



# Columbia County Fair Vendor Manual

This manual includes all rules, requirements, procedures and general information for Vendors contracted with the Columbia County Agricultural Society Inc., host of the Columbia County Fair, Chatham NY.

Failure to comply with the policies and procedures in this manual may result in a financial penalty, removal from the fair or exclusions as a concessionaire or vendor in future events.

## Dates & Hours of Operation

Always 6-Days preceding Labor Day

Wednesday 12 pm to 10 pm

Thursday through Monday • 10:00am - 10:00pm

**Please keep a copy of this manual in your booth  
so ALL employees are familiar with Fair policies.**

**\*CCAS Fair Administration reserves the right to make revisions or additions to this manual\***  
Herein the Columbia County Agricultural Society Inc. shall be known as the 'Society' or 'CCAS'  
Vendors and Concessionaires may be referred to as 'Vendors'

## Table of Contents

Adhesive Stickers	4	Microphone	5
Alcohol	4	<b>Payment</b>	5
Arrival Procedures	10	Personnel Requirements	6
Beverage Suppliers	20	<b>Pricing</b>	6
Booth Guidelines	4	Propane Tanks	5-6
Building Layouts	17-19	Purveyor List	20
		Raffles	13
Admin Office Location	3	Recycling/Trash	6
Code of Conduct	24	Refund Policy	6
Credit Card Policy	4	Reimbursement Policy	6
Credentials	4	Required Documents	9
Deliveries	14	Restocking Rules	6
Directions	23	RV Parking	15
Drone Policy	4	Set Up rules, times, etc.	10
Electric	5	Signage	7
Fair Logo	5	Smoking	7
Fire Extinguishers	5	Stock Trucks/Trailers	4,7
Forklift	5	Subletting	5
General Rules & Regulations	4-8	Tear Down rules, times, etc.	11
Generators		Tent Rental	7,20
Golf Carts	8, 17	Tickets (Credentials)	7
Health Regulations	6	Transport Vehicles (Golf Cart/Bicycles)	7,8,16
Hours of Operation	3, 12	USPS (US Mail)	14
Insurance	5, 9	Vendor Cashier Office	4
License Agreement	5	Vendor Contract	4
Local Amenities	22-23	Wi-Fi	7
Meal Tickets	12		

### Columbia County Agricultural Society Inc. / Columbia County Fair

General Manager	Eric Barnes
Assistant Fair Manager	John Craft
Office Manger / Concessions	Melinda Kerner

### Officers

President	Bernard Kelleher
Vice-President	John Craft
Secretary	Eric Barnes
Treasurer	Kenneth Siter



Scan for more info or digital  
copy of this manual

### “Always Over Labor Day”

Our Mission: The Columbia County Agricultural Society, Inc. is a non-profit organization that, promotes all aspects of agriculture, horticulture, arts and crafts for all age groups through educational instructions display and competitions.

## IMPORTANT DATES & TIMES

### Office Hours:

Non-Fair *Seasonal* (March through November) Monday thru Friday 7:30 am - 2 pm  
Off Season (November through March) Varied hours Monday thru Friday

#### Fair Hours

Week preceding Fair 7 am to 4:30 pm  
'Fair Week' 7 am to 10 pm

Return to "non-fair" hours on Wednesday after Fair 7:30 am-2 pm

### Hours of operation

**Wednesday 12:00pm to 10:00pm**

**Thursday - Monday 10am to 10pm**

(Early breakdown and closing of 9pm on Monday at the discretion of Management)

**12:00pm – Carnival Opens each day**

Penalties for closing a booth before 10pm will be  
**STRICTLY ENFORCED and FINED**, see page 12

**Sensory Hours** - Thursday from 12pm to 4pm. There will be no PA announcements, no lights on concession stands, no music in the carnival. There will be no sound checks during this time and all livestock show announcements will be turned down. PLEASE be sure to relay this information to your staff working on this day.

## IMPORTANT CONTACT INFO

### CONCESSIONS/VENDOR OFFICE

Address:

GPS for Fair Main Entrance is **182 Hudson Ave., Chatham NY 12037**

Main Office is **32 Church St., Chatham NY 12037**

Concessions/Vendor Manager - Melinda Kerner (518) 444-FAIR ( Option 5)

Email: [Vendor@columbiafair.com](mailto:Vendor@columbiafair.com)

Main Office - (518) 444-FAIR (Option 2)

Fair Manager - Eric Barnes (518) 392- 2121 (Press Option 3)

### Emergency

**DIAL 911 – tell the call taker that you are at the Columbia County Fair - 32 Church St. Chatham, NY and provide an accurate location of your position on the Fairgrounds.**

**Non-Emergency Medical or Security issues or/  
alternate for Onsite Emergency Services:**

**(518) 444-FAIR (Option 9) – Fair Emergency Services Office**

# RULES & REGULATIONS

**Adhesive Stickers** - The distribution of adhesive stickers and decals at either no charge or for a nominal fee (less than \$1.25) is prohibited.

**Alcohol** - No alcohol is permitted on the grounds for personal consumption. Alcoholic beverages can be purchased and consumed on the fairgrounds only in designated areas.

**Purveyors** - The Society has no exclusive with any purveyors. The Society recommends purveyors for some supplies and products and for sale. A list of recommended purveyors can be found in the addendum at the end of this document.

**Back Flow Valve** - All food concessionaires are required to have vacuum breakers on all water connections.

**Booth Guidelines** - Your booth should be set up in accordance with your application designation and booth dimension descriptions. It is not permissible to block the view of your neighbor's booth. Your booth should look professionally designed and display your corporate image and product. Each booth, including equipment, is to be aesthetically pleasing and in good structural condition. All tables should be covered and skirted. All table skirting and coverings should be wrinkle free and of good quality. All stored stock and equipment must be out of public view. *All products, materials and manpower related to the operation of the booth must be contained within its interior wall at all times.* The Society is not responsible for any damage or loss of the vendor's merchandise, and equipment. It is the individual vendor's responsibility to provide insurance on these items. All booth spaces are subject to change in either design or location by the Society, host of the County Fair. The Society reserves the right to videotape or otherwise record and maintain a visual record of any concession or exhibit area.

**Walking areas / floors** - All cords, mats and other possible tripping hazards must be secured to the ground or floors using ground mats or gaff tape only. Absolutely NO duct tape or other adhesives on finished floors.

**Vendor Cashier Office** - Located at the Fair Main Office at the North Gate (Cottage Pl Entrance) Hours to be determined and posted.

**Vendor Contract** - This will be in your credential packet and must always be available in your booth, along with your NYS Sales Tax Permit and where applicable Health Permit.

**Credentials** - All vendors must have proper credentials (admission ticket) to enter the grounds. The Society recommends vendors display photo ID. Accounts paid in full, with complete paperwork on file may pick up their credentials/ticket packet starting the last Monday in July.

*\*Credentials will not be distributed unless all paperwork is completed and payment in full is received in the Concessions office. This includes liability insurance approved by Society's Agent.*

**Credit Card Policy** - The Society allows for vendors paying their rent or other fees to utilize credit cards in the main office. There is a credit card surcharge for processing fees that is collected by the 3rd party. The Society does provide WiFi Internet service for vendors to utilize their own credit card point of sale systems. The Society is not responsible for Vendor systems or surcharges. Here is more information about credit card surcharge compliance: [New York State General Business Law §518](#)

**Stock Tag** - This tag shall be placed on all vendor stock trucks and trailers. Restocking of vendor booths shall be within the time restrictions of 6:00am to 10:00 am ONLY. Each vehicle MUST display this tag to be on the grounds during this period. No admittance will be allowed without this tag or in-between the time restrictions. If additional tags are needed, please see the Concessions office. All deliveries after 10:00 am must be hand trucked in. NO vehicles are allowed on the grounds between 10 am and 10 pm daily.

