

**Carbon County Fair**  
**VENDOR RULES & REGULATIONS – August 4 - 9, 2025**  
**GENERAL INFORMATION**

**Hours of Operation**

**The hours of operation for the fair will be 4 PM until 10 PM on weekdays and 2 PM until 10 PM on Saturday.** All concessions and displayers are required to be open for business each day of the fair during the specified hours of operation and may close no earlier than 10 PM. Sales are not permitted after 10 PM, with the exception of the Monday evening of the fireworks display. Alcoholic beverages are only permitted in the designated area where alcohol is served. All vendors are expected to dress appropriately and be neat, clean and courteous.

Should weather conditions present safety concerns, the fair association reserves the right to make decisions about the early closure of concessions, rides and/or planned events. At times, a decision may be made to close only select areas of the fair. Such decisions will be made by the President or designee.

All past vendors will be given preference to return the subsequent years. **If the site is not reserved with 50% down by February 28th and/or final payment is not received prior to July 1 of each fair year, the site will not be held.**

The fair association reserves the right to make periodic inspections of vendor booths or display areas for hygienic and safety reasons. Concerns will be shared with the vendor for immediate correction. If vendor fails to correct concern(s) as directed, the fair association reserves the right to close the stand until the concern(s) are corrected to the satisfaction of the vendor chairperson and/or governmental inspector.

Subletting of vendor space is not permitted.

**Vendor Passes/Parking**

Only staff or volunteers working in a vendor booth may use a vendor pass for entrance into the fair. These passes are non-transferable, and any vendor found to be distributing passes to other than vendor staff or volunteers will not be invited to participate in subsequent fairs. All vendors will be supplied with single day use passes. These passes must be surrendered at the gate upon each entry. If a vendor leaves the grounds, they must receive a hand stamp for re-admittance or there will be a charge for re-entry. Vendor passes will only be accepted at the vendor gate. Additional vendor passes may be purchased in advance or at the fair office during fair week, at the vendor rate. If a vendor does not have a vendor pass, they must sign their name on the applicable form at the vendor gate. If a pass is later submitted the vendor will be removed from the form by the vendor gate attendant. If a pass is not submitted, the vendor will be charged for entrance. Vendor parking will be in the vendor parking area. To ensure entry into the vendor parking lot, the vendor parking pass must be prominently displayed on the rear-view mirror or dash and must be visible to the parking attendants. Absolutely no vehicular traffic will be permitted on the fairgrounds during hours of operation. All vendors should stock their stand with necessary supplies before the opening of the fair, or on a daily basis. All vehicles must be removed from

the fairgrounds at least 15 minutes prior to opening of the gates. The fair will provide a golf cart for any vendor needing to bring supplies into the grounds during hours of operation, pending availability and safety. Inquire at the fair office.

### **Regulatory Requirements**

All food vendors are required to have a food vendor license from the PA Department of Agriculture. Vendors who do not have one will be required to purchase a temporary vendor license from the PA Department of Agriculture. In addition, all vendors will be required to submit a copy of their state sales tax license and a food safety certification (for profit food concessionaires only). Vendors will not be permitted to open without these documents.

All food vendors should be prepared for inspection and licensing, on the opening day of the fair. All vendors are required to adhere to the Commonwealth of Pennsylvania, Department of Agriculture Food Code. Food Code HB 1220 will require signage to be posted to remind all about “no bare hand contact with consumer foods” including items used as garnish or lemons sliced for lemonade. In addition, proper handwashing signage is required in all food stands. When serving Ready to Eat foods (RTE) employees must wear gloves or use other equipment/papers/external methods between foods and bare hands. In addition, a separate handwashing sink is required for employee use. For questions related to the Food Code, please call the Pennsylvania Department of Agriculture at 610.635.6524 or email [Christiapo@pa.gov](mailto:Christiapo@pa.gov).

All vendors are required by law to charge and submit PA sales tax. The fair association is not responsible for any violation pertaining to food safety or sales tax reporting.

### **Stand Construction**

All booths are to appear attractive. Stands which are not of mobile design are to be of sturdy construction, be painted attractively and have the sponsoring organization or business name visibly displayed for patrons. To maintain the attractiveness of the fairs' midways, vinyl tarps should only be used as roofing material or for a covered seating area. Screens are not mandatory for food stands; however, where insects, rodents or other animals are present or danger exists of them being present, some protection against their entry must be present.

### **Square Footage**

All vendors must abide by the minimum space purchase requirements per their specific contract category. Please pay particular attention to the frontage requirements and limitations. Each vendor must purchase adequate square footage sufficient to service their stand at the sides, front and rear. Vendors will only be given the amount of space that they purchase. ***CCLLFA reserves the right to limit frontage of all vendor area(s).***

### **Electrical Service**

Vendors will be responsible for furnishing their own lights. A heavy-duty extension cord long enough to plug into the electrical supply provided (110v) is required. All vendors will have 110v power within fifty feet of their stand. If any vendor needs a 220v supply, the registration form must note this.

Special provisions can be made with advance notice. Absolutely no air conditioners permitted. Electrical services will begin on Sunday immediately prior to the opening day of the fair (at noon) and will be discontinued by 5PM on Sunday immediately following the fair.

