf of the Partner. LACFA assumes no liability whatsoever for loss or damage through any cause to goods, displays, or other materials owned, rented, or leased by Partner.

## **Taxes**

Partner shall be liable for and shall pay, at least 10 days before delinquency, all taxes and assessments levied against all possessory interests and personal property of Partner in the space and against all approved improvements, alterations and additions performed by Partner to the space.

## **Delivery Cart Service for Food & Beverage GI Vendors**

Delivery carts are available for rent to transport products for food and beverage Partners during Fair operating hours. Service is based in the shipping and receiving warehouse. Contact shipping and receiving for rental fee.

## **Storage**

For additional storage that many Partners require, LACF offers two rental options:

1. Partners may rent a Health Department-approved on-site shed. An on-site shed may be placed within a Partner's space only if it is entirely within the confines of the space and properly screened from view. LACFA personnel must supervise placement of on-site sheds. Locks for on-site sheds must be provided by the Partner. If a Partner's space cannot accommodate an on-site shed, a limited number of centrally located sheds will be available for rent.
2. A very limited amount of closet storage space is available in Expo Halls 4, 6 and 7. The L.A. County Fair provides locks for all closet storage; keys must be returned to the event services department. All storage closets are rented on a first-come, first-served basis.

Order forms are available from Fair representatives. Storage units must be arranged separately. Pre-paid, pre-Fair deliveries will be permitted for those Partners who have secured on-grounds storage. It is Partner's responsibility to have personnel on grounds to receive deliveries. LACF assumes no risk or responsibility for products stored on grounds.

## **Area Supervisors**

During Fair hours, an area supervisor is assigned to each area of the grounds and will be available to provide Partner assistance.

Area supervisors are LACF representatives and have the right and authority, under the direction of Fair representatives, to inspect and regulate activities as outlined in Partner Agreement and this Manual.

Area supervisors should be contacted regarding any problems, concerns or assistance required. Area supervisors shall have full authority within the entire grounds for the duration of the event (beginning with move-in proceedings and ending upon final move-out) and reserve the right to issue instructions.

Area supervisors are also available to resolve complaints, misunderstandings or problems between Partners or involving Fairguests. If a dispute persists, a Fair representative will meet with all parties concerned to reach an amicable resolution.

## **Promotional / Giveaway Items Policy**

All promotional and giveaway items must be pre-approved by Fair representatives as outlined in the Partner Agreement and this Manual.

LACF defines a promotional/giveaway Item as:

- Any item a Partner is not selling
- Any item intended to entice a customer to enter a Partner's display space
- Any item that bears a logo or emblem promoting a business or the nature of that business.

- Any item included in a buy one/get one free offer
  - Promotional/giveaway items include (but are not limited to) the following:

- |                             |                                   |                           |
|-----------------------------|-----------------------------------|---------------------------|
| • Bags                      | • Balloons                        | • Brochures/literature    |
| • Chamois                   | • Child IDs and/or fingerprinting | • Hats                    |
| • Fanny packs               | • Food                            | • Logo promotional offers |
| • Health screening services | • Gadgets                         | • Pins                    |
| • Magnets                   | • Pens/pencils                    | • T-shirts                |
| • Radios                    | • Sunglasses                      |                           |
| • Water                     | • Watches                         |                           |

LACF does not allow distribution of **candy, gum, helium balloons, selfie sticks or stickers/decals.**

All planned promotions must be submitted in writing to, and approved by, Partner’s Fair representative.

### **Copyrighted/Licensed Merchandise**

Partner’s selling or distributing copyrighted or licensed merchandise must provide documentation upon request that conclusively evidences the right to sell or distribute such merchandise. Copies must be on file with your Fair Representative. PARTNERS that do not have proper documentation may be liable for trademark infringement, unfair competition, and dilution. The sale of merchandise displaying a third party’s intellectual property without their consent is a criminal and civil violation. Governmental authorities may inspect Partner’s area for compliance.

### **Audio/Video Equipment**

LACF realizes that audio/video equipment enhances product demonstrations and thus encourages the use of these effective media. However, the use of this equipment for purposes other than product demonstrations (to broadcast sporting events, soap operas, movies, etc.) is strictly forbidden and may result in confiscation.

Partners must police their own booths and ensure that noise levels emanating from their sound systems are kept to a minimum and do not interfere with other exhibits. The use of audio/visual including microphones and any other equipment producing sound must be applied for by PARTNER and approved by LACF. Speakers should be aimed down into Partner’s own space.

**REMEMBER:** The use of sound-producing equipment, including but not limited to loud speakers, organs, pianos, personal radios and video and/or computer monitors, is a privilege, not a right.



## FAIRPLEX VEHICLE POLICY

### General Rules & Regulations

To ensure the safety of LACF guests and employees, the following rules apply at all times:

- The maximum speed limit is 5 MPH. Drivers must obey all posted traffic signage. Pedestrians always have the right-of-way.
- Always use the service road (perimeter route that extends along the fence line and behind the buildings). Main streets are off-limits to any through traffic.
- All roadways on the Fairgrounds are fire lanes. Any vehicle parked in or blocking a fire lane is subject to being towed at owner's expense.
- There is no parking on the Fairgrounds. All vehicles are to be parked in a designated lot.
- Vehicles may not be driven into any Expo Hall at any time during Fair move-in or move-out periods. Doorways may not be blocked. After a vehicle is unloaded, it must be moved to a designated parking lot.
- Vehicles to be driven onto the Fairgrounds must have proof of insurance on file with your Fair representative.
- During Fair move-in and move-out, vehicles are to be used for loading and unloading only.
- Any vehicle not actively engaged in that activity must be moved and parked outside Service Gate F or Red Gate. At no time are vehicles allowed inside Expo Halls or to block doorways or street access. Unattended vehicles are subject to towing at owner's expense.
- Vehicle usage on the Fairgrounds is a privilege regulated by LACF and may be revoked in the event of policy violation(s). LACF shall have sole discretion in determining and/or limiting the use of vehicles on the Fairgrounds. In the event of a violation of these rules, LACF may impose a \$50 penalty (per violation) and/or revoke the privilege of operating a vehicle on the Fairgrounds.
- All vehicle operators must have a valid driver's license on their person and must abide by all instructions from LACF personnel regarding vehicle operation on the Fairgrounds.
- After Fair closing, Gate I security will determine when and whether service vehicles will be granted access to the Fairgrounds.
- During Fair, only those vehicles with a valid Fairgrounds service sticker or an "Official" or "on-grounds reserved" window sticker will be allowed on the grounds. The only other vehicles allowed on the Fairgrounds will be one-time repair or delivery vehicles with a valid pass from the credentials office. Unattended vehicles parked on the grounds will be towed at owner's expense.
- Do not pass an express shuttle. Express shuttles should be treated as stopped school buses.