**Drone Policy** - Due to safety and privacy concerns the Society prohibits the operation or use on the Fairgrounds property of unmanned aerial systems, or drones, by the public-including model aircraft by recreational users and hobbyists - without prior written authorization from the Society. Any violation of this policy may involve suspension of your access privileges to the Fairgrounds, and may subject violators to liability for damages, including damages for trespass, violations of privacy, and physical injuries to persons and/or property, as well as legal fees.

**Electric** –If you require an electrical hookup at your space/booth, you must indicate the type needed on the Vendor application, where all amenities are ordered. Exhibitors must supply their own extension cords. All equipment, regardless of source of power, must comply with all State and Local safety codes. All equipment must be properly tagged or marked with complete information as to the type and/or amount of amperage, voltage, etc. required. All exhibitors': 120-volt cords must be of the 2 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. The Society reserves the right to refuse any connection to any exhibitor whose equipment is deemed unsafe by the electrical supervisor. All service connections and overload protection to such equipment must be made by the "Fair Electrician" (Leggett Electric) only. The Society is not responsible for voltage fluctuation or power failure for temporary conditions. Surge protection is the responsibility of the exhibitor. Exhibitors supplying their own breaker boxes (must be pre-wired) are required to have a service cord that is a minimum of 75 feet long (SO cord only).

**Fair Logo** - No products bearing the Columbia County Fair logo will be permitted without the written permission from the Columbia County Agricultural Society, Inc., host of the Columbia County Fair.

**Fencing** - *It is the responsibility of outdoor vendors to provide all fencing.* The Society requests vendors to utilize fencing to conceal utilities or prep areas from view. Fencing should be clean and presentable.

**Fire Extinguishers** - All food concessions are required to have a minimum 10lb or two 5lb 'ABC' Fire Extinguishers at each location. Any concessionaire using fryers, are required to have an additional 'K' type fire extinguisher. All extinguishers must be checked for expiration. It is the responsibility of each vendor to train all employees on the proper operation of the extinguishers. Extinguishers are subject to inspection by local authority or the Society at any point.

**Tractor/Forklift** - Tractor/forklift service is available through the Maintenance Department on a first come, first served basis. Request this service through the Maintenance supervisor or the main office. The Society does not assume responsibility for any damage or accidents involving the use of the tractor and personnel. Vendors assume responsibility for securing their load(s), as well as proper positioning and placement of the load or trailer.

**Generators** - Gas / Fuel powered generators are prohibited from use in any Vendor area without specific approval from the Concessions Manager. All Vendors must utilize supplied electrical power from the Fair. Vendors may utilize battery or solar powered powering devices that do not emit fumes or noise.

**Helium Balloons** - Are strictly prohibited on the grounds. There will be a \$25 per balloon charge for any balloons that need to be removed from inside the buildings or vendor space.

**Insurance** - NO tickets/credentials will be distributed without an APPROVED INSURANCE CERTIFICATE on file with the Concessions Office. While you may have uploaded a digital copy of your insurance with your application, this does not necessarily mean it has been approved. IT IS YOUR RESPONSIBILITY TO CONTACT OUR OFFICE regarding the status of your insurance prior to the Fair. Lack of compliance may result in severe delays in set up of your booth and/or forfeiture in event participation. **Insurance is due by August 1st.**

**License Agreement** - It is your responsibility to read this legal document in its entirety. Agreement with this document is done via electronic signature on the Vendor Application. Failure to do so will result in voiding of Agreement at the discretion of the Concessions/Vendor Manager. Be sure to read all pages of the Agreement for rules and regulations. Again, the License Agreement is a legal document. It is your responsibility to keep a copy for your records. This License Agreement does not guarantee the exclusive sale of your product. The License Agreement/ Vendor Application must specify all the products or merchandise you intend to sell at our Fair. If it is not listed, you will not be allowed to sell those items at the Fair.

**Subletting of leased space is strictly prohibited.**

**Microphone Use** - To present your product is a privilege extended by the Society. Sound cannot emanate from the confines of your exhibit space; infractions will result in loss of your privilege to use voice enhancement equipment and possible expulsion from the Fair.



## **Payments - Applications and Deposits (50%)**

### **Due - April 1st**

All financial obligations stated in your License Agreement / application **must be paid in full** by **August 15**. Failure to do so will result in a late fee of the balance due. This policy will be strictly enforced.

*\*plus an additional 10%      After August 15*

*\*plus an additional 20%      2 days before fair*

**Checks payable to the Columbia County**

**Agricultural Society.** There will be a charge of \$50.00 for all returned checks.

**Personnel Requirements** - Persons working in any concession or exhibit are considered employees of the licensee. Licensees are responsible for the acts, appearance, conduct of their employees. Licensees are also responsible for their employees' compensation and unemployment coverage, social security taxes and other employment legal requirements. Independent contractor relationships or subleases between license holders and their employees are prohibited. Licensees and their staff must be clean and neat in their personal appearance, hygiene, and dress at all times during the operation of any concession or exhibit. Professional ID's with Uniform apparel is encouraged and should be provided whenever possible. Impolite, foul, or abusive language or conduct will not be tolerated. Apparel with impolite, foul or abusive language is prohibited. Use of alcoholic beverages or drugs while working in such exhibit or concession space is prohibited.

***\*\*We will NOT tolerate any licensees' personnel disrespecting the Society Fairgrounds staff, guests, or other vendors.***

**Pricing** - Pricing of all food items and merchandise sold is to be visibly posted. All pricing must **include** New York State Sales Tax (This is subject to change.) YOU are responsible to make sure you are in compliance with NYS Law

[https://www.tax.ny.gov/pdf/publications/sales/pub71\\_8c.pdf](https://www.tax.ny.gov/pdf/publications/sales/pub71_8c.pdf) If you are 'up charging' larger size clothing items, these must be clearly posted as well.

***Promotional pricing for families or groups is encouraged by the CCAS. The Society will advertise and promote any Vendor providing such service.***

**Propane Tanks** – are not allowed in any building. All propane tanks outside must be secured in place. All persons operating propane tanks must be 18 years or older. All propane tanks/propane are to be

purchased through *certified propane companies*, the Society lists all preferred propane providers in an addendum attached to this document.

**Public Health Regulations** - The licensee agrees to implement all mandatory policies and procedures set forth by federal, New York State, Columbia County, and public health agencies. It is understood that violations of such policies and procedures can result in the immediate closure of the exhibit or stand without any further obligation, financial or otherwise on the part of Society as well as forfeiture of the deposit by the vendor.

**Recycling/Trash** - All Vendors must keep their facilities, equipment and area surrounding their exhibit in a clean, sanitary condition and are responsible for disposal or recycling of their trash. Trash containers are provided for this purpose. If you see trash on the ground, pick it up and dispose of it properly. Fair personnel will patrol the grounds, pick trash and empty containers. Trash containers or barrels may **not be moved** without Fair authorization and are not to be receptacles for personal (non-fair) use. Food concession operators providing a seating area may provide their own trash receptacles. Concessionaires may not deposit any greases, grey water fluid, wastewater, or other liquids onto the ground or into storm gutter/sewer. Fluids (not grease/oil) must be discharged into approved sanitary sewer systems or centralized holding tanks for such purpose. Greases and cooking oils shall be deposited into appropriate sealed containers, left for pick near the booth each night. Society grounds crews will retrieve and deposit them into the grease dumpsters.

