



Dear Applicant:

The Food Service Department has a formal application process for Food and Beverage Concessions at the State Fair of Texas. **Please read the Food and Beverage Requirements** before submitting the application. If you have any questions, you can contact the Concessions Office at (214) 421-8711.

To be considered for the 2019 State Fair, your application must be returned by **March 1st. Please return application in the enclosed white envelope (or use a white envelope) or email all documents and pictures to concessions@bigtex.com.**

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. Please include pictures of the products if available.

Thank you for your interest in the State Fair of Texas. The 2019 Fair dates are Friday, September 27th thru Sunday, October 20th.

Cordially,

A handwritten signature in black ink that reads "Melanie R. Linnear".

**Melanie Linnear
VP Food Service & Novelties**

A handwritten signature in black ink that reads "Vernita Hubbard".

**Vernita Hubbard
Coordinator of Concessions**

Enc.

STATE FAIR OF TEXAS®
FOOD AND BEVERAGE CONCESSIONAIRE APPLICANT INFORMATION

2019 FAIR DATES: Friday, September 27th - Sunday, October 20th

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.

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.

A food application must be filed every year with the Food Service Office prior to March 1, or the date listed on the application. Each application is good for one fair only. Applications not received by the designated deadline date, **will not be considered**. You will be notified in writing confirming the selection or denial of your application. **Notification will normally take place by June 15th**.

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. Please include pictures of the products if available.

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 \$1,000.00 refundable deposit is required for the first location and \$750 for each additional location. This deposit is subject to any post-fair charges assessed for rental, maintenance, setup, takedown, storage, insurance and hook-ups outside of standard contracted electrical and plumbing.
- ▶ In certain locations throughout the grounds, equipment set-up and tear-down is the responsibility of the vendor. Vendor will also be responsible for storage of tops, counters, bally cloths, light fixtures, etc.
- ▶ Concessionaire is responsible for obtaining a licensed master plumber and a licensed master electrician to hook up the utilities. Master plumbers and electricians are required to pull permits and coordinate inspections through the City of Dallas Building Services before working within a stand. All locations have water, sewer, natural gas, electrical, and telephone connections. **Propane and butane are not allowed.**
- ▶ Concessionaire is responsible for supplying commercial equipment, products, uniforms, and employees.
- ▶ Some Food and Beverage products may be purchased from contracted wholesale suppliers operating on the fair grounds. Vendors may also use their select suppliers of choice. All personal select Wholesale Suppliers must have Fair approval and must coordinate delivery and credentials through the Food Service Department.
- ▶ State Fair of Texas receives **a minimum of 23½% of gross sales**. Some percentages are higher based on varying factors.
- ▶ All Food and Beverage items are sold on a coupon system, with each coupon having a value of **50¢**. Coupons are turned in daily and concessionaires may pick-up checks for their portion daily, beginning three days after the Fair starts.
- ▶ The State Fair of Texas does not deduct the sales tax. It is your responsibility to pay state sales tax. You may contact the State Comptrollers office if you have any questions.
- ▶ 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). Most Food and Beverage concessionaires operate inside specially constructed canvas covered structures which are purchased from the State Fair of Texas. Approximate sizes of structures are: 14' x 16', 16' x 18', 18' x 20', 20' x 20' (Sample photos included).

- ▶ Stand purchase prices vary from a minimum of \$7,000.00 to approximately \$10,000.00+ depending on style and size. The State Fair of Texas provides a buy back agreement with each stand purchase. The buy back agreement depreciates on a fair by fair basis; we will pay eighty percent (80%) of purchase price after the first fair, seventy percent (70%) after the second fair, and fifty percent (50%) of purchase price after the third fair (excluding tax) with normal wear & tear which is exercised if the concessionaire does not continue at the fair.
- ▶ 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.
- ▶ Parking credentials 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 credentials (does not include parking) will be provided for concessionaire's employees to enter the grounds.

