

LA County Fair 2024 Partner Manual



2024 Partners Manual – Rules & Regulations

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. Violations may result in a fee and or removal 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.



I am pleased to welcome you as a partner to one of the nation’s largest and best county fairs. It is our mission to ensure that everyone involved in the Fair finds our event to be outstanding – from our guests to our valued partners, without whom we could not offer the exciting experience that is the one and only *LA County Fair*.

The 2024 Fair opens on **Friday, May 3**, and continues through **Memorial Day Monday, May 27**, closing on Mondays, Tuesdays and Wednesdays in between. We will offer 16 days of thrills, adventure, shopping, and, of course, one-of-a-kind eating.

We are excited to present this year’s theme: *Stars, Stripes & Fun*. The 102nd anniversary LA County Fair will celebrate the medley of communities that comprise Los Angeles County. LA County is one of the most diverse counties in the nation, brimming with a mix of cultures and communities, and the LA County Fair celebrates them all. Through song and dance, awe-inspiring exhibits and the enticing aroma of everything from corn dogs to turkey legs, tacos to red beans and rice, plantains to funnel cake, the Fair honors LA County with Stars, Stripes and Fun.

County fairs are a community celebration, and county and state fairs across the nation reflect the unique characteristics of all their communities. Fairs celebrate people in all our wonderful and intriguing variety. We are excited to embrace Southern California’s cultural mosaic.

I want to thank you for your participation in our 102nd Year of the LA County Fair. Our partnerships with organizations such as yours allow us to consistently deliver high-quality family entertainment to thousands of fair guests.

Our Fairplex team is here to assist you and ensure that you have a fantastic Fair!

Sincerely,

Walter M. Marquez
President & CEO

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A

Accommodations

Partners may inquire about overnight accommodations during Fair by contacting the Sheraton Fairplex Hotel at (909) 622-2220.

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.

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.

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.

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. Service Animals should be readily identifiable and the owner should provide proper documentation related to service animal designation.

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. Area supervisors can be contacted by calling dispatch at (909) 865-4357 or by contacting the building security guard.

ATMs

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

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. Personal speakers should not exceed 20% of maximum volume.

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.

Auditing Procedures

POS: POS System must be utilized for all percentage lease stands, and the POS requirements and sale procedures are outlined below. Adding machines, calculators, phones and cash registers are not acceptable. Every sale must be rung up; every transaction must be completed. Excessive voids will be subject to review by Fairplex auditors. No stands shall operate from an open cash drawer, apron or separate cash box. POS reader screen must be clearly visible and readable to the Fair guest.

POS Requirements:

1. POS approved reports (Cloud based sent from server, Apex or Order Inspector)
2. Clover users must use ApexCeph for reporting. See attached sheet for signing up.
3. Customer display

4. Consecutive transaction numbers
5. Clock that prints current date and time on detail tape
6. Battery back-up with memory protection
7. Readable type
8. Registered with sticker from L.A. County Fair.

Sales Receipts-Sale receipts are required whenever a guest purchases a product.

Receipts shall include:

1. Company name
2. Phone Number

For each sale, follow these procedures:

1. Ring sale on POS
2. Receive money from customer and place on register plate
3. Return correct change to guest
4. Put money in POS drawer
5. Immediately close drawer
6. Provide customer with receipt

When an over-ring/void occurs, follow these procedures:

1. Highlight the over-ring
2. Record on over-ring Sheet
3. Initial the over-ring Sheet
4. Turn in to auditing department daily

Refund – to maintain good relations with our visitors and to promote a high level of customer service, Fairplex does not support or condone a “No Refund” policy. Subcontractor is encouraged to implement a reasonable return, refund, and exchange policy.

Sales Reports-On a daily basis, all stands should:

1. Daily sales must be emailed to audit@fairplex.com and Gross Sales report turned into the auditor’s office by 11am daily. ****NEW FOR 2024****
2. All coupons (meal and drink).
3. Pick up statement of accounts in the auditing office.

Audit Procedures

1. All prices must be posted for public viewing. (Sales tax NOT included)
2. A price list must be submitted to the Oak View Group offices for comparison.
3. Percentage lease stand must have a POS system.
4. The POS dollar display must be visible to customers. POS maintenance is Subcontractor’s responsibility.
5. Please report downtime on POS to Auditors immediately.
6. Please keep “No Sales/Voids” to a minimum. Excessive use of the “No Sale/Voids” key will be construed as indicating unrecorded sales. Over-ring must be

highlighted on the tape and Record separately on over-ring sheet annotating date, POS #, transaction #, amount, and cashiers initials.