**Refund Policy** - There will be NO refunds issued to any exhibitor, food concessionaire, commercial exhibitor, game operator or any other concessionaire/exhibitor participating in the Columbia County Fair, unless authorized by the Columbia County Agricultural Society, Inc.

**Reimbursement Policy** - In the interest of public relations, the Society and Concessions Manager reserves the right to, at its discretion, require any concessionaire/exhibitor/vendor to reimburse the full amount of any customer's purchase. Exhibitors must post their refund policy.

**Restocking** - All Fair buildings will open for restocking at 8:00am each day of the fair. There is NO other access to the building prior to 8:00 am. Outdoor stand restocking times are 6:00am to 9:30am and at close of

Fair until 12:00 am. All Vendor vehicles must be removed from the grounds by 11:00 am on Wednesday and by 9:30 am on all other days. No Vendor vehicles are permitted on the fairgrounds during fair hours.

**Seating Areas** - We ask all concessionaires that provide seating areas to keep these areas clean, accessible and available for all patrons to use.

**Signage** – The Society requests NO handmade signs in your booths, tents, or trailers. Any signage outside of your exhibitor space is strictly prohibited. Take pride in what you have to offer our guests. We are all professionals, and we ask that you have professionally made signage within your stand. Absolutely no signs or other advertising devices are allowed in egress paths, walkways or otherwise obstructing to people or emergency vehicles.

**Smoking** - Smoking, of any material, including Electronic Cigarettes, is not permitted in any buildings or within the Fairgrounds. For the health and well-being of all concessionaire workers, as well as our patrons, all food stands (including food preparation areas) shall be entirely smoke free and vape free. No exceptions!

**Sound Amplifying System** - Sound systems, loudspeakers, amplifiers, radios, broadcasting devices, voice enhancement equipment or instruments may be operated at a reasonable volume. Music systems in seating areas will be accepted provided it is controlled as to volume levels and operation hours.

Devices should not disturb normal business in adjoining attractions, exhibits and concessions or activities in adjacent public space. An infraction to this exception will require the loss of your privilege to use sound enhancement equipment. **Reminder:** Thursday from 12pm to 4pm is **Sensory Day**, there will be no PA announcements, no lights on concession stands, no music in the carnival. There will be no sound checks during this time and livestock show announcements will be turned down. PLEASE be sure to relay this information to your staff working on this day.

**Stock Truck/Trailer** - All stock units are required to have a **stock permit**. All Reefer/Cooler unit permits

are \$200 per unit and will be assigned a space outside the fence at Gate 2. All other stock units shall be parked on 'The Hill' south of the pond. Permits are issued by the Concessions Office and must be paid for and obtained when collecting Vendor packet. Any stock units found without a permit by after 12 pm on Wednesday may be towed at the owner's expense. *Permits must be requested on the exhibitor portal where all amenities are ordered.*

*Approval is not automatic for Reefer storage; it is based on location and availability.*

*All storage permits must be displayed on the unit in plain sight at all times while parked on the grounds.*

**Tent Information** - The Society requests NO tent stakes be driven into pavement. All tents or structures erected on pavement must plan on an alternate method of securing the tent/structure.

Any exceptions must have the approval of the Concessions Office. Any tents rented from a professional company, the company must provide a certificate of insurance. The Columbia County Agricultural Society, Inc. needs to be listed as an additional insured on the certificate. All tents must be flame resistant, anchored, and acceptable to Fair standards. All tents with stakes or anchors must be no higher than 8 inches and be covered with a safety cap to prevent leg injuries, conform and fit within the assigned space. I.e. a 10x10 tent with 24" anchors on each side may require a 14x14 space.

**Tickets - (credentials)** - Refer to Vendor application and contract. Each Vendor space will receive Twenty-Five (25) eTix - gate passes for each non-conjoined space rented. Additional passes may be purchased for \$10 each. A maximum of 30 passes may be purchased.

**Tip Jars** - *No tip jars are allowed.*

**Trailer Skirting** - All trailers, regardless of their venue, are required to have skirting (canvas preferred) and be in good condition.

**Wireless Internet Service (Wi-Fi)**- This service is now available to Vendors on the entire grounds free of charge. Due to the anticipated number of users, service may vary. Service is password protected and should be requested at Vendor packet pick up. All service is regulated and monitored for appropriate use.

## **Transport Vehicles (Golf Cart & Bicycles) -**

**Bicycles-** Prohibited on grounds during normal fair hours and must follow Code of Conduct. Failure to follow rules will result in the loss of this privilege.

**Golf Carts-** The Society requests Vendors do NOT operate golf carts on the fairgrounds during normal fair hours of operation. Golf Carts are **prohibited** from use on the midway. Golf Cart rules are listed on Page 16.

## **\*NEW\*Other Power-Driven Mobility Devices**

The Society recognizes that some individuals will use Other Power-Driven Mobility Devices (OPDMD) based on personal need due to their disability. The Society respects the rights of individuals with disabilities and the devices utilized to be mobile. The Society reserves the right to deny access to any motorized mobility device based on the safety of patrons. This is based on capacity of the grounds, high volume pedestrian traffic to include children and confined spaces where patrons travel throughout. More details regarding motorized or electric mobility devices can be found in the CCAS Code of Conduct.

1. Operators agree to provide personal assurance that the OPDMD is needed due to the Operator's disability;
2. Written verification that the Operator has completed a training program so as to provide assurance that (s)he can safely operate the OPDMD;
3. Operator must sign a General Release holding the Fair harmless from injuries to Operator or others resulting from Operator's use of OPDMD;
4. OPDMD cannot be operated faster than normal walking speed (2- 4 miles per hour);
5. OPDMD must strictly observe and adhere to applicable safety rules and regulations governing the operation and use of OPDMD as published by the manufacturer of the unit;
6. OPDMD operator will be allowed access to all fair roadways and most paved walking routes.
7. OPDMD will be stored in a location that does not obstruct egress.
8. OPDMD operator must remain with the unit at all times. If Operator stops for any reason, such as to use a restroom or a refreshment, Operator must secure the OPDMD in a location that does not impair the free movement of other patrons;
9. NO golf carts and other OPDMD that is similar in size or larger

**Use of the OPDMD may be temporarily prohibited in any or all parts of the Fair during times of highest/peak congestion or for other safety reasons at the discretion of Society Directors.**



## REQUIRED DOCUMENTS

The following documents (*in addition to a signed Application and Participants Manual Acknowledgement*) are required to operate a concession stand/booth at The Columbia County Fair. These must be submitted to the Concessions Office before we will issue you any credentials.

- ☐ Approved Certificate of Insurance
- ☐ New York State Sales Tax Permit /Number
- ☐ County Health Permit
- ☐ New York State Workers Comp

**All government agencies must supply a letter verifying proof of coverage.**

### **Proof of Insurance**

Each Vendor shall maintain a comprehensive general liability and product liability insurance policy with bodily injury limits not less than one-million (\$1,000,000) dollars per occurrence and the Columbia County Agricultural Society, Inc. must be named as an additional insured and be established on the certificate as such.

### **New York State Sales Tax Permit**

The original of your New York State Sales Tax permit, issued by New York State, must always be displayed in full view.

### **County Health Permit**

Food vendors are required to obtain a food permit from the Columbia County Department of Health, **not the Concessions Office**. The telephone number for the Health Department is (518) 828-3358. Department representatives will also be on site during the Fair to complete inspections. The original County Health Permit must always be displayed in full view.

