

HEALDSBURG FUTURE FARMERS COUNTRY FAIR: 2017

(2017 Healdsburg Future Farmers Country Fair: May 25-27, Clean-up May 28)

Welcome to the 67th annual Healdsburg Future Farmers Country Fair! We are going to try to use this on-line distribution of entry forms again this year, and maybe in the future we will accept on-line applications. If this doesn't work: Blame Mary! But for this year please copy and send in the attached:

- ENTRY FORM
- INSURANCE CERTIFICATE
- ENTRY FEES

PLEASE NOTE!: SEND ALL 3 OF THESE, (ENTRY FORM, INSURANCE CERTIFICATE, ENTRY FEES), IN ONE PACKAGE. ALSO, PLEASE MAKE ALL COMMUNICATION TO ME, (PRIOR TO MAY 1ST), VIA E-MAIL.

(It is very difficult to get a personal check made out to me with no reference as to what group it is from. And for the phone, I have a hard time of keeping track of all this, and the business of the Fair and the business of my business do NOT mix).

Please take note of the following deadlines:

1. All booths shall be in place by 7:00pm on Wednesday, May 24th.
2. All booths shall off the Recreation Park Fair Grounds by 12:00 noon, Sunday, May 28th.
3. All entries shall be returned to me by Saturday, April 1st.

Due to the limited space at the Fair grounds we are assigning your club the same number on spaces that were assigned for last year's Fair, (unless noted as different). If you would like additional space for your booth, no additional space can be guaranteed prior to April 7th.

If your club will not take part in this year's Fair, please notify me immediately.

The Sonoma County Health Department shall inspect all food booths. We encourage you to comply with all rules and regulations pertaining to food handling and safety. A copy of the Sonoma County Health Department rules and regulations can be sent to you upon request.

The Healdsburg Fire Marshal shall inspect all booths for fire safety. All cooking booths, all booths with flammable materials, shall have a certified fire extinguisher, charged and tagged for 2017. See rule #9 of the HFFCF Booth Rules and Regulations.

If you have any questions or comments about any portion of the HFFCF Booths, please feel free to contact me anytime.

Sincerely,

Phil Manoukian-Booth Chairman

armaniac@sonic.net

433-1112/486-2874 (please do not call unless you have tried e-mail 1st)

HEALDSBURG FUTURE FARMERS COUNTRY FAIR

2017 Booth Entry Form: **May 24((set-up), 25, 26, 27) - 29(clean-up).**
Please review rules and instructions prior to completing this form.

****IRS NON-PROFIT ID#:** _____

Organization: _____

Type of booth: Food _____ Game _____ Other _____

Type of Construction: Wood _____ Trailer _____ Table _____ Tent _____

Check: Propane _____ Charcoal _____ Deep Fryer _____ Other _____

Required Spaces: _____ (please note changes from last year)

Description of Booth Activity: _____

****INSURANCE (RULE #11)** _____

****COMMUNITY YOUTH ORGANIZATION RECEIVING PROCEEDS (RULE #12)** _____

Please Print Clearly:

Organization Representative: _____

Address: _____

Phone: _____ **e-mail** _____

Signature: _____

Please make checks payable to H.F.F.C.F. (must accompany entry form)

Please keep attached rule/instructions for your records.

Please fill out and return this form and your fees by April 1st to:

Phil Manoukian

3725 Dry Creek Road

Healdsburg, CA 95448

armaniac@sonic.net

433-1112/486-2874 (please do not call unless you have 1st tried e-mail)

HEALDSBURG FUTURE FARMERS COUNTRY FAIR
RULES & INSTRUCTIONS FOR BOOTH ENTRIES

Please review these instructions and return:

- a. Booth Entry Form
- b. Certificate of Insurance
- c. Entry Fee

ONLY NON-PROFIT CLUBS, ORGANIZATIONS, CIVIC GROUPS, WITHIN THE HEALDSBURG, WINDSOR, GEYSERVILLE SCHOOL DISTRICTS MAY ENTER A BOOTH AT THER HEALDSBURG FAIR. IRS NON-PROFIT # REQUIRED.

1. Entry fee of \$75.00 per space must accompany Booth Entry Form, (non-refundable).
2. All booths must be 10'x8'x8'high.
3. Each booth shall provide a garbage can in front AND behind each booth and maintained by booth occupants at ALL times.
4. All food booths must adhere to SONOMA COUNTY HEALTH DEPARTMENTS rules.
5. NO ALCOHOLIC BEVERAGES MAY BE ON FAIR GROUNDS.
6. Games of chance are not allowed by City ordinance.
7. No prizes that are deemed hazardous by the H.F.F.C.F. shall be permitted.
8. The sale of raffle tickets are prohibited.
9. Booth spaces are assigned by the H.F.F.C.F., and are final.
10. Please check in with Booth personnel upon arrival. Please review the included H.F.F.C.F. arrival and departure schedule.
11. Automobiles are excluded from the fairgrounds during the Fair. Fair Board personnel and equipment are available to service booths during the Fair.
12. All food booths shall have a Certified 2-A, 10-B, or #C fire extinguisher. A Class #K shall be provided for all deep fryer operations. All extinguishers shall be charged and certified for 2017.

