

**MARION COUNTY
FAIR POLICIES AND PROCEDURES**

Sponsoring Department:
Community Services- County Fair

SUBJECT: Non-Profit Food Vendors Entry Credentials

1.0 Purpose

To develop a fair, and economical, entry process for non-profit food vendors participating in the Marion County Fair.

2.0 General Policy

Non-profit food vendors utilize volunteers to staff their booths. The number of staff required to staff the booth depends on the size of the booth, the amount of product sold, and the days/hours the booth is open. For some, this requires a significant number of staff to maintain the booth. The amount of entry credentials provided commercial food vendors, at no cost, is equivalent to 16 daily passes. Any additional passes needed are purchased at half price. For non-profit food vendors with a significant number of volunteers needed to staff the booth, purchasing additional entry credentials above and beyond what the fair provides, can be very costly and cuts into the non-profit's revenue.

The Marion County Fair desires to support non-profit agencies partnering with them in contributing to the betterment of the community. The development of this policy is to assist with fair entry for non-profit food vendors, insuring that their participation in the Marion County Fair is beneficial to all.

3.0 Definition

Credentials are an item that shows qualification, competence, or authority issued to an individual by a third party. Fair credentials refer to working identification for board members, staff, volunteers, program participants, vendors, sponsors, etc., and may or may not include parking.

The majority of fair credentials are distributed out of the fair office. These credentials give the party authorization to enter the premises (fairgrounds) during fair operating hours without having to pay an admission fee.

4.0 Policy Guidelines/Procedures

- 4.1. This policy applies to only those non-profit food vendors selected to participate in the fair.
- 4.2. The fair will identify if a participating food vendor is a for-profit, or non-profit, entity in order to determine their eligibility for receiving entry credentials at no cost.
- 4.3. The fair agrees to provide daily entry passes for the non-profit food vendor volunteers working the booth. The number of tickets provided will be determined by the following formula:
 - 4.3.1. Each 10x10 area reserved by the non-profit food vendor will receive 2 volunteer passes at no charge for each 6 hour shift the booth is open daily. The number of passes available doubles with each 10x10 (additional booth space) reserved. (Please note, the booth fee charges increase accordingly.)
 - 4.3.2. Odd size booths/trucks/trailers will be calculated using a square foot model rounded up, or down, to the nearest 10x10 configuration.
 - 4.3.3. Additional passes needed, above the number of those provided at no charge, can be purchased at half the adult general admission ticket price.
- 4.4. The entry credentials will be provided to the spokesperson; that person will then be responsible for distributing the credentials out to the organization's volunteer participants.
- 4.5. Entry credentials are only to be used for those volunteers working in the identified non-profit food vendors' booth during fair hours.
- 4.6. Excess credentials (those determined not to be needed) will be returned to the fair office prior to the start of fair. The provided credentials are only to be used for those working in the identified food vendor booth; they are not transferable for any other use.

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