7. Auditor will compare the daily sales report and credit card batch report to the corresponding register tape and credit card batch report.
8. Subcontractor must ensure that any discrepancies (e.g., over-rings, void, missing sales, etc.) are noted and reconciled when reports/tapes are turned in.
9. Please cooperate with the auditors.

Final Check-Out Procedure: The Auditing Department will be open at the closing of the Fair. Payment will be made in the Oak View Group Offices.

Sales Tax: Oak View Group will collect Subcontractor sales tax; sales tax will be paid under Oak View Group name.

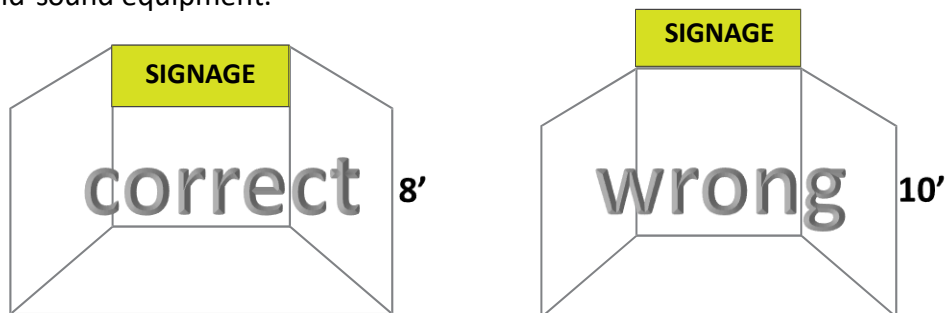
Any questions, please contact Robert Livell at livell@fairplex.com or 909-865-4337.

B

Banners & Signage

Inside

For inside spaces/locations located in Expo Halls 4, 6, and 7, 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.



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.

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).

C

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. All electrical panels, plugs, and meters must be accessible at all times and cords must be taped down.

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.

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 may constitute cause for removal of the violator from Fairplex grounds.

SECURITY & EMERGENCY NUMBERS

Police, Fire and Medical Services are located on grounds during the Fair.

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.

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.

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.

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.

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.

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.

D

Delivery Instructions & Freight Shipments

Items delivered to the grounds must be picked up and/or delivered to a designated storage location within 24 hours of arrival. 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 on Mondays, Tuesdays and Wednesdays.*

All UPS, freight and miscellaneous deliveries must be received through shipping & receiving Gate 5- Shipping & Receiving(1698 N. White Ave., Pomona, CA. 91768). Items should be addresses as follows: LA County Fair c/o Vendor Name, Booth number and contact phone number 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.

Flat Delivery Fee per each package or freight - \$12, must be Prearranged with Shipping and Receiving 909-865-4150

E

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.

Emergency Numbers:

Security Dispatch: (909) 865-4357

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)865-4261.
- 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.

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 are not permissible.

F

Fair Dates & Operating Hours:

Fair Dates / Hours (subject to change)

May 3–27, 2024

Opening Day 5/5@5pm

Thursday 11:00 am – 11:00 pm Expo Halls Close at 10:00 pm
 Friday 11:00 am - 11:00 pm Expo Halls Close at 10:00 pm
 Saturday 11:00 am – 11:00 pm Expo Halls Close at 10:00 pm
 Sunday 11:00 am - 11:00 pm Expo Halls Close at 10:00 pm

Opening Day, May 3 Friday 5:00 pm – 11:00 pm Expo Halls Close at 10:00 pm

Memorial Day, May 27 Monday 11:00 am – 11:00 pm Expo Halls Close at 10:00 pm

There is no admittance onto the grounds for any Partner Mondays, Tuesdays and Wednesdays, with the exception of Monday, May 27th.

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 marshall 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) 865-4357 or Los Angeles County Fire Department at (909) 620-2216.

First Aid

If you need first aid, contact security dispatch at (909) 865-4357. Any and all accidents are to be reported to the first aid office.

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.

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.

Food Sampling & Demonstration Requirements

A complete list of all County of Los Angeles Public Health Department Requirements may be obtained in the Oak View Group (OGV) & 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.
- 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.
- 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 unpacked 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.
- 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 OVG.
- 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.