### **New York State Workers Compensation**

Each Vendor must maintain Workers Compensation Insurance in compliance with NYS Regulations

# SETUP PROCEDURES

## How, where and when to check in when you arrive...

All vendors are to check in at the Concessions Office prior to set-up  
Accounts MUST be paid in full with proper paperwork on file before set-up

### INSIDE BUILDING VENDORS:

- Vendors with inside space may begin to set-up their displays beginning the Saturday before Opening Day Wednesday. \* *Booth must be set up by 10am on Wednesday - (Fair Opens at Noon)*
- Inside Vendors may only enter buildings and set during hours of operation
- Vendors must check-in at the Concessions Office prior to setting up (see map for location)
- No vehicles are allowed inside a building
- Vehicles shall not block any entrance, egress or ramps

### OUTDOOR VENDORS:

- All outdoor Vendors may begin to set-up their displays beginning the Saturday before Opening Day Wednesday. \* *Booth must be set up by 10am on Wednesday - (Fair Opens at Noon)*
- Vendors must check-in at the Concessions Office prior to setting up (see map for location)
- There is no security on the grounds from Saturday through Tuesday. Overnight security begins at 11pm on Tuesday before the opening of the Fair.
- Vendors with stand alone tents or unsecured outdoor booths should use caution setting up prior to Tuesday.
- Vehicles or stock trailers shall not block emergency roadways and should take into consideration the needs of other Vendors to pass through on roadways. Any vehicles parked on roadways for unloading should be temporary.

### All Vendors

Vendors are not permitted to park stock vehicles in/behind their space. All stock vehicles must be parked in the stock vehicle parking area. While setting up, Vendors must stay within their allocated space so as not to disrupt other Vendors. Any trailer or vehicle parked unattended or left, and is deemed a disruption or inconvenience to other Vendors may be towed at the Owners expense.

**Set-up is to be completed by 10:00am on Opening Day, Wednesday!**

**In an effort to protect the wellbeing of everyone associated with the Fair set-up and tear down, please abide by all safety regulations. Be careful while using ladders, use eye protection when necessary and drive your vehicle slowly while on the grounds.**

# TEAR DOWN PROCEDURES

## Closing Night (Monday) Tear Down Start Time is 9:00pm (No Earlier)

(No vehicles shall be staged in front of or block any gates prior to 8:30pm)

### INTERIOR BUILDING VENDORS:

Post Fair teardown times listed below will be strictly enforced to ensure the safety of our patrons.

#### **Following the Fair - All buildings will be re-opened at:**

Tuesday: 7:30am - 4:30pm

Wednesday - Thursday: 7:30am - 3:00pm

No vehicles will be allowed on the fairgrounds for tear down during hours of operation and until 9:00 pm Monday, no exceptions. Please operate vehicles with reasonable speed and safety. Patrons will still be on the grounds after 9 pm. All concessions/exhibits must be removed by 3pm on Thursday. We ask for your cooperation in adhering to these rules. Failure to follow these rules may result in non-renewal of your contract for future fairs.

*In an effort to protect the wellbeing of everyone associated with the fair set-up and tear down, please abide by all safety regulations. Be careful while using ladders, use eye protection when necessary and drive your vehicle slowly while on the grounds.*

### OUTDOOR VENDORS:

Post Fair Tear down shall not begin until 9:00 pm on Monday (Unless authorized by the Society)

No vehicles will be allowed on the Fairgrounds until after 9:00 pm Monday, no exceptions.

All concessions/exhibits are to be removed by 3:00 pm on Thursday.

There is no on site security on the grounds after 11:00pm on Monday. The Fair assumes no responsibility for items left or stolen at unattended Vendor spaces.

#### **IMPORTANT**

All Vendors are responsible for the clean-up of their area after tear down. At the end of the term of use, Vendors must clean the premises so that the buildings and grounds are in the same condition as they were when you arrived. If the Vendor fails to comply, they will be liable to the Columbia County Agricultural Society for all expenses incurred in cleaning the premises and otherwise restoring the premises to such condition. Billing for these cleaning services will be sent at the conclusion of the Fair.

We ask for your cooperation in adhering to these rules. Failure to follow these rules may result in non-renewal of your contract for future fairs.

# HOURS OF OPERATION

## VENDORS:

All vendors (including food) must be open daily:

Wednesday	12:00 pm - 10:00 pm
Thursday - Sunday	10:00 am - 10:00 pm
Monday	10:00 am - 9:00 pm (or as directed by the Society)

If circumstances warrant, food stands may stay open past 10:00pm until the midway closes. Deviation from these hours of operation will not be permitted and is strictly enforced.

**We close and secure the buildings every night, while the buildings close to the public at 10pm we ask that the vendors be respectful of our time and wrap up their affairs and exit by 10:30pm.**

***\*\*Once a vendor exits the building, they will not be able to return for the evening.***

**All booths are to be staffed at all times - vendors that fail to comply will be assessed:**

**\*1st offense \$50.00**

**\*2nd offense \$2500.00 fine**

**\*3rd and final offense, removal from the fair, non-refundable and non-renewal**

**THIS PENALTY WILL BE ASSESSED FOR CLOSING EARLY!!**

## MEAL TICKETS

Official Columbia County Fair Meal tickets (Value \$10.00) must be accepted by ALL food concessionaires.  
Please accept these as cash (No change shall be given)

### IMPORTANT

- It is your responsibility to ensure that all meal tickets you accept are dated correctly and approved for acceptance by the Concessions Office.
- All meal tickets accepted should have the exact amount redeemed for written on them and initialed.
- Each ticket is good for one (1) Ten (\$10) dollar purchase.
- More than one (1) ticket may be used per purchase.
- It is the responsibility of the purchaser to pay the difference or balance over \$10.
- All Meal Tickets must be redeemed at the Concessions Office By 4:00 pm on Tuesday.
- Meal Tickets received in the Concessions Office after this date may not be accepted.



# PROMOTIONS & FAIR GIVEAWAYS

All promotions and special appearances by local talent, celebrities, musical performers and/or giveaways that will be held during the Fair should be approved by the Concessions Manager prior to August 1.

**Raffles by Vendors are strictly prohibited. Raffles for special events or groups must be approved by the Society!**

## **Contests and Sweepstakes**

1. A “contest” (also referred to as a “raffle”) is any game or promotion which offers prospective participants the opportunity to receive or compete for gifts or prizes based on chance in which participation is conditioned, wholly or partly, on the payment of some value by the participant.
2. A “sweepstakes” is any promotion which offers prospective participants the opportunity to receive or compete for gifts, prizes, or discounts on the basis of chance in which participation is not conditioned on the payment of some value.

Unless approved in writing by the Society, neither vendors nor exhibitors are allowed to conduct contests, raffles, or sweepstakes at the Columbia County Fair.

The Society will attempt to accommodate ‘for-profit’ vendors conducting sweepstakes as a means of generating contact lists for their businesses provided the promotion is conducted professionally and otherwise does not violate state or local law.

# DELIVERIES & US MAIL

ADDRESS ALL PACKAGES & DELIVERIES THIS WAY!

**Columbia County Fair - Chatham**  
(Vendor Name - DBA)  
**Name / Cell #**  
**32 Church St. / PO Box 257**  
**Chatham, NY 12037**

The Columbia County Agricultural Society, Inc., host of The Columbia County Fair, assumes no responsibility for damaged, missing or lost mail.

