

**MARION COUNTY FAIR
POLICIES AND PROCEDURES**

Sponsoring Department:
Public Works- County Fair

SUBJECT: MARION COUNTY FAIR SPONSORSHIP/ FOOD EXCLUSIVES

1.0 Purpose

To give authority to Marion County Fair (MCF) to establish an exclusive relationship with a distributor when a sponsorship opportunity or a donation agreement has been reached.

2.0 General Policy

MCF may identify a vendor (e.g., Coke, Pepsi, Eola water, etc.) who will provide a particular product to the food vendors based on a sponsorship agreement with the fair. The food vendors are not to source this product elsewhere. Any purchases are to be made through the provider/distributor.

3.0 Policy Guidelines/Procedures

- 3.1 MCF will provide the distributor contact information to the food vendors prior to the starting of fair. Information regarding product sales parameters such as type of container, size, and pricing will also be provided.
- 3.2 The specifics of any on-site distribution process will be given to all food vendors.
- 3.3 If MCF (vs. an outside vendor) is responsible for the distribution of the product, MCF will set up an accounting system along with the distribution method. Post fair, food vendors will be charged a fee based on the amount of product used per the tracking system as described in the distribution process.
- 3.4 During the daily z-tape pick-up, the Fair Treasurer will monitor whether the food vendors are adhering to the exclusive product arrangement/plan. (The Food Vendor committee chair does have the authority to allow a diversion from the plan. An example might be a fountain drink machine is used, versus the bottled soda as outlined in the plan.)

Adopted: 2/2/11