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

Zepur Chakmakian
Bureau of District Surveillance & Enforcement Environment Health
East San Gabriel
District Office
1435 West Covina Pkwy., Room10
West Covina, CA 91790
626 813-3380

G

General Compliance Inspections

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 Oak View Group (OVG). 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.

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.

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.

H

Hours of Operations

All Partners are required to staff their space(s)/location(s) during the full 16 days of the Fair and during all Fair operating hours unless otherwise contracted. No space(s)/location(s) shall be left unattended. Late openings and early closings pose a liability risk to you and are considered an unpleasant guest experience. It is recommended that the Partner be fully moved-in and set up by Friday, May. 3, 2024 at 4 p.m. and open for business at 5:00pm. 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.

I

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 | 909-865-4261 |
| Ticketing Department | 909-865-4070 |
| Event Services Department (Area Supervisors) | 909-865-4680 |
| First Aid | 909-865-4357 |
| OVG | 909-865-4501 |
| Security Dispatch | 909-865-4357 |
| Shipping & Receiving-Gate 5 | 909-865-4064 |
| Sponsorship Sales Department | 909-865-4511 |

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.

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. LACF 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.

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.

Inspections

The following Health Department Inspection Guidelines were prepared as a joint project of the County of Los Angeles Public Health Department and the Oak View Group (OVG) & 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. 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.
- 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.

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.

Intoxication

No alcoholic beverages may be consumed while on shift as a partner, doing so may result in a violation. Being in possession and/or under the influence of alcohol, marijuana, or 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.

L

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.

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.

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 above the men's rest room. Lounges are common areas and may not be appropriated for private use, social, or religious functions.

M

Move-In/Out Schedule

Move out will take place after the Fair closes on Monday, May 29. Vehicle traffic will not be allowed on grounds until approximately 12:30 am when the grounds have been cleared of pedestrian traffic. Partners may start tearing down their booths at 11:00 ppm when the Fair closes and may hand-cart their merchandise until they are cleared to drive on. Move out must be completed by noon on Tuesday, May 30th.

N

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.

No Weapons

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

O

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.

Operating Hours

All Partners are required to staff their space(s)/location(s) during the full 16 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, May 3, 2024 at 4pm. and open for business at 5pm. 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.

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, A1 Party Rentals.

Overnight Parking

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

P

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.

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).

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.

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 A1 Party Rentals for all outdoor Partners.

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.

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:

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 **stickers/decals candy, gum, helium balloons, or selfie sticks** . All planned promotions must be submitted in writing to, and approved by, Partner's Fair representative.

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:

- 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.
- 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.

- 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.

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.
- 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 discontinue, a legal citation, and/or a criminal complaint to the District Attorney’s office.

R

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 sold 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.

RE-STOCKING For all Fair days: May 3 – 27, 2024

Partners located in Expo Halls:

Expo Halls will open at 10:00 am for Partners to restock with a hand cart from your designated parking lot. Re-stocking will take place at the center doors of each building.

If you need to drive on grounds to restock vs. hand cart you will need to contact the Sales Office to get approval and schedule your restock. A Dash Pass will be required for access on grounds.

If approved for drive on restock, Gate 1B will open from 7:00 am – 10:30 am for vehicles; vehicles must be moved once restocking is completed or your vehicle will be towed. All vehicles need to be off grounds by 10:30 am.

Partners located Outdoors:

Drive on restocking is permitted starting from 7:00 am – 9:30 am; Dash Pass will be required. Dash Passes are complimentary but are limited and will be issued on a first come, first serve basis.

Hand cart restocking is also permitted from your designated parking lot throughout the day when the Fair is open.

S

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) 865-4357.

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) 865-4357, inform them of the nature of the problem, and request a security officer's assistance. **Please report thefts – it really does make a difference.**

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. **Vaping** is strictly prohibited inside the Expo Halls, doing so may result in a violation or removal from Fairgrounds.

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.

Storage

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

- 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.
- 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 Commercial Sales 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.

T

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.

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.

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.

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.

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.

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 the 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.

U

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.

V

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: verbal discussion regarding the problem and written notification
- 2nd Offense: 2nd 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.

W

Welding

No welding or flame cutting is permitted at any time.

Will Call

If you wish to leave admission tickets, you can deliver them to Green Gate Will Call, located at Gate 1 (on McKinley Avenue) or you can use the Administration Office also located at Gate 1.

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.

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.