### **Water Service**

All food vendors will be supplied with a water hook-up within fifty feet of their respective stand. Each vendor must supply an approved water hose. An approved water back-flow valve must be attached to all hose bibs before any hose can be attached. To be safe, look for the NSF or NC marking or for the plumbing BOCA code on the device. **There can be no exceptions.** No T's, Y's, splitters, leaking connections, fittings or hoses will be allowed. Water service will also begin on the Sunday immediately prior to the fair (at 6PM) and will continue until 3PM the Sunday following the fair. **All wastewaters must be disposed of in the receptacles supplied by the fair association, located directly behind the vendor spaces. Dumping such water on the grounds is not permitted.**

### **Safety Concerns**

Each food stand must be equipped with a first-aid kit. Each food stand must be also equipped with a medium or larger size fire extinguisher (not small kitchen types). Freestanding canopies are suggested for dining area; however, if any ropes and/or stakes are used they must be placed as close to support poles as possible and must be marked or covered with safety tape or a florescent material. NO stakes or ropes will be permitted in any walkway. All stands will be inspected for safety before and during the fair. All dining areas should be lighted. All tables and chairs in dining area should be solid and in good condition. To promote good infection prevention practices and prevent the spread of infection, vendors should clean chairs and tables frequently throughout the day. All vendors are required to keep all property within their respective areas and not infringe upon walkways or another's vendor space. Sales area is restricted to the space purchased. The sale of guns, weapons, knives, bath salts, mind altering substances drugs of any form, and/or other illegal items is strictly prohibited. Per the PA Department of Agriculture, cannabis that can be placed in one's mouth is strictly prohibited for sale on the fairgrounds. Strict adherence is required, as the fair itself may lose all fair funding if a vendor is found in violation.

**The Fair Association assumes no responsibility for accidents to any person, property, goods or services, as it relates to a vendor under contract or by his/her or its employees or agents, nor to such holder, his employees or agents; by water, fire, theft, weather related activities, utility failures, acts of terrorism, or third parties or any other causes, both they and their property being on the grounds of the Fair Association, Inc. entirely at their own risk; and such holders or their employees or agents agree to indemnify the Fair Officers/Board of Directors against all legal or other proceedings with regard thereto.**

### **Environmental/Cleanliness**

All vendors are responsible to keep their assigned area clean at all times. This includes any area that is used for serving which may be located in front of vendor's respective area but not necessarily on vendor site. All litter must be placed in containers provided. All dining area should be kept clean (tables, chairs and ground). All trash produced by concession must be stored to the rear of the respective stand during operating hours.

Upon closing at the end of the business day, all trash must be placed in front of stands along midway but not blocking it. All cardboard boxes must be broken down and stacked flat. All trash must be placed in plastic trash bags and tied. Bags should not exceed 35 lb. each. Recycling receptacles for small cans or small plastic bottles will be available throughout the fairgrounds. Grease or cooking oil may not be placed in plastic bags or waste cans, as it makes bags overly heavy for our volunteers to lift. Each vendor is responsible for the proper and timely removal of all cooking oil and grease from the grounds.

### **Security**

Round the clock security will be provided beginning at 11PM, Saturday prior to the fair; however, the fair association will not be responsible for any theft or vandalism of any items or equipment in any vendor area. No money or valuables are to be left overnight.

### **Support Services**

Bagged ice will be available from Dale's Concessions, located in close proximity to the fair office. Payment is to be arranged directly with Dale's. Beverages will be available from Zimmerman's Dairy at designated times throughout the day. Food vendors are encouraged to stock their stand daily and not hold large amounts of food/supplies on the fairgrounds.

### **Carbonated Beverages**

All vendors selling carbonated beverages will be assessed a \$25 fee, payable to CCLLFA **by July 1**, of each year. All vendors will be responsible for making their own arrangements for the purchase and delivery of carbonated beverages and/or refrigeration.

### **Insurance**

All vendors must be insured. All vendors are required to present a current certificate of insurance by July 1, prior to the start of the fair. A minimum of one million dollars general liability naming Carbon County Fair and Carbon County Lion Lioness Fair Association as additional insured is required. This certificate must be specific and must be attached to the vendor contract. If a vendor needs to obtain insurance, it can be purchased by attaching a check to the vendor registration form for the amount specified on the registration form, payable to CCLLFA. This coverage will be provided by an insurance agency, used by the fair and a copy of the certificate of insurance will be provided to the vendor. If written evidence of current insurance coverage is incorrect or is not provided prior to the start of the fair, the vendor will not be permitted to open until such a certificate is received. Frequently service organizations and businesses can obtain a certificate at no cost through their organization or corporate office. Check prior to purchasing additional insurance.

### **Refunds**

All request for a refund must be made in writing and must be postmarked no later than July 1 of each year. For requests submitted prior to July 1, all funds will be returned, less a 25% processing fee. Vendor fees will not be refunded after July 1. If an emergency situation arises, with board approval, the vendor fee may be applied to the vendor payment for the following fair year.

### **Pets**

Except for certified dog guides, pets are not permitted on the fairgrounds. Certification from a reputable training program must be provided in writing. This rule will be strictly enforced. All vendors must provide alternate arrangements for their pets, including those used for emotional support.

### **Pricing**

All vendors are required to post the cost of their products.

### **Set-up and Tear-down**

Vendor set-up may begin the Saturday immediately before the opening day of the fair. Set-up must be finalized by 3:45 PM on the opening day of the fair. Any set-up prior to the Saturday of the fair will require the permission of the vendor chairperson. Tear-down must be completed by the first Tuesday evening following the closing of the fair. Vendors are required to remove all items from the fairgrounds, including vending and supply trailers, tents, temporary stands, etc. Storage of vendor trailers, etc. is not permitted on the fairgrounds after final clean-up.

### **Other**

Due to the receipt of state fair grants, the fair is required to prohibit the display and/or sale of confederate flag merchandise.

Loud or disruptive music and announcements being played from individual vendor sites are not permitted. All vendors must conduct sales and have contact with fair patrons only from their rented space and may not approach patrons who are walking along the midway.

The Carbon County Fair reserves the right to add or delete rules and regulations as deemed appropriate. The fair may request a vendor to leave when non-compliance for any reason is not achieved.

### **Revised**

07/19/2022

02/20/2024

01/26/2025