



# FOOD AND BEVERAGE CONCESSIONAIRE APPLICANT PACKET

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## TEXAS HAS AN APPETITE FOR WHAT YOU ARE SERVING!

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

If selected, there are many rules and regulations that concessionaires must follow. These include, but are not limited to, uniform appearance, menu board compliance, stand appearance, operating hours, etc. The State Fair Food and Beverage Manual, with detailed information, will be provided to applicants that are selected as concessionaires.

A food application must be filed every year with the Food Service Office prior to March 31, or the date listed on the application. Each application is good for one fair only. Applications received after 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 1.

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 marketing 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 criteria, including, but not limited to:

- The uniqueness of the food product
- The availability of space
- Prior experience of concessionaire
- The needs of the Fair for food & beverage items in particular locations





## **IF YOU ARE SELECTED AND A FAIRTIME FOOD CONCESSION LICENSE 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, set-up, tear-down, storage, insurance, and hook-ups outside the scope of the standard contracted electrical and plumbing.
- In certain locations throughout the grounds, equipment set-up and tear-down is the responsibility of the concessionaire. Concessionaire may 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 connect 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, and electrical connections. The majority of the locations have natural gas connections. Propane and butane are not allowed.
- Concessionaire is responsible for supplying commercial equipment, products, uniforms, and staff.
- Some food and beverage products may be purchased from contracted wholesale suppliers operating on the fairgrounds. Concessionaires may also use suppliers of their choice. All personally selected wholesale suppliers must have State Fair approval and must coordinate delivery and credentials through the State Fair's Food Service Department.
- State Fair receives a minimum of 25% of gross receipts as a license fee for rent. Some percentages are higher, based on varying factors.
- All food and beverage items are sold to Fair patrons by means of the State Fair's coupon system. A patron desiring to purchase a food or beverage item from a concession outlet will first purchase State Fair-coupons and then present the proper denomination of coupons to concessionaire for such item. Concessionaire shall not accept money or any other form of payment for the sale of food and beverage items other than State Fair-coupons (unless approved in writing by State Fair). Coupons are turned in at the close of business each day by concessionaire and concessionaires will be paid via ACH transaction daily, beginning two to three days after the Fair starts.

- The State Fair does not deduct the sales tax. It is your responsibility to pay state sales tax. You may contact the State Comptroller's office if you have any questions.
- The State Fair wishes to maintain a consistent look and feel for its concession operations; therefore, we book a minimum number of self-contained, free standing locations (trailers). Most food and beverage concessionaires operate inside specially constructed canvas-covered concession outlets which are provided by the State Fair. The approximate sizes of the concession outlets are: 14' x 16', 16' x 18', 18' x 20', 20' x 20' (sample photos included).
- Sign rules and regulations are restrictive to maintain uniformity throughout similar locations at the Fair. Aluminum sign boards are available in three (3) sizes. No hand-written signs. No custom or backlit boards are allowed.
- Parking credentials are purchased from the State Fair Credentials Department. Concessionaire's 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 concessionaires' employees to enter the fairgrounds.





## CITY OF DALLAS CONSUMER HEALTH REQUIREMENTS:

- A health permit and food item approval are required through the City of Dallas Consumer Health Division after being approved by the State Fair. All Consumer Health Division regulations must be obeyed. This includes but is 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 Consumer Health Division in conjunction with the Texas Department of State Health Services (TXDSHS), under Texas Food Establishment Rules (TFER) §228.33 requires that all food employees shall successfully complete an accredited food handler training course within 60 days of employment. ALL EMPLOYEES of a contracted food and beverage concessionaire operating at the Fair shall obtain a Certified Food Handler certification through a Texas Department of State Health Services approved course.

Please visit the website: [www.dshs.texas.gov/licensing-food-handler-training-programs](http://www.dshs.texas.gov/licensing-food-handler-training-programs) for a complete list of state approved course providers.

- The City of Dallas Code Compliance Consumer Health Division in conjunction with the Texas Department of State Health Services (TXDSHS) also requires that each operating food and beverage location maintain on-site 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: [www.dshs.texas.gov/licensing-food-handler-training-programs](http://www.dshs.texas.gov/licensing-food-handler-training-programs) for a list of approved training facilities.

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





## **IF SELECTED, CONTRACTED CONCESSIONAIRES ARE RESPONSIBLE FOR PROVIDING THE FOLLOWING\*:**

- Commercial General Liability Insurance, Liquor Liability Insurance and Golf Cart Liability Insurance are 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 for a food and beverage concessionaire.
- Workers' Compensation Insurance - Statutory Limits including Employer's Liability with minimum aggregate limits of \$500,000.
- If alcoholic beverages are sold, a Texas Alcoholic Beverage Permit must be purchased and issued through the Texas Alcoholic Beverage Commission (TABC). The permit must be in the name of the contracted business or concessionaire.
- All servers must be currently certified through a TABC approved seller/server course and have proof of successful completion of the course.
- All insurance policies must be received in the State Fair Food Service Office (60) days 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.
- Completed State Fair ACH Form for electronic payments.

**\*NOTE: Do not send any monies on deposit, insurance or permits until you have a signed agreement with the State Fair. Do not assume you will be selected. The submission of an application does not guarantee you will be selected.**



The document has been furnished to provide you with information and help you evaluate your suitability to participate in the State Fair 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 State Fair Food Service Department.

Website: [www.bigtex.com](http://www.bigtex.com)

Email: [concessions@bigtex.com](mailto:concessions@bigtex.com)

Office: (214) 421-8711

Fax: (214) 565-8370

Mailing address: (please use for U.S. Postal Service only):

State Fair of Texas

Food Service Department

P.O. Box 150009

Dallas, TX 75315

Physical address: (please use for Fed-Ex, UPS or Courier Service only):

State Fair of Texas

Food Service Department

3921 Martin L. King Blvd. (Fair Park)

Dallas, TX 75210