## PRE-FAIR Deliveries

The Columbia County Fair will not accept any packages prior to the Saturday before the Fair.

## FAIR-WEEK Deliveries (Tuesday-Monday) UPS, Fed Ex, Airborne, etc...

All packages delivered to the Fair - Main Office at the Church St. (North Gate) entrance will be stored outside of the office and must be picked up daily. All deliveries can be picked up between 8am-5pm.

## United States Postal Service

If you are expecting mail, please check with the Concessions Office or the Main office Reception Desk during business hours.

## Daily Deliveries (Concession/Exhibit)

Only vehicles with a *Stock Tag* issued by the Concessions Office will be permitted on the Fairgrounds for deliveries between 6 am – 9:30 am.

This rule will be strictly enforced. Any vehicle found on the grounds after 10:00 am will be subject to tow at the owner's expense.

All deliveries must be hand carted in after 10:00 am.

# Columbia County Fair

## RV/ Camping Park Rules & Regulations

1. All spaces MUST be reserved and pre-paid prior to arrival. All reservations are first come / first served
2. RV/Camping cost \$35/night. Space rental may begin Monday before the Fair and all spaces must be vacated prior to 4pm on the Friday after the Fair.
3. Power, Water and Sewer will be shut off close of business on the Friday after the Fair.
4. All units must not exceed the 15-foot allocated space
5. No awnings are allowed in the open/down position.
6. All rented spaces allow for sewer / gray water dumping hose hook up.
7. No gray water dumping is permitted in any lot. (Tank pumping is available through County Outhouse)
8. No open flames of any type, including bonfires/campfires, etc. Cooking equipment that is contained and controlled is allowed if it is monitored and attended.
9. ALL units MUST have a fire extinguisher available.
10. Vehicles must have appropriate pass to be permitted in the RV Parking.
11. Do NOT block the roadways with any personal vehicles.
12. All fire lanes must be maintained at all times.
13. Speed limit is 5 mph.
14. No alcoholic containers are allowed outside of the RV's.
15. Any child under the age of 18 must be accompanied by an adult at all times while in the RV Park.
16. Quiet hours are 11pm-7am

Failure to comply with these regulations will result in the loss of privileges and immediate removal of the unit.

Any questions should be directed to the Society's Fair - Main Office.

# GOLF CART RULES

Rules are in effect for ALL cart operators.

The Society strongly discourages the use of any Golf Carts or other motorized equipment on the Fairgrounds during normal Fair hours

Golf Carts are Prohibited from use on the Midway from 10 am - 10 pm

- **Hours of Operation**

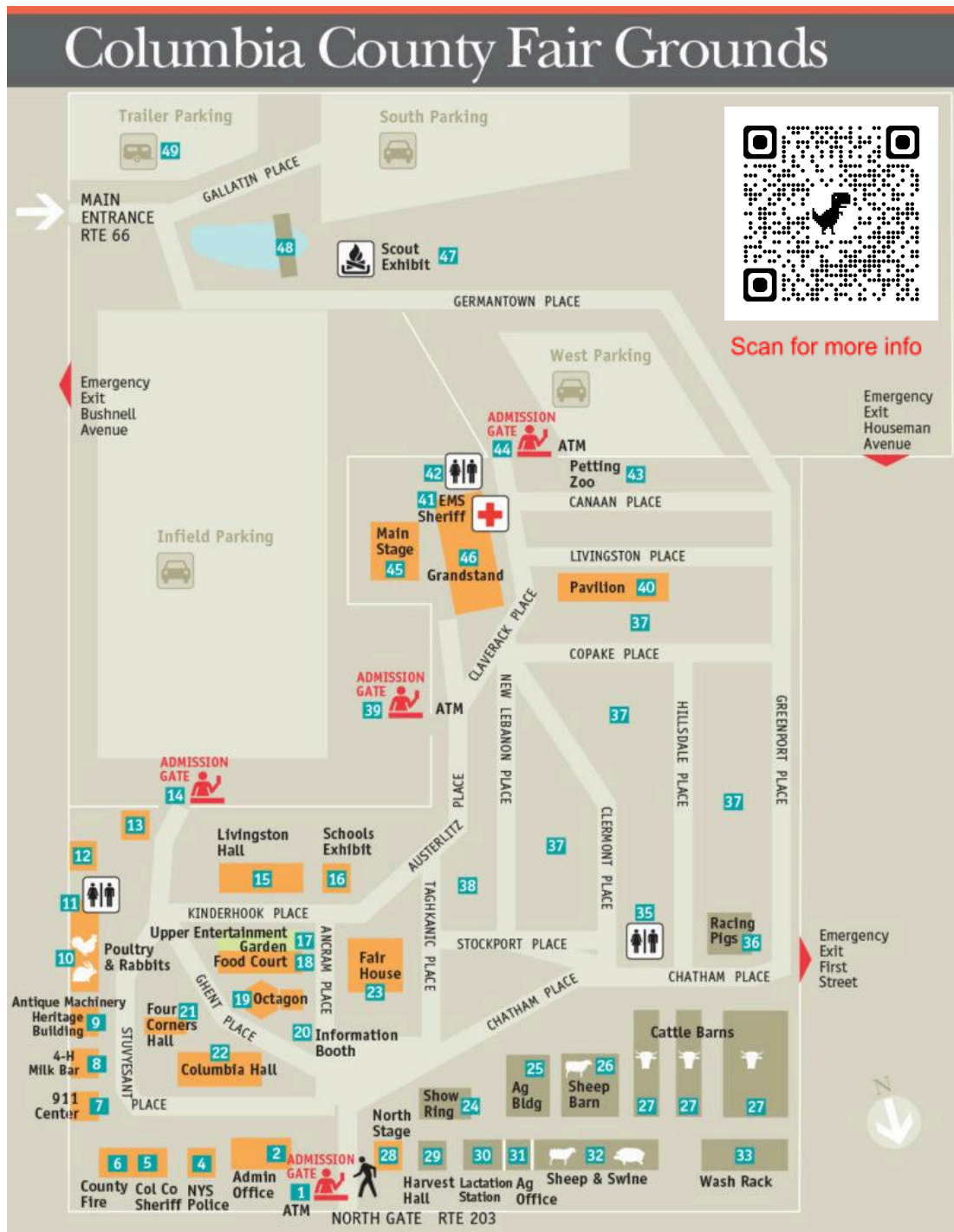
- On Grounds Operation

- At close of Fair until 1:00am
  - NO operation between 2am and 6am
  - 6:00 am until 10:00 am
- Cart use on the grounds is a privilege and permission for use is not automatically granted. Failure to comply with any of the rules and regulations stated herein will result in the loss of the permission to use the cart/vehicle for the duration of the fair.
  - All vendors/concessionaires and purveyors may use the carts for essential purposes and deliveries only. Casual or recreational use of carts is prohibited.
  - All cart operators must have a valid driver's license.
  - Any person operating a cart must agree to all rules and regulations and is informed of the misuse consequences.
  - Proof of Insurance must be provided to the Concessions Office by the vendor or by cart owner.
  - All carts must enter and exit the fairgrounds via Gate 3 or the Ag Pass Gate.
  - All Cart operators must use good judgement and not operate carts on the grounds during busy times or when there are large crowds.
  - Cart Operators should utilize the outermost roadways and not operate carts on smaller inner roadways through Vendor areas or the Midway
  - Carts are to be parked only in designated areas.
    - If parked at the leased space, the cart must be out of public view.
  - A map of the Fairgrounds and a copy of the rules must be in each cart while in operation.
  - All carts must have an operating headlight for use during evening hours.
  - The maximum number of persons on a cart must not exceed the seating capacity.
  - All vehicles may not display any advertising signage of any type without prior authorization by the Fair.