## **Golf Cart Rules - Use of golf carts while fair is open is discouraged**

- Cart operation is limited beginning at 9 a.m. Wednesdays through Fridays, Sept. 4-27, for FairKids Field Trips. Exception being emergency services golf cart vehicles.
- Carts are to be driven in a slow, safe and reasonable manner at all times. Carts may not be driven or parked side by side so as to block the roadway. Do not pass a stopped express shuttle. Treat it as you would a stopped school bus.
- Drivers and passengers must be properly seated on the cart at all times and shall only ride on seats, not on someone's lap and not standing on the back. If cart is a flat bed all occupants must remain seated at all times with arms and legs in the cart. Driver is responsible for ensuring that all passengers are in compliance.
- Pedestrians always have the right-of-way over carts. Drivers are not to honk the horn, nor tell people to get out of the way.
- Carts are to be parked out of view of the public and not in front of any stand, exhibit or Expo Hall. Carts are not to be parked in or around the doorways of any Expo Hall once it is open to the public. They are to be parked in the least visible location and hidden from public view.
- Only licensed drivers listed on the cart application are to ever drive a cart.
- Cart repairs are not to be performed on-grounds.
- A summary of cart rules and regulations shall be posted on the steering wheel in all carts that have been issued a cart permit. This is a reminder to all cart drivers to use caution. Please see these rules and regulations for full details.
- All cart users must abide by any instructions from LACF management regarding cart usage on the grounds.

## **Golf Cart Procedures**

- Before a cart may be brought onto the grounds, an application must be completed and approved by the safety services departments. If the application is approved, the cart must be brought to the food & beverage office for inspection before issuance of a permit that allows use of the cart. Any cart that works without a key, has a faulty parking brake, non-working headlights or is deemed unsafe for any other reason, must be repaired prior to being used. Otherwise, it must be removed immediately from the grounds or LACF will impound it for the duration of the Fair.
- There is a fee of \$250 per cart for a permit. No cart may be used on the grounds until the permit is affixed to both the front and rear of the cart, and all other permits or numbers from other fairs are removed or covered. If the Electric Cart Permit Application is completed by 8 p.m., Thursday, September 3rd, the cart fee will be waived.
- Every cart shall have a 6-foot fiberglass aerial with a flag attached prior to use on the Fairgrounds.
- LACF reserves the right to amend or modify these rules and regulations as needed. Cart usage is a privilege regulated by LACF management and can be revoked without any refund of permit fees for violation of the rules. LACF management shall have sole discretion to determine the use and limits of carts on the Fairgrounds. In the event of a violation of these cart rules, management may, in its sole discretion, revoke the permit to operate a cart and either impound or remove the cart from the Fairgrounds for the remainder of Fair. 1<sup>st</sup> violation - is a warning; 2<sup>nd</sup> violation - cart is impounded for 24 hours; 3<sup>rd</sup> violation - cart permit is revoked.

## **Overnight Parking**

There is no overnight parking on Fairplex property. Vehicles will be towed at owner's expense. Parking lot at Ganesh Park is for park guests only.

## **SAFETY PRACTICES**

### **Emergency Procedures**

In order to be prepared for any type of emergency or disaster, it is necessary to be familiar with the following procedures:

- Know locations of firefighting equipment and telephones in the nearby area.
- When reporting an emergency, be specific as to the location. The police/security, fire and first aid departments have maps identifying the I.D. number posted in each participant space. It is mandatory this I.D. number be visibly posted.
- If calling for help, have someone meet the arriving emergency unit and direct them to the scene.
- Remain calm. Try to prevent people from running, as that will cause others to panic.
- If necessary, evacuate the building or area in which a hazard exists.
- Cooperate at all times with emergency personnel and LACF staff.
- If the media contacts you, do not discuss the incident. Refer all questions to an authorized LACF communications & public relations department staff at (909)865-4262.
- An "All Clear" will be given by the Fairgrounds security office that will allow everyone to return to the area that was cleared.
- Do not discuss the incident with the media. LACF will issue any statement.

### **Emergency Numbers:**

*Security Dispatch:*

*(909) 865-help (4357)*

### **Earthquake Preparedness Guidelines**

- First and foremost, stay calm.
- If you are inside, stay inside. Take cover under a heavy desk, table, bench, in a supported doorway or along an inside wall.
- Do not use candles, matches or other open flame either during or after the tremor because of possible gas leaks. Douse all fires.
- Check your space for defective electrical wiring, leaky gas, inflexible connections and bolt down water heaters and gas appliances, know how to shut off your electricity, gas and water.
- It is important to store an emergency kit, including flashlights, portable radios, first aid kits, stored food and water, blankets, clothing and shoes, and tools, such as pipe or crescent wrenches to turn off gas and water, if necessary.

## Fire Safety Standards

The following Rules and Regulations are in accordance with the Los Angeles County Fire Prevention Code and other state laws, and will be strictly enforced:

- All combustible decorative material must be flame-proofed prior to set-up, including without limitation, all display materials, tents, and/or canopies.
- All trash must be removed daily and placed in trash receptacles. Trash must not be stored in any display space or placed in any aisle.
- All demonstrations and/or exhibits using flammable liquids require prior approval. A maximum of one (1) gallon of flammable liquid may be maintained at each display space. Fire department permits are required.
- The fire marshal of the Los Angeles County Fire Department has ordered that all Partners heating appliances in LACF facilities must provide appropriate separation . between equipment heating elements and the viewing public. This separation shall be either a non-flammable, non-heat conducting shield designed to prevent a member of the public from making contact with any heating appliance or an area at least five (5) feet wide that will separate any public walkway or aisle from this type of equipment. *This order is made pursuant to the provisions of U.F.C. Ordinance 3657. No propane heating appliances are allowed on LACF facilities.*
- No one shall install or maintain any LPG container(s) without a permit. All compressed gas cylinders must be secured to prevent tipping.
- Aisles and exits must be kept clear at all times. Partners may not prop open any door in any Expo Hall without the supervision and approval of the L.A. County Fair fire marshal.
- Vehicles may not be parked in or around Expo Halls or in a fire lane.
- A permit must be obtained from the L.A. County Fair fire marshal before the installation or operation of any equipment or mechanical ride.
- All electrical installations shall conform to the National Electrical Code, New Edition. The use of extension cords is not permitted in any Partner's stand unless they are a minimum of 12 gauge and are UL-approved. All extension wiring shall be protected from physical damage. Extension cords shall be kept in good condition without splices, deterioration, or damage. Multi-plug extension cords must have current breaker overload safety devices, must be protected from physical damage, must plug into a properly grounded building outlet, and must be approved by a nationally recognized testing laboratory.
- All display vehicles must contain quarter tank or five (5) gallons of gasoline. The gas tank must remain locked and the battery disconnected.
- Electrical appliances or fixtures shall not be sold, offered for sale or for rent, distributed as a gift or premium or made available for use, unless they bear a UL-approved trademark.
- All electrical panels, plugs and meters must be kept clear and accessible at all times.
- Permits are required for tents more than 200 square-feet in area, canopies more than 400 square-feet in area, stages and/or platforms over 30 inches tall, and for the use of fireworks and/or fueling operations.
- Do not place or leave fire extinguisher or any other potentially combustible items near outdoor cooking flames, grill areas or heating boxes.
- Non-food vendors are not permitted to cook or use cooking equipment (hot plates,

- etc.) in their booths/display areas.
- Partners are responsible for obtaining their own fire insurance.

For further information contact the safety services manager at (909) 865-4355 or Los Angeles County Fire Department at (909) 620-2216.

### **Flame Proofing**

Exhibit construction and/or decoration must conform to all local fire regulations. Combustible or explosive materials and/or substances may not be used. All flammable decorative material must be flame-proofed in accordance with fire department regulations prior to installation. A valid Certificate of Flame-Proofing from the fire marshal must be attached to any applicable decorative material being used in a display space. Packing containers, excelsior, wrappings, and similar materials must be removed from display areas and may not be stored under tables or behind displays.

### **Welding**

No welding or flame cutting is permitted at any time.

