

STATE FAIR OF TEXAS®
FOOD AND BEVERAGE CONCESSIONAIRE APPLICANT INFORMATION

Listed below are certain requirements and information concerning the application for operation of a Food and Beverage Concession during the State Fair of Texas®. These requirements are not all inclusive and the information is subject to change without notice.

- A food application must be filed each and every year with the Food Service Office prior to March 1, or the date listed on the application, whichever is earlier. Each application is good for one fair only. Applications not received by March 1, 2010, **will not be considered**. You will be notified in writing confirming the selection or denial of your application. Notification will normally take place by July 31st. You may contact (214) 421-8711 in late November, 2009 to request an application for the 2010 fair.
- New concessionaires are chosen based on a number of variables, including, but not limited to: the uniqueness of the food product, the availability of space, past experience, and the needs of the Fair.
- If you are selected and an agreement is signed, a \$750.00 refundable deposit is required for the first location and \$500.00 for each additional location. This deposit is subject to any charges assessed for purchase, maintenance, setup, hook-ups, takedown, and insurance. Some locations have setup, take down, storage, and other charges of varying amounts. No deposit is necessary unless your application is chosen.
- Most locations have water, sewer, electrical, and telephone connections; with some having natural gas connections. Concessionaires are responsible for obtaining a licensed plumber and a licensed electrician to hook up the utilities. They are required to obtain permits and inspections through the City of Dallas. Propane and butane are not allowed.
- If selected to be a concessionaire, a Health Permit and food item approval is required through the City of Dallas. The Health Department phone number is (214) 670-8083. Health Department regulations must be met. This includes, but is not limited to: hot and cold running water, three compartment sink, separate hand washing sink, necessary cooking and refrigeration equipment, and current food handling procedures.
- The State Fair of Texas receives **a minimum of 23½% of gross sales (including sales tax)**. Some percentages are higher based on varying factors. Normally all Food and Beverage items are sold on a coupon system, with each coupon having a value of **50¢** (subject to change). Coupons are turned in daily and concessionaires may pick-up checks for their portion daily, beginning three days after the Fair starts.
- Most Food and Beverage concessionaires operate inside specially constructed canvas covered structures which are purchased from the State Fair of Texas. Some typical approximate sizes are: 14' x 16', 16' x 18', 18' x 20', 20' x 20' (Sample photos included).
- Stand purchase prices vary from \$2,400.00 to \$12,000.00 depending on style and size. With most stands, there is a setup, takedown, cleaning, insurance, and storage charge. The State Fair of Texas provides a buy back agreement with each stand purchase. The buy back agreement typically depreciates on a fair by fair basis; we will pay 80% of purchase price after the first fair and 70% after the second fair. After three (3) fairs, there is a buy back option of fifty percent (50%) of purchase price excluding tax, with normal wear & tear which is exercised if the concessionaire does not continue at the fair.
- Concessionaires are responsible for supplying equipment, goods, and employees. Some Food and Beverage products can be purchased from contracted wholesale suppliers operating on the fair grounds or through other vendors who meet State Fair requirements and approval.
- Parking passes are **purchased** from the State Fair of Texas Credentials Department. Employees and owners will need credentials to park on-grounds or must pay daily parking rates. A limited number of participant passes will be available for concessionaire's employees to enter the grounds (does not include parking).
- In certain locations, concessionaires are responsible for set-up and storage of tops, counters, bally cloths, light fixtures, etc. All equipment set up and tear down is the responsibility of the concessionaire.

- Sign rules and regulations are very restrictive in order to maintain uniformity throughout similar locations at the fair. Aluminum sign boards are available in four sizes. No hand written signs. No custom or backlit boards are allowed.
- The State Fair of Texas wishes to maintain a certain look and feel, therefore, we generally do not book any self-contained, free standing locations (trailers).

Contracted Concessionaires are responsible for providing the following **if selected****.

1. A Complete copy of your Commercial General Liability Insurance Policy with correct limits:

General Aggregate - Including premises/operations, products-completed operations, contractual liability [including fire legal liability, coverage for independent contractors], alcoholic beverage liability, and golf cart liability (vehicles must be inspected and approved by State Fair Personnel. Driver must have a valid drivers license and also be issued a State Fair golf cart/scooter license, after attending class, to operate a golf cart/scooter) There is a separate charge for scooter credentials.

\$2,000,000 - general aggregate and products-completed operations aggregate
\$1,000,000 - per occurrence for: bodily injury (including death), property damage, and liquor liability (if alcoholic beverages are sold)
\$ 50,000 - Fire legal liability
(These limits are subject to change at the fair's discretion)
2. Workers' Compensation Insurance - Statutory Limits including Employer's Liability with minimum aggregate limits of \$500,000
3. A Texas Alcoholic Beverage Permit purchased and issued through the Texas Alcoholic Beverage Commission, if alcoholic beverages are sold. TABC Permit must be in the name of the contracted concessionaire. **All** servers must be currently certified through a TABC approved servers course and have proof of successful completion of the course.
4. All insurance policies must be received in the State Fair of Texas Food Service Office sixty (60) days prior to the opening of the Fair or the date listed in the agreement, whichever is **earlier**.
5. Federal Tax Identification Number or Social Security Number (if not incorporated).

*****NOTE: Do not spend any monies on insurance or permits until you have a signed agreement with the fair. Do not assume selection. An application does not mean selection.***

The application needs to be as descriptive as possible on food and preparation methods. If you have a special name for your product, please include a description of the product that any person would understand.

There are many rules and regulations concessionaires must follow if selected. These include, but are not limited to uniform appearance, menu board compliance, stand appearance, operating hours, etc. A State Fair of Texas Food and Beverage Manual will be provided to applicants selected as concessionaires.

The above information has been furnished to provide you with information and help you evaluate your willingness to participate in the State Fair of Texas Food and Beverage operation. There may be additional requirements. Additional information will be furnished if selected. Thank you for your interest in the State Fair of Texas. Any questions should be directed to the Food Service Department.

The mailing address is:

**State Fair of Texas
Food Service Department
P.O. Box 150009
Dallas, Texas 75315
(214) 421-8711 (214) 565-8370 (Fax)
email: concessions@bigtex.com**

The physical address is:

**State Fair of Texas
Food Service Department
3921 Martin L. King Blvd.
Dallas, TX 75210**

2010 FAIR DATES: Friday, September 24th - Sunday, October 17th