City of Dallas Consumer Health Requirements

- ▶ A health permit and food item approval is required through the City of Dallas Consumer Health Division after being approved by the Fair. All City of Dallas regulations must be met. This includes, but are not limited to: hot and cold running water, three compartment sink, separate hand washing sink, portable hot water heater, necessary cooking and refrigeration equipment, and current food handling procedures and certifications.
- ▶ The City of Dallas Code Compliance , Department of Consumer Health requires that ALL EMPLOYEES of a contracted Food and Beverage Vendor operating at the State Fair of Texas obtain a Certified Food Handler certification through a Texas Department of State Health Services approved course. Please visit the website: www.dshs.texas.gov/food-handlers for a complete list of state approved course providers.
- ▶ The City of Dallas Code Compliance, Department of Consumer Health also requires that each operating food and beverage location contain a minimum of one (1) Certified Food Manager per shift that has been certified through a Texas Department of State Health Services approved Food Management Program. Please visit the website: <http://www.dshs.texas.gov/food-managers/default.aspx> for a list of approved training facilities.

The City of Dallas Consumer Health Division phone number is (214) 670-8083 if you have questions.

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

- ▶ Commercial General Liability Insurance is provided through a master policy provided by Ace American Insurance. The premium for this policy is included with the deposit upon issuance of a contract. This policy meets the minimum standards as set forth by the State Fair of Texas.
- ▶ Workers' Compensation Insurance - Statutory Limits including Employer's Liability with minimum aggregate limits of \$500,000
- ▶ 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.
- ▶ All insurance policies must be received in the State Fair of Texas Food Service Office sixtydays (60) prior to the opening of the Fair or the date listed in the agreement, whichever is **earlier**.
- ▶ Federal Tax Identification Number or Social Security Number (if not incorporated).
- ▶ Completed Form W-9.

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

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.

Email: concessions@bigtex.com

Web Site: www.bigtex.com

Office: (214) 421-8711

Fax: (214) 565-8370

Mailing address: (please use for United States Postal Service only):

State Fair of Texas
Food Service Department
P.O. Box 150009
Dallas, Texas 75315

Physical address: (please use for Fex-Ed, UPS or Courier Service only):

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

(Rev. 1/3/19)

**2019
STATE FAIR OF TEXAS®
FOOD AND BEVERAGE APPLICATION**

NEW APPLICANT

(Please Print)

DATE _____

NAME _____

BUSINESS NAME _____

SOLE PROPRIETORSHIP _____ PARTNERSHIP _____ CORPORATION _____

(Please list name and circle title of Chief Operating Officer) _____

OWNER OFFICER PARTNER PRESIDENT

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ CELL PHONE _____

E-MAIL _____

EMERGENCY CONTACT (Other than above) NAME _____

PHONE NUMBER _____ RELATIONSHIP _____

LIST OR ATTACH BUSINESS REFERENCES WITH PHONE NUMBER

1. _____

2. _____

3. _____

LIST OR ATTACH PERSONAL REFERENCES WITH PHONE NUMBER

1. _____

2. _____

3. _____

CURRENT FOOD OPERATION _____

PREVIOUS FOOD EXPERIENCE _____

HAVE YOU OPERATED A TEMPORARY FOOD AND BEVERAGE STAND? _____ NO _____ YES
IF YES, DATE(S) AND LOCATION(S) _____

IF OPERATING AT THE STATE FAIR OF TEXAS IN A TEMPORARY SPACE, HOW MUCH TOTAL SPACE WOULD YOU REQUIRE? MINIMUM SQ. FT. _____ MAXIMUM SQ. FT. _____

WHAT WOULD YOU REQUIRE TO COOK: GAS , ELECTRICITY, OR BOTH? _____

IF CONTRACTED WILL YOU AGREE TO READ AND FOLLOW THE RULES AND REGULATIONS OF THE STATE FAIR OF TEXAS FOOD SERVICE DEPARTMENT REGARDING FOOD AND BEVERAGE OPERATIONS? _____

**APPLICATIONS MUST BE RECEIVED
BY MARCH 1, 2019
2019 FAIR DATES: SEPTEMBER 27th - OCTOBER 20th
(Return these forms in the WHITE ENVELOPE provided)**

or

Email to: concessions@bigtex.com