### **Smoking Prohibition**

*By order of the fire marshal, smoking is prohibited at all times in all concession and exhibit spaces and inside all LACF buildings, including lounges and restrooms.* It is further requested that no one smoke while in line or in children's outdoor activity areas.

### **Security**

Our goal at the L.A. County Fair is to provide a safe venue that both Partners and guests can enjoy. The ounce of prevention standard is an effective one; LACF requires Partners to display their products in a safe manner.

Partners need to secure their own space/location. All thefts should be reported to both police and Fairplex security. LACF recommends using a cash register, as opposed to a money-pouch or cashbox, as the most effective means of deterring theft. Neither LACF nor security personnel will be liable for the loss of any merchandise from Partner's booths before, during or after a scheduled event. LACF is not responsible for loss or damage to Partners' property. Partner is responsible for all property loss or damage.

Fairplex also provides routine security for its buildings and the grounds as a whole, but Partners also need to secure their own property. Incidents should be reported to both police and Fair security. The Security Dispatch can be reached at (909) 865-help (4357).

Additional security can be arranged by contacting the security office (909) 865-4357. There will be an additional charge for this service.

## **Shoplifting**

Please make sure that your booth is staffed appropriately to deter shoplifting. If you notice any missing or damaged items, contact the security office at (909) 865-4359, inform them of the nature of the problem, and request a security officer's assistance. **Please report thefts – it really does make a difference.**

## **No Weapons**

No weapons of any kind are allowed on the grounds at any time.

## **First Aid**

If you need first aid, contact the first aid office at (909) 865-4370. Any and all accidents are to be reported to the first aid office.

## **Additional Safety Precautions**

All product demonstrations involving any moving and potentially hazardous machines and/or elements must provide hazard barriers to prevent accidental injury to spectators. Partners are required to exercise caution, care and a concern for public welfare when hosting a potentially dangerous act.

Demonstrators must always be supervised by Partner-affiliated personnel who can stop the demonstration in the event of an emergency. All demonstrations involving potentially hazardous by-products must be pre-approved in writing by LACF.

## **SPACE/LOCATION - RULES & REGULATIONS - Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) makes it illegal to discriminate against anyone because of a physical or mental impairment. It is the responsibility of each Partner and their employees and representatives to adhere to the requirements of the ADA, the Unruh Civil Rights Act, and any related laws, regulations, ordinances and any amendments thereto.

## **Cleanliness & Appearance**

The design of Partner's space/location should be: professional, unique, in good repair, adequately lit, and related to the product(s) or service(s) being showcased. If an item is not related to a particular display's theme, doesn't enhance the appearance of a space/location, or is not for sale – then it does not belong in public view.

Space/location must be cleaned and set up one half-hour prior to daily opening of Fair. All safety orders of the Division of Industrial Safety and Department of Industrial Relations must be strictly observed. All Partners are responsible for their immediate areas. The area is to be kept clean and free from trash. All items such as cardboard boxes, crates, kegs or canisters shall be screened from public view or covered. Do not stack empty boxes; break them down and lay them flat outside building entrances for nightly pick-up. Partner will maintain all equipment, trailers, space/locations in a neat and orderly manner and provide adequate skirting to screen the underneath, rear and backside storage from public

view. The premises (and every part thereof) shall be kept by Partner in a clean and wholesome condition, free of any objectionable noises, odors or nuisances. Bicycles may not be stored in display spaces. Fans, soda cans, containers and/or miscellaneous sundries should be kept out of view.

### **Improvements**

Except normal wear and tear, Partners will maintain in good repair all equipment to be used in their display spaces. Further, Partners will paint and make repairs and/or improvements to any stands, displays, structures, or equipment utilized on the grounds as requested by LACF. All improvements will be completed prior to posted opening hours.

Partners shall not call upon LACF to make any improvements, replacements, or repairs. Improvements to Expo Halls and/or display spaces may not be performed by Partner or his agent(s) without specific written consent of LACF defining what work will be done, by whom and under what terms.

Any improvements permanently attached and/or affixed to LACF property shall become property of LACF.

### **Table Skirting**

All tables must be professionally skirted and covered to the floor. Supporting poles for exhibit spaces in Expo Halls are to be covered at all times.

### **Inside Spaces/Locations**

Pipe and drape is provided to all inside commercial Partners. It is their responsibility to maintain drape as installed, with drape hanging to the floor and pulled to front of pipe. If drape becomes damaged, or an inside Partner wishes to purchase additional drape for display or storage purposes, contact the show decorator, LB Lights West.

### **Outside Spaces/Locations**

Regardless of weather, all spaces/locations are to remain open during the posted hours of the Fair. Partners located outdoors should make provisions to protect their space/location and stock from: sun, wind, inclement weather, air conditioners, power washers, flooding and sprinklers.

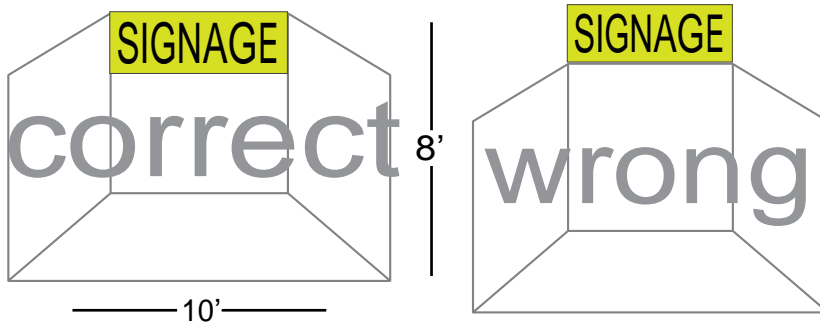
In order to avoid possible water damage it is recommended that you do not place merchandise, product, carpet or display stands on the ground - you may consider elevating your space/location on raised platforms.

If outside Partners wish to purchase additional items for their space/location, contact the show decorator, Choura Events.

## Banners & Signage

For inside spaces/locations located in Expo Halls 4, 6, 7 and 9, display must be within the confines of the pipe and drape walls, no signage may be above 8 feet. However, spaces/locations located against a wall may have signage up to 10 feet high. This is applicable to: signage, merchandise, lighting and sound equipment.

### Inside



### Outdoor

All outdoor Partners are required to provide a banner for the front of their canopy. Banners should be the full front footage length of the assigned space and at least 3' in height.



Only LACF-approved sponsors may decorate with balloons and/or inflatables. All signage must conform to criteria established by LACF. No handmade (lettered, written, or drawn), paper, or cardboard signs are permitted. All signage must appear professionally rendered and installed; however, computer, laser, or inkjet-produced signage is acceptable. Stickers or decals adhered to, hung upon, or in close proximity to any sign, door, or window, or signage purporting to identify any other business, manufacturer, product, or display in any other location are prohibited.



## **Flooring**

LACF does not provide flooring and at its own discretion, reserves the right to require any Partner to replace or remove floor covering. Partners wishing to place flooring (carpeting, linoleum, anti-fatigue matting, etc.) in their booths may do so under the following conditions:

- Flooring must not extend into the aisle or into a neighboring booth and should not protrude past the center point of the pipe and drape base of the booth's side rail.
- Flooring must be secured to the existing concrete floor by means of double-sided flooring tape or clear taped edges. Colored duct tape and or packing tape of any kind will not comply with event standards.
- The style of floor coverings must be consistent with the look and feel of the Partner's booth.
- Floor covering(s) must be in good condition, clean and free of odor.