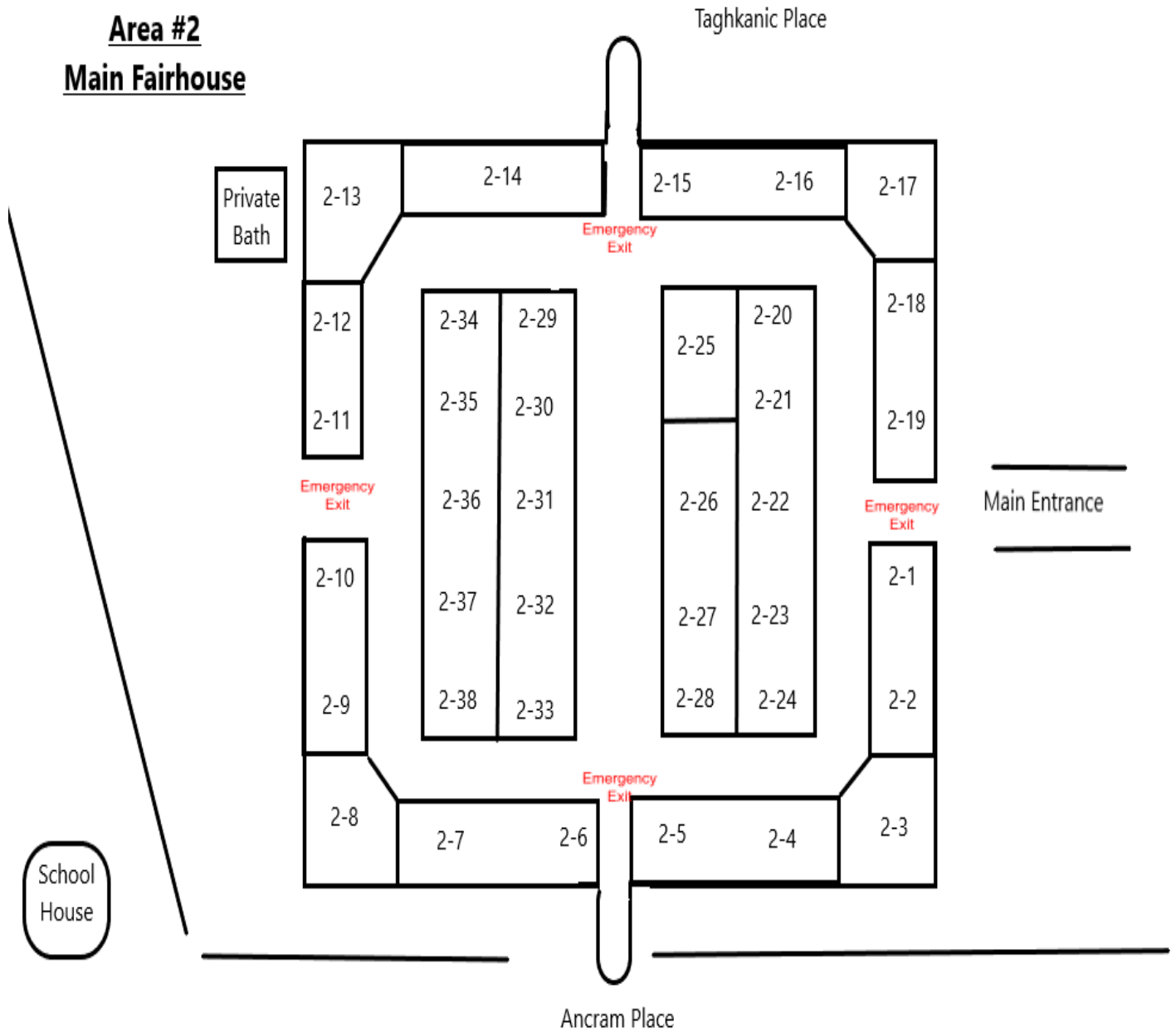
# Fairgrounds Map

<https://columbiafair.com/fairgrounds-map/>

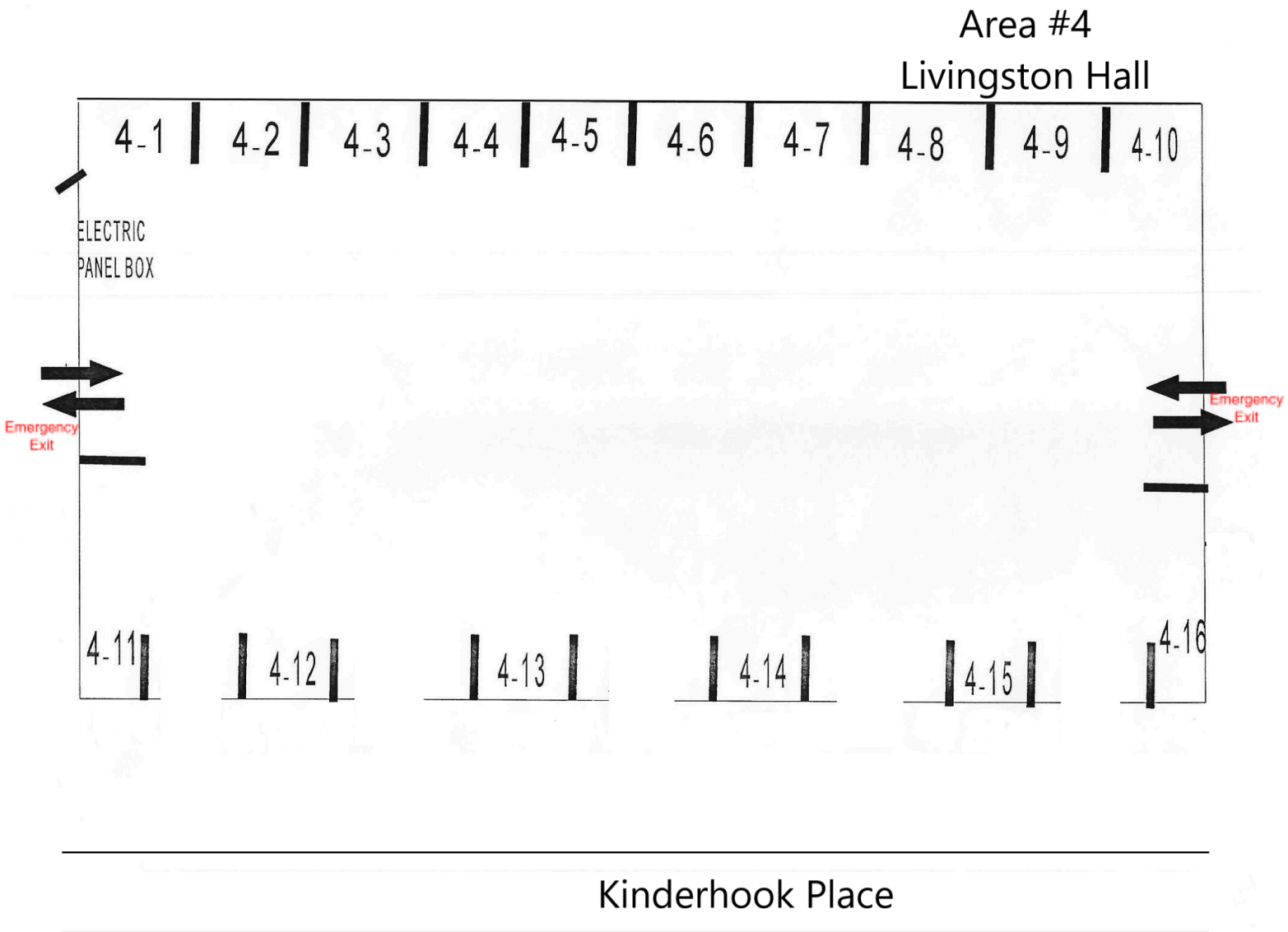


# Fairhouse Map

## Area #2 Main Fairhouse



# Livingston Hall



# FAIR SERVICES & PURVEYORS

The Society does not have any 'Exclusives' with any Supplier or Vendor

The below list is provided as a courtesy

*When calling, tell them the tent is for Columbia County Fair*

## **Vendor / Concession Main Office      518 444-FAIR**

Concessions Manager - Melinda Kerner 518 444-FAIR (Option 5)      [Vendor@columbiafair.com](mailto:Vendor@columbiafair.com)

