



GRATZ FAIR

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March 22, 2010

To All Vendors – Gratz Fair

A request for space must be completed by **every** vendor for the upcoming Gratz Fair – scheduled for Sept. 19-25, 2010. A completed reservation must be returned to Robert Leitzel (indoor/commercial) or Jack Reed (outdoor/midway) – **take note to the discount period for early commitment/deposit.**

Particulars of what are needed are listed on the reservation! All vendors must complete a reservation form. In addition, **insurance certificates must be received or insurance through our carrier no later than two weeks before the fair start date and contain the information as requested (minimum limits, list as “additional insured”, etc.).** Please take care of these matters promptly and review such things as set-up/tear-down times and more! The appropriate items must be in place prior to set-up/opening for business.

Also, the following items require your attention:

- A Food Safety Inspector (PA Dept. of Agriculture) may check: that each food concession has a Certified Food Handler on staff (except non-profit organizations or other excluded food concessions by law; however, it would be beneficial to have one on staff regardless); steps are taken to protect against insects and rodents, etc.; all uses of water meet backflow and back-siphonage prevention in order to prevent contamination of each other/city water; etc. Some information will be available at the Fair Office for your review; however, if further clarification of the Certified Food Handler Program or the PA Food Code is needed contact the Region 6 – Food Safety Supervisor at 717-346-3223, or the Bureau of Food Safety and Laboratory Services at www.agriculture.state.pa.us or 866-366-3723.
- A recycling facility will be available by Dauphin County. It is our intent to continue this effort and hope that you will take part in recycling.
- Electric rates – due to the lifting of rate caps in PA, the Fair has made some adjustment to indoor space per foot [includes normal electric usage] and electric fees. We have attempted to keep these adjustments reasonable with the hope that vendors will trim electric usage through more efficient lighting, equipment, etc. After the Fair, we will review and determine whether this joint effort worked or further adjustments are required in 2011.

Please contact Robert Leitzel, Jack Reed or myself if there are comments or concerns.

Sincerely,

Bruce C. Koppenhaver
President, Gratz Fair