## **Cord & Hose Covers**

All cords and hoses in any open foot traffic path must be covered with rubber floor moldings or adequately taped down. If it is necessary for LACF to cover exposed hoses and cords that are trip-and-fall hazards, Partner will be billed for time and materials.

## **Preferred Providers – Show Decorating Services**

LACF policy requires partners to use L.A. County Fair preferred providers. The preferred providers for decorating services are LB Lights West for all inside Partners and Choura Events for all outdoor Partners.

## **Show Decorator Service Desk**

The show decorator service desk for indoor booth space will be located at the south end of Expo Hall 4 near the stage and will be open from 8 a.m. to 5 p.m., Sept. 3 – Sept. 6, 2015. The Service Desk provides tables, chairs, signs, handcarts, carpet, carpet cleaning, and additional pipe and drape for an additional fee. General information brochures, pamphlets, and order forms are also available. For advance orders call LB Lights West at (209)333-0996 for all indoor needs and Choura Events at (310)320-6200 for outdoor. \*Dates subject to change

## **Sponsor Pass-Through Rights**

Unless Partner secures prior approval from LACF, there shall be no promotion, advertisement or mention of a third party within a Partner's exhibit space. LACF strictly enforces a policy that pass-through rights are not permitted without prior approval.

## **Exclusive Sponsor Categories**

Signage appearing within booth exhibits, either by way of banner, sign, decal or emblems and products that are sold may not be in conflict with exclusive sponsor categories of LACFA. Conflicting items will be removed, covered or masked. The 205 Exclusive Sponsor categories are as follows (subject to change):

- Beverages. Category exclusivity covers non-carbonated, carbonated, isotonic, energy drinks and bottled water.
- Waterless, greaseless cookware
- Magnetic Therapeutic Jewelry
- Mattresses / High End Sheets
- Online Deal-of-the-Day Companies
- Pay TV Service/Provider. Includes Direct Home Satellite & Cable TV
- Timeshares / Vacation Clubs
- Vehicles. New cars, trucks, SUVs and any four-wheeled vehicles. Does not extend to auto parts and accessories. However products bearing the name of major auto manufacturers i.e. Chrysler, Ford et al are not permissible.

## **Space/Location Identification**

Each space/location is provided with a number and/or name. These signs must be visible at all times. Police, security, fire, and first aid departments have maps identifying the I.D. numbers posted at each space/location. If a Partner does not receive a sign, or if it is incorrect, please contact your area supervisor or Fair representative.

## **Utilities**

LACFA provides Partners with access to one (1) 110V 20 amp, 60-cycle AC power source near each display space. For additional power needs, please contact Fair representative. Additional power requirements must be ordered through your Fair representative. Rates will vary depending on the amount of power needed.

Power supply connections, machines, and/or equipment that are not approved, do not conform to local official regulations, or consume more energy than that allotted, may be removed at Partner's expense. Partner will be liable for all damages resulting from uncontrolled dissipation of energy. LACF shall not be held responsible for supply losses and/or damages incurred by power failure.

## **Trash/Waste**

Partner cooperation is the key to the ongoing success of the L.A. County Fair waste management program. We are moving forward with the implementation of a recycling program that will be successful with your participation. In an effort to address environmental concerns and with a goal of "streamlining waste" the grounds will maintain a policy of mandatory recycling. We are committed to doing our part to ensure a clean, environmentally safe world for future generations to enjoy. Partners are required to break down (flatten) all cardboard boxes and place them beside the designated trash dumpsters behind the buildings or in Partner's designated area. Other items which must be recycled include glass bottles, plastic containers, tin and aluminum. Please use the recycling receptacles provided for public use throughout the grounds.

Heavy (bulky) trash, (e.g. buckets, cooking oil containers, cans, crates, poles, wood, pallets, carpet, packaging and containers, or large, broken-down cardboard boxes) should be set out either after closing each night or up to one (1) hour before opening hours. Waste receptacles are to be utilized for trash only, not for heavy (bulky) trash items or packaging and containers.

Partners should hold all heavy trash within their space for the end of day pick up. It is Partners responsibility to keep spaces clean at all times.

Partners are not to leave any hazardous materials on the grounds including paint and paint materials. Partners must remove them when they leave. Use of expanded polystyrene foam (Styrofoam) containers is prohibited. Several companies offer alternative products that are environmentally friendly. Under no circumstances is grease or any solid waste material to be poured into rubbish barrels, dumpsters or drains. Violators are subject to a citation and a \$1,000 fine by the county. All grease must be placed in sealed 5-gallon containers. Grease removal is conducted by Best Western Waste Grease Service (760) 949-7887. Proper disposal barrels for grease, cooking oil or raw garbage will be placed in locations on the grounds by request to Best Western Waste Grease Service. Barrels are not to be filled more than 3/4 full.

DO NOT dispose of trash or place water in these grease barrels. There will be an additional charge for barrels that do not comply with these prohibitions.

### **Landscaping**

No Partner shall cut, trim, damage, or place anything in any grounds landscaping. Dumping of wastewater, grease, or other liquids into landscaping is strictly prohibited. Approved drains and sewers must be used to dispose of wastewater or other fluids. Violators will be charged for time and materials necessary for repairs.

### **Competing Products**

The Agreement you have signed with LACF does not specify or imply product or service exclusivity, except as expressly stated. Expect competing products and competing businesses to be present. Any harassment between locations or businesses that occur during the event is not conducive to a positive guest experience. Claims of harassment against individuals or businesses in the form of intimidation tactics or making false claims against the competing product or business will be considered poor business practice which will result in removal from the event.

### **Competing Spaces**

All Partners are at this event to promote their products, services, etc. and not to engage in disagreements between boundaries. Each Partner will have their unique way of communicating their unique selling points. If there is a violation that is detected by neighboring Partners that detracts from the overall guest experience, it is your duty to inform LACF immediately.

## **Personnel**

Partner's staff shall be appropriately attired, wearing a name tag and presenting a neat and clean appearance. Children under the age of 16 are not allowed in any Partner's space without a valid work permit. Partner must train and closely supervise all employees and representatives to be aware of and habitually practice the highest standards of cleanliness, courtesy and service required. Partner spaces/locations are not to be used for childcare, and it is to be arranged for elsewhere.

## **Lounges**

Lounges are provided for Partners to take a break from the hectic crowds of the Fair. They are located upstairs in the middle of Expo Hall 4 above the east facing doors and in Expo Halls: 6 7 & 9 above the men's rest room. Lounges are common areas and may not be appropriated for private use, social, or religious functions.

## **Gifts/Tips**

Policy prohibits LACF and/or L.A. County Fair employees from receiving free food, beverages or gifts. Thank you for refraining from offering the staff any free items or gifts.

Tip jars are prohibited with the exception of alcohol stands.

## **Promotional Activities**

Demonstrations must be staged within Partners' display spaces so as not to interfere with any aisle traffic. Sampling and/or demonstration tables must be placed a minimum of 12" from the aisle line. Should spectators or samplers interfere with the normal flow of traffic or overflow into neighboring exhibits, LACF will have no alternative but to request that the presentation and/or sampling be eliminated.

The distribution of leaflets and promotional material shall be confined to the Partner's display space and is not permissible anywhere else on the grounds. Comparative and superlative advertising is not allowed. Sell the merits and benefits of your own product only. Negative selling creates a hostile environment in which Fairguests may refuse to buy from anyone.

## **FOOD & BEVERAGE**

### **A.Q.M.D. Permit**

All open grill charbroilers, inside or out, in Los Angeles need AQMD permit. Please call (909) 396-2000 for further information.

