



# LINN COUNTY FAIR

JULY 14—17, 2021

## FOOD CONCESSIONAIRE REQUIREMENTS

Food Concessionaires pay a \$150 non-refundable deposit upon receipt of contract. Total fee is \$500 or 20% of the gross income (whichever is greater), \$150 deposit will be applied to the total fees.

### **Sales Report Procedures:**

Each food concessionaire will be responsible for supplying cash registers that meet the minimum standard as listed below:

- Non-resettable Grand Totals
- Non-resettable Z counter and Z reading
- Registers must have a dual tape, one that stays in the machine (detail/journal) and one that serves as a receipt tape for the customer.
- Registers must be able to print the date and time on the detail tape.
- All registers must have a NO SALE transaction counter.
- All registers must have two-way displays and be in plain view of the customer.
- Credit Card detail report must accompany daily sales reports matching credit card sales to cash register.
- A credit card button must be located on the cash register.

Upon checking in, we ask you to report to the Concession Office. We will check your cash register(s) to make sure they meet our requirements.

As opening Z reading for each register will be taken by food concession staff prior to opening for business at all sites the first day.

All sales whether cash or credit card **MUST** be rung up on the cash register in the correct amount. The Linn County Fair must approve all items and all items must be sold at the approved price.

The use of the NO SALE key is limited to no more than three rings per hour. If the food concession staff determines that the key is being overused the Linn County Fair has the right to issue notices and expects the concessionaire to correct the problem. Each site will be given an over ring sheet for each register on a daily basis. Although the concession staff will work with you to locate the over rings and adjust your sales it is the responsibility of the concessionaire to record and circle the over rings for adjustments. Over rings must be recorded on the over ring sheet and must be circled on the detail tape.

Each food concession stand must have a cash register. The concessionaire is responsible for providing and maintaining his or her own cash register(s). Any problem with a cash register must be reported to the Concession Office as soon as possible.