13. Electrical requirements for Fair Booth:

- a. Plug into outlet provided.
- b. All extensions shall be 3 prong, #16 ga. and in good condition.
- c. All plug caps shall be 3-wire, 20amp, twist lock, (L5-20 NEMA).
- d. All electrical devices shall be properly grounded.
- e. Electricity/power boxes shall be established by H.F.F.C.F.
- f. All wires/electrical connections shall be approved H.F.F.C.F.
- g. Power supply shall be limited to 15amps per breaker.

14. Entry forms shall be accompanied with a certificate of insurance showing carrier and policy coverage limits.

15. All booth proceeds SHALL be used for Community Youth Activities only. H.F.F.C.F. has the right to review all business/monetary documentation.

16. The ORGANIZATION REPRESENTATIVE, as noted on the entry form shall be charged with compliance with all rules, electrical requirements, and booth set-up/removal schedules.

17. **NO ENTRY FORM SHALL BE ACCEPTED W/O:**

- A) AN ORGANIZATION REPRESENTATIVE
- B) INSURANCE CERTIFICATE
- C) IRS NON-PROFIT #
- D) ENTRY FEES
- E) COMPLETED ENTRY FORM

NOTE: PLEASE HELP OUT HERE!

It is very common to receive a Certificate of Insurance or personal check with no reference. I spend more time on sorting out 'renegade' checks and certificates than I do with the rest of this process. Please make an effort to submit all information/fees in one envelop. **(Any check made out to me, shall be cashed by me, and I will enjoy dinner on you.....HA! HA!).**

18. H.F.F.C.F. shall not be held responsible for any damages beyond our control.

Sincerely,

Phil Manoukian-Booth Chairman

armaniac@sonic.net

433-1112/486-2874 (please do not call unless you have 1st tried e-mail)

CITY OF HEALDSBURG COOKING BOOTH INSPECTION FORM:

Person in Charge: _____

Doing business as: _____

Booth #: _____

Phone Number: _____

FIRE EXTINGUISHERS:

- shall be serviced for 2017
- provide at a minimum one 2-A, 10-B, C, per booth, cooking area, and generator
- provide Class K for deep fryer operations

CLEARANCES:

- >36" for all heat sources
- >36" aisle for exiting purposes
- >18" clearance for all cooking appliances which emit grease laden vapors

PROPANE, FUEL, AND POWER:

- Fuel/High PSI bottles shall be secured in an up-right position at all times
- Fuel, generators, fuel canisters, etc., shall be stored >10' away from tent type structures
- PSI bottles >5 gallons shall be fitted with a PSI regulator
- All fuel, fuel lines, connections, etc., shall be soap tested daily for safety
- All electrical extensions, connections, etc., shall be maintained for safety

PARKING:

- No parking <20' of a regulated tent or canopy
- No parking <10' of a cooking booth or cooking appliances
- Fire lanes shall be maintained clear at all times

GENERAL:

- Remove hazardous conditions and trash immediately
- All cooking heat sources and fires shall be attended by a competent adult for the entire duration of heat generation, and fires shall be extinguished/cool before being left

FAILURE TO COPLY WITH ANY OF THESE REQUIREMENTS SHALL BE GROUNDS FOR REMOVAL FROM FAIRGROUNDS.

HEALDSBURG FUTURE FARMERS COUNTRY FAIR

SCHEDULE OF BOOTHS: ARRIVAL/DEPARTURE/GATE ACCESS.

DATE:	DAY:	ARRIVAL:	GATES LOCKED:
May 24, 2016	Wednesday	7:00 am	8:00 pm
May 25, 2016	Thursday	7:00 am	10:30 pm
May 26, 2016	Friday	7:00 am	10:30 pm
May 27, 2016	Saturday	7:00 am	10:30 pm
May 28, 2016	Sunday	(Gates open @ 6:00am)	

1) ALL BOOTH SHALL BE IN PLACE PRIOR TO 7:00 pm WED. MAY 24th.

2) SUNDAY CLEAN-UP SHALL COMPLY WITH REMOVAL OF BOOTH PRIOR TO 12:00 NOON, (SUNDAY MAY 28, 2017).

3) "LIGHTS OUT" AT THE FAIRGROUNDS SHALL BE MADE AT THE DESCRESION OF THE H.F.F.C.F. AND SHALL NOT BE LATER THAN 10:00PM, FOR THE DURATION OF THE FAIR.

4) NO PERSONALL VEHICLES SHALL BE USED TO SERVICE, STOCK, OR SUPPLY THE BOOTHS. PLEASE ASK FOR ASSISTANCE FROM A QUALIFIED H.F.F.C.F. SERVICE VEHICLE OPERATOR TO STOCK YOUR BOOTH.

Sincerely,

Phil Manoukian-Booth Chairman

armaniac@sonic.net

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