### **Food & Beverage Terminology**

The following terms have been defined by the Health Department and must be properly defined on food & beverage menus:

“Homemade”...made entirely from scratch

“Home style”...if not made from scratch

“Fresh Squeezed”...must be fresh squeezed

### **Menu Items**

Subcontractors must have a listing on their application and contract of all items to be sold and each price at which such items will be sold. Once submitted and approved, no menu items may be added or deleted and no price may be changed without express written permission of Spectra Food Service & Hospitality Office.

### **Food & Beverage Hospitality**

The following list has been assembled for the benefit of all Food & Beverage operators doing business at LACF. Although it is detailed, it is not, nor is it intended to be comprehensive.

### **The Guest's Bill of Rights**

- Every Fairplex guest has the right to expect a Food & Beverage experience of the highest standard.
- Guest is welcomed into an inviting atmosphere that creates a sense of place that includes, but is not limited to: clean, attractive signage; operative lights; warm, knowledgeable, hospitable staff; authentic Food & Beverage offerings that are consistent with the operation's theme; fresh, well-maintained condiment offerings; invisible back-of-house; pleasant background music or top-notch live entertainment; clean, appropriate flooring; clean, comfortable, well-maintained seating; misting; plants; etc.
- Guest approaches an attractively decorated and clean stand.
- Area behind and around the stand must be kept clean and organized at all times.
- Proper grooming and personal hygiene are practiced by all employees.
- Employees are focused on guests, not themselves.
- Guest is greeted pleasantly with eye contact from an appropriately uniformed (includes Satisfaction Guaranteed button) smiling person.
- Guest contact employees can accurately answer any menu-related questions.
- Employees can direct guest to nearby restrooms, information areas, first aid, etc.
- There is a sample of products on view.
- Guest is able to order anything on the menu. Nothing is “86'd.”

- Items are suggestively sold and up sold.
- The correct price is rung up on the register in view of guest.
- Correct change is provided and counted back to the guest.
- Guest is provided with an electronically generated receipt.
- Guest can pay with a credit/debit card.
- Items are purchased from a clean, well-organized stand.
- Items are cooked and presented in a consistent manner.
- Food & Beverage are fresh and taste great.
- Food & Beverage are not treated as commodities.
- Guest receives exactly what was ordered, attractively presented or wrapped and charged correctly.
- Guest receives hot items hot and cold items cold.
- Drinks are served with lids and straws appropriate to the cup size.
- Guest waits an appropriate length of time for Food and Beverage.
- At end of transaction guest is thanked for business and wished a good experience.
- Grills and smokers have a fence around them, keeping them a safe distance from guest.
- Complete satisfaction guaranteed or item is exchanged or money refunded.
- Straws are displayed in an attractive dispenser or container, not in a box, carton, bus tub or the like.
- Condiments and napkins are easily located in a clean area.
- Seating area is clean, attractive and regularly maintained.
- Atmosphere includes music, light, color and/or plants whenever possible.
- Health Department rules & regulations are always practiced.
- Value is provided for prices charged.
- Focus is on the entire guest experience being memorable and world-class.
- Please see the following note pertaining to barbecue. If it does not meet the following definition, it is not barbecue and cannot be referred to or promoted as such:  
A process whereby a large cut of tough meat is cooked by the smoke of a hardwood fire at low temperatures (210 degrees or less) for a long period of time, with doneness determined by the meat's tenderness.

Company name or dba, as stated on your contact, must be prominently displayed.

### **Minimum Operation Guidelines**

Following is an outline of the Spectra Food Services and Hospitality at LA County Fairgrounds Minimum Operating Guidelines. It is a general outline and is not intended to be comprehensive. Much of it is intended to be self-explanatory and, therefore, does not go into much detail. If you are uncertain about any aspect of it, please inquire.

1. **Partner Agreement & Manual**
2. **Golf cart operations**
3. **Cash handling**
  - A. Integrity
  - B. Credit cards accepted
  - C. Timely submission of deposits and payment
  - D. We would prefer you not have a minimum on credit card purchases
  - E. Must have approved cash register or POS system

4. **Subjunctive**
  - A. Obey & adhere to all Health Department guidelines
  - B. Stand cleanliness & orderliness
  - C. Condiment table look & maintenance
  - D. Sweep, clean, maintain 10x10 area in front of your stands
  - E. All stands must have privacy screen/s. Empty kegs/boxes/ice merchants, etc. may not be in public view.
  - F. Food stand doors must be kept closed at all times.
  - G. Keep boxes in or behind stand until end of day
  - H. Trash does not go in public trash cans
  - I. Proper disposal of (hot) ashes
  - J. Proper disposal of trans fat-free cooking oil
5. **Conduct**
  - A. Move-in
  - B. Open during operating hours
  - C. All stands must have approved Fire Extinguisher
  - D. Temporary health permit required from the County of Los Angeles Health Department
  - E. Move-out
  - F. Area must be clean, inspected and approved by an authorized LACFA representative before you depart
6. **Menus approved**
  - A. Each Partner must offer at least one combo, family, and/or value meal at each location
  - B. Offer gluten free items
  - C. Offer kids meal
  - D. Authentic cuisine
  - E. Reheating turkey legs from the night before is prohibited.
  - F. All signage must conform to criteria established by Spectra and LACFA. No handmade (lettered, written or drawn), paper, or cardboard signs are permitted. All signage must appear professionally rendered and installed. Spelling counts
  - G. Menu board must read "Sales Tax Included" this should be located at the bottom of your menu board
  - H. Tax inclusive (sales tax included in pricing)
7. **Beverage Service**
  - A. **ZERO TOLERANCE POLICY:** Any business found in violation of any of the below rules and regulation will be considered in breach of contract and subject to removal from the campus.
    - B. Non-alcoholic beverage will be sold only in approved Coca-Cola logo cups (i.e., soft drinks, ice tea, punch, lemonade, etc.). Spectra Food Services & Hospitality will supply these cups and lids along with product, souvenir bottles and CO2. All cup sizes designated by Spectra Food Services & Hospitality are to be available to the public. All Subcontractors will provide lids and straws. Straws may be purchased from any paper supplier company. Cups may not be refilled.
    - C. Spectra Food & Beverage Subcontractors stands selling soft drinks must offer the Souvenir Cup. See approved menu for pricing, Souvenir Cup is refillable see approved menu for pricing. Souvenir Cup may be purchased from Spectra Food Services & Hospitality. Spectra Food & Beverage Subcontractors may refill Souvenir Cups only. No other cup may be refilled.
    - D. Dasani Water is available for sale by all partners who have officially added it to their menu prior to the Fair. The water must be ordered from Spectra Food Services & Hospitality. 20 oz Dasani Water is the only size of water allowed or purchase. (See approved menu for pricing).
    - E. When a fair guest request water, you must serve them. You can purchase 7oz cups from any paper company. No stand shall refuse to give water to anyone asking for it. Any stand refusing to serve complimentary water will be subject to a \$50 fine per incident.

8. HfU]b]b[

B. As a Subcontractor you play an important role in the success of the LA County Fair. With your assistance, we will all be able to provide a world class experience to our guest during the fair. We expect all employees to use good judgment in choosing their clothing and to present a neat clean, well groomed appearance and a courteous disposition. Subcontractors and their employees must dress and present themselves in a manner that reflects good taste and professional standards.