## **Fair Electrician**

Leggetts Electric -      518 392-2664

## **Maintenance**

Maintenance / Plumbing/ Tractor assistance - Fair Maintenance  
Shop located near Gate 3      518 444-FAIR

## **Beverage Sales** (No Exclusive)

Valley Beverage Inc. - Jay Trendel -      518 296 8150 or email at      [valleybeverages@midtel.net](mailto:valleybeverages@midtel.net)

## **Ice**

Ice is sold by the Fair - Located at Lower Pavilion and Upper Garden  
Open 9 am to 10 pm

## **Propane**

Valley Energy      518 851-3921  
Mulhern      518 828-1300  
Main-Care Energy      888 202-9592

## **Tent Rental**

Big Top Tent Rentals      518-622-3353      [www.bigtoptentrental.com](http://www.bigtoptentrental.com)  
Cantele Tent Rentals      518 822-1347  
Columbia Tent Rentals      518 851-9460

## **Paper Supplies / Cups**

AramSCO      518 931-0018      <https://www.eamorse.com/>

## **Delivery Service**

Chatham Post Office	800 275-8777	35 Railroad Ave., Chatham NY 12037
UPS (Mario's Home Center)	518 758-7075	1057 Kinderhook St., Valatie NY 12184
FedEx - Walgreens	800 463 3339	15 Coleman St., Chatham NY 12037



# LOCAL AMENITIES & SERVICES

## Grocery Stores

Price Chopper	518 392-9007	2614 Route 66, Chatham, NY 12037
Hannaford	518 758-8800	2967 Route 9, Valatie, NY 12184

## Pharmacy

Walgreens	518 392-2616	15 Coleman St., Chatham, NY 12037
Price Chopper	518 392-9007	2614 Route 66, Chatham, NY 12037

## Hardware Store

Mario's True Value	518 758-7075	Route 9, Valatie, NY 12184
Chatham Hardware	518 392-3441	1 Hoffman St., Chatham, NY 12037
Herrington's Lumber	518 392-9201	6 Depot Sq., Chatham, NY 12037

## Tow Company

Simmons Towing	518 392-2420
Speeds Garage	518 672-4092
Hillsdale Repair (Heavy Wrecker)	518 325-4844

## Vehicle Maintenance

Simmons Automotive	518 392-2420	Route 66, Ghent, NY 12037
Auto Tech Solutions	518 392-2500	2096 NY-203, Chatham, NY 12037
Mavis Tire	518 602-5451	Dardess Dr., Chatham, NY 12037

## Animal Needs

Tractor Supply	518 828-5710	350 Fairview Ave., Hudson NY 12534
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## Hospitals & Urgent Care Centers - **Emergency CALL 911**

Fairgrounds 911 / EMS	518 444-FAIR (Option 500)	<b>Open during fair hours</b>
Rapid Care - Valatie	518 758-4300	2827 Route 9, Valatie, NY 12184
WellNow - Greenport	518 267-3496	446 Fairview Ave., Hudson NY 12184
Columbia Memorial Hospital	518 828-7601	71 Prospect Ave., Hudson NY 12184
Albany Medical Center	518 262-3125	43 New Scotland Ave., Albany NY 12208
Samaritan Hospital	518 271-3300	2215 Burdett Ave., Troy NY 12180

## Banks

Bank of Greene County	518 943-2600	2631 Route 66, Chatham NY 12037
Key Bank	518 618-4181	16 Coleman St., Chatham NY 12037

## Hotels

Chatham Travel Lodge	518 392-4066	598 Route 295, Chatham NY 12037
Comfort Inn & Suite	518 479-3217	99 Miller Rd., Castleton NY 12033
Quality Inn	413 528-3150	372 Main St., Great Barrington MA 01230

## RV Sales & Service

Camping World	833 583-1660	12634 Route 9W, Coxsackie NY 12192
Diederich's RV Mart	518 731-6492	12319 Route 9W, Coxsackie NY 12192

## Chamber of Commerce

Columbia County Chamber of Commerce	518 828-4417	<a href="https://columbiachamber-ny.com/">https://columbiachamber-ny.com/</a>
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## Local Destinations and Things to Do.....

### Winding Brook Golf Country Club

Located at 2839 Route 203, Valatie NY 12184 – Enjoy this eighteen-hole course from mid-April (weather permitting) to October. Call for Tee Time 518 758-9117, <https://windingbrookcountryclub.com/>

### Movies

Crandell Theatre is located at 48 Main St. Chatham. Visit <https://crandelltheatre.org/> for more information.

### Shopping

Main Street Chatham - Local Shops (Railroad Ave, Hudson Ave., Main St.)

Walmart 460 Fairview Ave., Hudson NY 12534

Crossgates Mall 518 869-3522 1 Crossgates Mall Rd., Albany NY 12203

### Restaurants (All located within 2 miles of The Fairgrounds):

Fiesta Cafe	518 392-4444	41 Main St. Chatham
Chatham Brewery	518 697-0059	59 Main St. Chatham
Gnome Slice Pizzeria	518 938-1131	15 Dardess Dr. Chatham
Chatham Grill	518 392-1471	34 Hudson Ave. Chatham
Yianni's Restaurant	518 392-7700	29 Hudson Ave. Chatham

# DIRECTIONS TO THE FAIRGROUNDS

**GPS Address: Utilize 182 Hudson Ave., Chatham NY 12037**

## From Albany:

Travel South/East on I-90 to exit 12. Take Route 9 South into Valatie, Left onto Main St. and Right on to Route 203. Travel East on Route 203 into the Village of Chatham. (Do not turn into Fair main entrance)! Travel to stop light and turn Right on Hudson Ave. Take Right at 182 Hudson Ave. into the Fair entrance.