C. Subcontractor must train and supervise his/her staff. Staff needs to be knowledgeable on all products offered.

D. Suggestive selling – “Will that be all?” and “Anything else?” are Not suggestive selling

9. Staffing/hiring

A. Partners need to ensure that their staffs are properly groomed and in uniform.

**BC.**

- Gum chewing
- Crooked hat
- Talking on the phone
- Texting
- Sitting
- Unshaven
- Not selling
- Facial piercing
- Gauges (big ear holes)

B. Employ people, not bodies

C. Legal hiring and employment practices

D. Good hygiene

E. Must have uniforms

F. Must have name badges

G. Must know where nearest service area are (e.g., restrooms, ATM's, First Aid, etc.)

I0. Commitment to quality



11. %\$! 'ghZM/cb[i UFubHY

12. Trans fat free
13. A-Frames (sandwich boards) are prohibited
14. Styrofoam containers are prohibited. Recycled paper products are preferred
15. Seating, music, misting & flooring
16. The look of the Stand! If you are not sure your stand needs updating then it does
17. No gray or any other color bus tubs
18. Must provide Power requirements in advance
19. Culture of accepting things instead of dedicating resources to improve them has to die.  
"Mediocrity breeds mediocrity."
20. Respect the rules and stay in your location.
21. Increase seating
22. \$100 fine for not maintaining your area properly
23. Must be in ADA compliance
24. Propose something. Don't wait for us to come to you
25. No employee discount. Only for your own staff
26. You must have means to receive information electronically (e-mail).
27. Spectra issues identification signs with a number and/or name for every Food & Beverage location on the fairgrounds. These signs must be highly visible. Police, Security, Fire and First Aid Departments have maps identifying the ID number posted at each location. It is mandatory that this identification sign be visibly posted at all time.
28. Absolutely no sitting in front of the food stand or barbecue area during operating hours.
29. No staff breaks around or near stand working
30. No tip jar allow at food stands
31. Open Flame BBQ's must have an A.Q.M.D. Permit
32. Grills and smokers must have a fence around them and must be 3ft from the fence
33. Please see the following note pertaining to barbecue. If it does not meet the following definition, it is not barbecue and cannot be referred to or promoted as such

"A process whereby a large cut of tough meat is cooked by the smoke of a hardwood fire at low temperatures (210 degrees or less) for the long period of time, with doneness determined by the meat's tenderness."

## **Guest Satisfaction Policy**

Hospitality Buttons will be issued by Spectra Food Services to Subcontractors to be worn by all Subcontractor employees. This policy means Spectra 'Subcontractors stand behind their product and are committed to satisfying all customers.

## **Guidelines for Stand Closures**

Non-working equipment must be removed from stand. Unless expressly allowed after inspection by Health Department and marked with a "Red Tag" there shall be no conditional closing. Stand closings will be noticed in writing. No stand shall be closed without approval from the Health Department supervisor. Spectra 'Subcontractors may request a hearing within two hours of a closure, which shall permit an opportunity to present an explanation of the issue and plan to cure. The decision of Spectra Food Services & LACF on stand closure is absolute and final.

## **Alcoholic Beverages**

Anheuser-Busch

No other brands can be displayed or marketed on Broadway in any manner which is visible to our guests. This includes neon and other types of signage. This does not preclude you from selling competing brands on Broadway.

## **Non-Alcoholic Beverages**

### **Exclusive Fountain Drink**

Coca-Cola is the official and exclusive fountain soft drink for LA County Fair until further notice. Selling or advertising other fountain soda drinks of any kind is not allowed. Selling fresh brewed iced tea is not allowed. Subcontractors are allowed to sell Minute Maid Lemonade and Gold Peak Iced Tea.

### **Cups**

Non-alcoholic beverages will be sold only out of approved Coca-Cola logo cups (i.e., soft drinks, iced tea, punch, lemonade, etc.) Coca-Cola Bottling will supply these cups along with product, sport bottles and CO2. Contact Spectra Food Service & Hospitality 909 865-4501. All sizes designated by LA County Fair are to be available to the public. All Subcontractors will provide lids. Cups may not be refilled.

### **Souvenir Bottle**

All Spectra Food Service & Hospitality Subcontractor stands selling soft drinks must offer the souvenir bottle. Bottles may be purchased from Spectra. Spectra Food Service & Hospitality Subcontractors may refill souvenir bottle only. No other cup size may be refilled. See approved menu for pricing and size.

Soft drinks, iced tea, lemonade & punch (See approved menu for pricing)

### **Water Sponsor**

20ozDasani water is available for sale by all Subcontractors who have officially added it to their menu prior to the Fair. The Water must be ordered through Spectra Food Services. 20oz Dasani Water is the only brand and water allowed for purchase at the LA County Fair.

### **Water**

When a Fairguest requests water, use a 7oz cup to serve them only. You can purchase 7oz cups from any paper supply company. No stand shall refuse to give water to anyone asking for it. Any stand refusing to serve water will be fined \$50 per incident.

### **Coupons**

Guest Services offers \$5 and \$10 food vouchers (for food and a regular beverage) to Fairguests for selected reasons. All Spectra Food Service & Hospitality Subcontractors must accept these same as cash and ring them up. Please label and bag beverage coupons, cash register tapes & meal tickets and turn them in to the auditing department by 2 p.m. daily. Partners will receive full reimbursement for each coupon.

### **Fair Specials**

Each Partner must offer at least one (1) combo and/or family/kids meal and gluten free item at each location

## **Condiments**

Spectra Food Service & Hospitality's Subcontractor is solely responsible to ensure that condiment tables are cleaned and maintained in accordance with all public health and sanitation requirements. Condiments should be served in hinged containers that close automatically or in individual serving packets.

## **Training**

Subcontractor must provide the Spectra Food Service & Hospitality at LACF with contact names and numbers of all supervisors. If no one is present or reachable the Subcontractor will be fined.

## **Display**

If real food is used in displays, it cannot be served to the public at any time. All display food must be destroyed after use. Display food in plexiglass enclosed cases. Spectra Food Service and LACFA suggests using plastic food for all displays. No food warmers or hot-plates shall be placed on counters. Coffee making units should not be out in the open. Use only bulk dispensing equipment for drinks.

## **Entertainment**

A dated schedule of entertainment must be submitted to the Spectra Food Services & Hospitality for approval. LACFA reserves the right and authority to determine and control the volume of all sound devices. Loud speakers, sound systems, live entertainment or any amplification are not allowed without prior written approval.

## **Employee & Promotional Meal Tickets**

Some employees will use a \$5 and \$10 meal ticket to purchase food. All Spectra subcontractors must accept these the same as cash and ring them up. When the transaction is made for less than \$5 or less than \$10, no change may be given. Ring the transaction up for the actual amount of the sale. For each location, please label and bag the meal tickets, beverage coupons & cash register tapes and turn them in to the auditing department before 2 p.m. daily. Subcontractors will receive a \$5 or \$10 reimbursement for each meal ticket.

## **Gas Lines & Pilot Lights**

All gas lines and piping shall be approved by LACFA facilities manager and/or fire marshal and thoroughly tested for leaks prior to a subcontractor's stand opening for business. All gas lines/pipes

shall have a valve at entry to the Food & Beverage stand and the gas supply shall be turned off at closing every night. LP gas equipment must meet the safety standards as prescribed by the U.S. Department of Transportation, and the American Society for Testing and Materials Containers.