## From (I90) from Massachusetts:

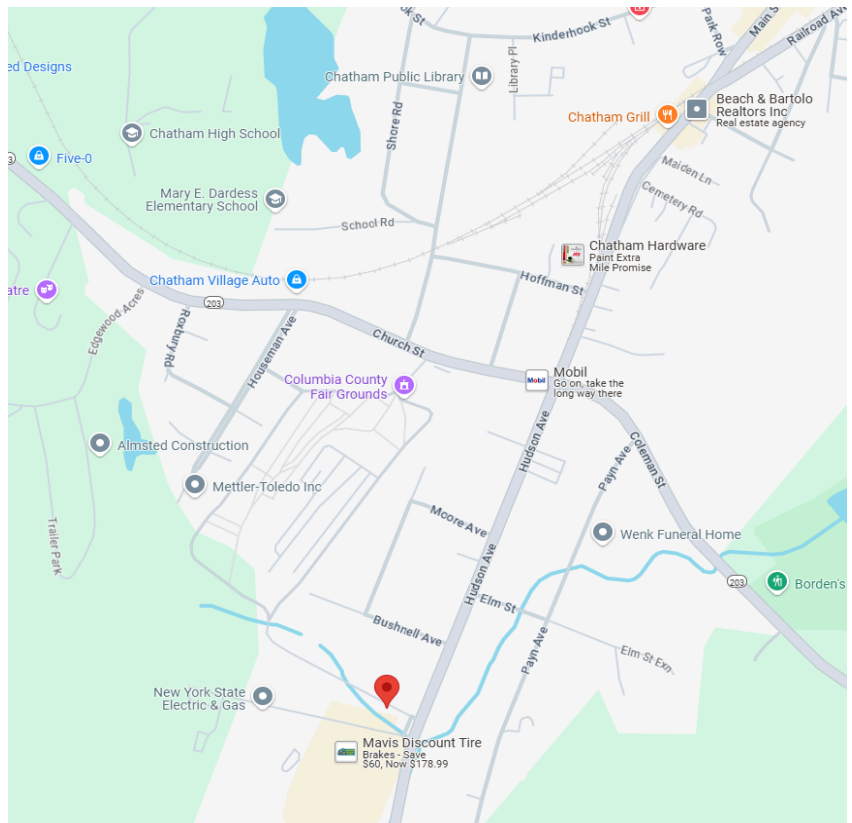
Travel on I-90 to exit B2. Commercial vehicles must take the commercial vehicle exit, go under the TSP to the stop sign and turn Right onto Route 295. Travel South into the Village of Chatham. Route 295 turns into Route 66/Hudson Ave. Go through the stop light and turn Right at 182 Hudson Ave. into the Fair entrance. Passenger vehicles take exit B2 and travel South to the second exit onto Route 295. Travel South into the Village of Chatham.

## From the South (Hudson/Catskill)

From NYS Thruway I-87 exit at Catskill. Travel East on Route 23 and cross over the Rip Van Winkle Bridge. Travel on Route 23B into the City of Hudson. Turn Right on to Columbia St. to Green St. Turn left onto Route 66. Take Route 66 East/North to the Village of Chatham and turn Left at 182 Hudson Ave. into the Fair entrance.

## Non-Commercial Travelers...

If you are traveling to the fairgrounds from out of town and you are not a commercial vehicle, you may utilize the the Taconic State Parkway. Travel to the Route 203 exit and go West on Route 203 into the Village. At the light, turn Left onto Hudson Ave. and go to 182 Hudson Ave., turn into Fair entrance.



# Code of Conduct

<https://columbiafair.com/general-fair-information/>

Columbia County Fair Code of Conduct:

We are incredibly excited to have you at the Columbia County Fair! We do whatever we can to ensure that all our visitors have an enjoyable, safe time at the Fair. In so doing, the Columbia County Fair must enforce prohibited items and behaviors which apply to fairgoers. Bag search will be conducted during entrance to Fairgrounds. Listed below are some of the common prohibited items and behaviors, but does not limit itself to the following:

## BAG CHECKS

All entrances may utilize "Bag Check Areas" for guests, and some or all guests and/or vendors may be subject to manual check or scanning with the use of a metal detector wand or other similar device. The Fairgrounds does not offer a Claim Check area nor Storage Lockers. All bags will be searched. All persons and your property are subject to search.

Ice chests/coolers and large bags/ storage containers are prohibited. Coolers larger than 16"x16" are prohibited. Bags and backpacks larger than 24" in length (larger than that considered for personal items) are prohibited.

## FIREARMS/WEAPONS

No Firearms Allowed - Weapons of any kind, including but not limited to firearms, whether registered or unregistered, machine guns, rifles, shotguns, antique firearms, black powder rifles, black powder shotguns, or any muzzle-loading firearms, and/or other weapons including but not limited to any variety of knife, electronic dart gun, electronic stun gun, cane sword, club, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chukka stick, sand bag, sand club, wrist-brace type slingshot or slungshot, shiriken or "Kung Fu star", razor, imitation pistol, or any other dangerous or deadly instrument or weapon (or an imitation thereof that could be reasonably mistaken for a deadly instrument or weapon) are prohibited from the Fairgrounds, except for those weapons authorized to be carried by law enforcement personnel and Peace Officers, and those weapons on display in a Fair exhibit by authorized branches of the U.S. Military, Reserves, and National Guard, or other approved and sanctioned vendor/ exhibitor to the Columbia County Fair, provided that the weapons are unloaded, in a safe condition, and appropriately secured while displayed, and in compliance with all NYS Laws.

## OTHER PROHIBITED ITEMS/ BEHAVIOR

The following items are also prohibited while on the Fairgrounds: Illicit Drugs\*, Alcoholic Beverages not purchased on-site, pepper spray, chemical mace, and any other similar personal defense items, Drones or Quad-copters, Selfie Sticks, Signs, Placards, Roller Blades, Roller Skates, Skate Boards, Scooters, other than power mobility scooters used by persons with limited mobility, Segways, unless employed as a mobility device to accommodate a person with a disability, Hover Boards, and Bicycles or any other similar items. Laser beams / laser pointers.

Bags, backpacks, coolers, purses, and fanny packs are permitted, but are subject to search upon entry to the Fairgrounds.

Gang, inciteful or hateful attire, language or behavior



The sale and display of confederate flags and memorabilia have been found objectionable by some of the patrons of the Fair in the past, and the display and/or sale of these items by vendors is therefore prohibited. Solicitation or distribution of promotional materials, literature or vending without prior written consent is prohibited.

Professional Photography Equipment or Tripods that are not directly connected with a news affiliate. EXCEPTION: Under the discretion of the CCAS President, Fair Manager or his/her designee, Photography equipment may be permitted for specific events with prior written approval. Other items listed may be permitted for special promotions/events but only with prior written approval. The official fair photographer is exempt.

\*Please see and refer to the CCAS smoking / vaping policy (including the use of Cannabis)

**The following behaviors are subject to prosecution and may result in being removed and banned from the Fair, without refund:**

- Any illegal activity (in violation of any New York State or Columbia County Law)
- Acts or threats of violence
- Trespassing (unlawful entry)
- Bootleg merchandising
- Counterfeiting of or scalping of tickets, ride passes and/or credentials
- Drunken or disorderly conduct
- Destruction of property
- Possession and/or use of illegal drugs
- Bullying

EXCEPTION: Under the discretion of the CCAS President, Fair Manager or his/her designee, Drones or Quad-copters may be permitted for specific events with prior written approval. Other items listed may be permitted for special promotions/events but only with prior written approval.

### **Our “No Pets” Policy**

No Pets Allowed on the fairgrounds at any time.

Service Dogs that are individually trained to do work or perform tasks for persons with disabilities, will be admitted.

\*\*\*All service dogs must have PROOF of rabies vaccination to enter the grounds.

Do Not Leave Your Dog in the Car. Any dog left in a vehicle will be turned over to the local authorities/ dog warden at the expense of the owner.

NOTE: Confinement of Companion Animals in Vehicles:

Extreme Temperatures (NY State Agricultural and Markets

Law §353-d): A person shall not confine a companion animal

in a motor vehicle in extreme heat or cold without proper

ventilation or other protection from such extreme

temperatures where such confinement places the companion animal in imminent danger of death or serious physical injury due to exposure to such extreme heat or cold.