### **Disposal of Ashes**

No person shall place, deposit or dump any ashes or coals in or upon any hazardous fire area except: in the hearth of an established fire pit or fireplace; or in a non-combustible container with a tight-fitting lid, which is kept or maintained in a safe location not less than 10 feet from any combustible vegetation or structure. A framed box with sand is to be under any barbeque.

### **Fire Watch**

A fire watch shall be maintained in the vicinity of the locations where open-flame operations have been conducted for not less than one-half hour after such operations have ceased.

### **Grease Removal**

Under no circumstances is grease or any solid waste material to be poured into rubbish barrels, dumpsters or drains. Violators are subject to a citation and a \$1,000 fine by the county. All grease must be placed in sealed 5-gallon containers. Proper disposal barrels for grease, cooking oil or raw garbage will be placed in locations on the grounds by request. Barrels are not to be filled more than 3/4 full. DO NOT dispose of trash or place water in these grease barrels. There will be a charge to you for barrels that do not comply with these prohibitions. Grease barrels will be provide to each Partner. Contact Best Western Grease Service at 760 617-1250.

### **Wood Sticks**

Pointed hardwood sticks are prohibited from use in serving food on the grounds. Rolled cardboard, paper sticks, or blunt, flat-top wood sticks are to be used.

### **Microwave Notice**

If a microwave is used in food preparation, Subcontractor must post a notice to that effect which is visible to the public. Subcontractor's notice must be in accordance with Spectra & LACF's signage guidelines.

### **Energy Conservation**

In order to conserve energy, do not turn on decorative or non-essential lighting until 6:30 p.m.

### **Official/Exclusive Sponsors & Recommended Suppliers**

There are two kinds of suppliers on the grounds: official/exclusive sponsors and recommended suppliers. The Sponsor & Supplier program has been developed at the LA County Fair in order to:

- Keep the price of Food & Beverage items down for patrons.
- Standardize a consistently high quality of products.
- Make ordering and delivering convenient and dependable.
- Promote sponsor name recognition items to the public.
- Provide comparable sales reports when requested by the auditing team.

Official/Exclusive Sponsors are companies that have pledged sponsorship dollars for the LACounty Fair. They have been selected as Suppliers to the Fair. Their sponsorship includes an exclusive product agreement with LACFA. It is the intention of the Fair to choose suppliers in order to control vehicles and sales individuals coming onto the grounds, to oversee the quality of product served and to assist the audit control system. Suppliers have a signed agreement with the Fair, have required insurance and liability coverage and provide reports to the Fair. A list of Official/Exclusive Sponsors are available in the Spectra Offices.

Recommended Suppliers are companies that, having been satisfactorily interviewed by the Spectra Food Service & Hospitality, have been given Fair approval and agreements to do business on the grounds with the various participants. A list of recommended suppliers are available in the Spectra Offices.

## **PUBLIC HEALTH PRACTICES**

### **General Compliance**

All laws, ordinances and regulations of the State of California, County of Los Angeles and City of Pomona pertaining to public health will be in effect, and every Food & Beverage and food sampling Subcontractor must comply. Violation of Health Department requirements is sufficient cause for Spectra and LACF to revoke participation privileges. Health Department inspectors will check all stands and supply copies of their reports to Spectra Food Service. Subcontractors are expected to make ALL necessary changes or repairs as required by the Health Department. The Health Department is located upstairs in Expo Hall 8.

### **Inspections**

The following Health Department Inspection Guidelines were prepared as a joint project of the County of Los Angeles Public Health Department and the Spectra Food Service & Hospitality. All Food & Beverage Subcontractors should pay special attention to the following guidelines:

- When performing inspections, the Health Department is most concerned with the following items: Potentially hazardous foods must be held at or above 135 degrees or at 41 or below degrees.
- When barbecuing, only food being cooked may be outside – all item preparation and serving must be done indoors.
- Water hoses must be National Sanitation Foundation green only. No garden hoses permitted.
- Holding tanks or sinks with drains into sewers must be used for disposing of water. No buckets anywhere.
- The law states that all doors must be kept closed at all times. Employees must be trained to keep doors closed. Pass-through windows must be used on all outdoor or open-air spaces. This is to keep dust, flies and other insects from contaminating food.
- Food preparation staff must never handle cash transactions and vice-versa.
- Someone of authority and responsibility should be present in the stand at all times. All supervisors should be familiar with the rules and regulations in this manual.

## Public Health & Sanitation Requirements

In cooperation with LACFA, the following items of public health and sanitation are listed for Subcontractor's information and guidance. All laws, ordinances and regulations of the State of California, County of Los Angeles and City of Pomona pertaining to public health will be in effect. This includes, but is not limited to, the following:

- All mobile food preparation vehicles shall be certified to conform with the construction requirements for said units, as provided for in Article 12 of the California Uniform Retail Food Facilities Law and proof of said certification must be kept on the vehicle at all times. If the vehicle has not been certified as provided above, a Public Health Temporary Event Permit must be obtained from Spectra Food Service & Hospitality.
- Beverage dispensers must be sealed and easy to clean (no coffee pots, only urns with lids); outdoor dispensers shall be "closed systems" or easily moved (no dumping ice, lemons, etc., from top, outside).
- All food, food utensils, food containers or other food-related items shall be stored in an approved structure. No outside food storage is allowed. This department will ban any food and/or food article found improperly stored.
- All prepackaged food must be properly stored.
- Utensils and straws shall be individually wrapped or dispensed by an employee or approved dispenser.
- Pass-through windows to food preparation areas shall not exceed 216 square feet (432 inches with air curtain), and must be kept closed except when food is being served. All doors shall be kept closed when not in use.
- All potable water connections shall be made with water lines of approved materials. All hot water supplied to all fixtures requires the same.
- During initial start-up, hot water systems shall be operational immediately.
- No food preparation will be permitted in an outside storage building.
- Employee personal effects shall be kept away from food storage and preparation areas.
- All hand-washing sinks shall be provided with hot and cold water and permanently mounted (liquid/powder) soap and towel dispensers.
- All liquid waste shall be disposed of through approved connections and through an approved waste disposal system.
- Garbage and waste containers of non-absorbent material shall be provided and used at all food & beverage stands.
- Separate containers must be provided to store cooked and uncooked food products.
- Food demonstrators: If food is sampled by the public, hot plates, work tables and other food areas within access of customers shall be provided with a "sneeze guard" which covers the front, two sides and at least one half of the tops. "Sneeze guards" shall be approximately 5 feet in height when measured from floor level. No common sampling from bowls will be permitted; individual cups must be provided.
- Outdoor food stations shall be monitored at all times.
- Food preparation (i.e. hot plates) must be separated from public access by a barrier at least 30" from exposed food. (Check with fire marshal).

Without limiting the generality of the above, examples of deficiencies that may result in immediate closure or other enforcement action are:

- A lack of hot or cold potable water.
- Un-potable water supplied to plumbing fixtures.
- Sewer back up.
- Inadequate temperature control for potentially hazardous foods.
- Infestations of insects or vermin.
- Loss of vital services (i.e., water, sewer, electricity or gas).
- Inadequate or malfunctioning utensil-washing equipment.
- Food poisoning outbreaks.
- Foods being served that are bacteriologically unsafe.

Any violations of the above requirements may be cause for the immediate issuances of a notice to dis-continue , a legal citation, and/or a criminal complaint to the District Attorney's office.

### **Food Sampling & Demonstration Requirements**

A complete list of all County of Los Angeles Public Health Department Requirements may be obtained in the Spectra Food Service & Hospitality Office.

- All food except packaged, wrapped or bottled foods must be protected at all times from customer contamination, flies, dust and dirt. Demonstrators, when offering food to customers, shall at all times remain within the confines of the exhibit booth. Offering food from an unprotected tray or plate will not be tolerated.
- Food in the process of being heated, chilled, compounded or displayed must be protected at all times from customer contamination, flies, dust, dirt, etc. by panels of glass, plastic or other material acceptable to the Health Department.
- Food for sampling by customers shall not be offered from a common bowl, container or tray where the customer's hands could come in contact with the food on display.
- Food sampling partners shall maintain the areas in and adjacent to their stands in a sanitary manner.
- Foods that are offered hot, and which are capable of supporting the growth of bacterial organisms, shall be maintained at a temperature of 135 degrees or greater at all times.
- Each stand must have at least one probe thermometer to test for proper cooking and holding temperature. Steam tables should not be used for cooking or defrosting - defrosting should only be performed in the refrigerator.
- Foods that are offered cold, and which in the opinion of the health officer, are capable of supporting the growth of pathogenic organisms shall be maintained at a temperature of 41 degrees or lower at all times.
- Ice to be used for human consumption shall be delivered to the food sampling stands in approved bags or packages and must be stored in an approved manner. Holding containers shall be contained. Wastewater shall not be drained to the ground.
- Cutting or dipping ice cream will not be permitted unless proper sinks and hot water are provided.
- All food mobile vehicles must be inspected by the Spectra staff before the facility becomes operational at the LA County Fair. Staff members will be available by appointment any weekday prior to opening day of the Fair
- Subcontractor shall have satisfactorily complied with all prior notices of violation issued during or subsequent to the Fair.



- All implements, tools and equipment must be National Sanitation Foundation approved, kept in a clean and sanitary condition, and in good repair at all times.
- Tongs, spatulas or other suitable implements shall be used by the food demonstrator when handling foods. Hand contact with the food should be kept to an absolute minimum.
- No exhibit of unpackaged or unprotected food shall be exposed or left unattended at anytime. No food or food product shall be stored within six (6) inches of the floor. Racks, shelves or palettes shall be supplied when needed.
- Single service cups, spoons, straws and related items shall be stored with adequate protection and dispensed in a sanitary manner.
- Cracked, chipped and defective food utensils and containers, faulty food work surfaces, re-used commercial food cans, or open-seam containers will not be permitted.
- Containers equipped with tight fitting lids or covers shall be provided for refuse, and exhibits shall be kept clean and sanitary. Where tanks, icers or other apparatus are used, adequate and sanitary drainage facilities must be provided.
- All food handlers shall wear clean, washable garments (preferably short sleeved) and head-bands, hairnets or caps that confine the hair. Long hair must be tied back, and hair restraints must be used while on duty.
- Hands of operators shall be free of cuts, sores and bandages and shall be kept clean at all times. All food servers must observe proper personal hygiene. Hands must be washed prior to each shift and after visiting the restroom. All food preparers must wear plastic disposable gloves.
- No food handler suffering from a communicable disease shall be permitted to prepare or handle food. While engaged in the handling of food, operators shall not smoke or use tobacco in any form.

## **Food Sampling Procedures**

The following guidelines are to be used when offering approved samples:

- A written list of items to be sampled must be submitted to and approved by a Spectra.
- All beverage samples are limited to a 2-oz. serving, container or package.
- All food samples are limited to 2-oz.
- Any food sampling must comply with all Health Department regulations.
- Food or beverage items cannot be used as traffic promoters (i.e., candy, popcorn, coffee) when not directly related to the company's purpose or business.
- The product must be appropriate to a family atmosphere.
- The product must be inherent to the space, company or organization offering it.
- Sampling may not congest roadways or aisleways.
- Sampling must be done from a designated location during previously agreed upon times.
- Persons giving samples need to be clean and appropriately attired.
- Signage should be used to indicate what is happening and give identity to the sampling company.
- Items disbursed are limited to products that are manufactured, processed or distributed by the exhibiting firm.
- Be sure that it is operationally possible for all entitled guests to have access to the sampling.
- The Subcontractor must have a \$1 million liability insurance certificate on file with Fair representative
- Carpeting will not be allowed in booths that will be sampling.

## **Food Handling Guidelines**

- Keep hot foods hot (135 degrees or above)
- Keep cold foods cold (41 degrees or below)
- Temperature danger zone 41 degrees to 135 degrees
- Keep all food products at least six (6) inches off the floor.
- Use a thermometer frequently to check the temperatures of food.
- Practice safe food handling at all times.
- Keep food trailer doors shut at all times during operation.
- Keep spoiled food away from good food.
- Use leak proof containers to hold spoiled food.
- Dispose of spoiled food IMMEDIATELY!
- Wash your hands! Wash your hands! Wash your hands!

## **Barbecuing Guidelines**

County of Los Angeles Public Health policy for barbecuing means that the cooking must be done by radiant heat and not via conduction or convection. All barbecued food must be cooked directly over:

- Hot coals
- Heated rocks
- Heated stones
- Radiant metal bars
- Gas flame

## **Equipment that is not considered to be barbecues includes**

- Griddles
- Ranges
- Ovens
- Some underground vaults
- Some underground pits
- Flat grills

## **Manual Sanitization Guidelines**

1. Manual sanitization shall be accomplished in the final sanitizing rinse by one of the following:
  - a. Contact with a solution of 100 ppm available chlorine solution for 30 seconds.
  - b. Contact with a solution of 25 ppm available iodine for one minute.
  - c. Contact with a solution of 200 ppm quaternary ammonium for one minute.
  - d. Contact with water of at least 82 degrees (180 degrees Fahrenheit) for 30 seconds.
2. In-place sanitizing shall be as described in paragraph 1.
3. Other methods may be used if approved by the department.
4. Testing equipment and materials shall be provided to adequately measure the applicable sanitization method.
5. Chemical sanitizers shall be approved for use in food facilities and shall be used in accordance with the manufacturer's use directions as specified on the product label.

For further assistance or questions concerning these guidelines contact Ibanga James:

Ibanga James  
Bureau of District Surveillance &  
Enforcement Environmental Health  
East San Gabriel District Office  
1435 West Covina Pkwy., Room 10  
West Covina, CA 91790  
626 813-3380  
626 337-3482-fax

### **Storage Shed Basic Requirements**

In order to store inventory outside of a Food & Beverage location, the County of Los Angeles Public Health Department requires all storage units to meet the following criteria. Not all food stand locations are suitable for a shed. The LACFA will review all shed requests and determine if a shed will fit on location.

- All materials used for food storage must be smooth, impervious and capable of frequent and repeated cleaning.
- The sheds must have a clear space of six (6) inches (minimum) underneath so as to prevent any harborages.
- The sheds must be stipulated as part of a particular food stand or trailer.
- All joints and seams must be of good workmanship so as to be vermin-proof.
- If refrigeration units are to be installed in a shed, adequate ventilation must have discharge.
- Drainage must be provided for condensation, unless self-evaporating, no run-off allowed.
- Sheds are not to be used for sleeping purposes. Personal belongings must be stored in a separate cabinet.
- Health Department approval is contingent on the approval by the Department of Building and Safety, City of Pomona.
- The use of a shed is for temporary storage and not to exceed 24 days in any 90-day period in conjunction with a single event or celebration.
- Food handler training provided by the Health Department is recommended.

NOTE: All storage sheds are to be rented through Spectra Food Service.