



EXAMPLE ONLY

**ALAMEDA COUNTY FAIR ASSOCIATION
CONCESSIONS CASH REGISTER REQUIREMENTS
JUNE 20 THROUGH JULY 8, 2012**

ACCOUNTABILITY:

TYPE OF CASH REGISTER REQUIRED: Concessionaires will use and position registers so the value of each purchase is readily visible to the purchaser. Registers should be placed on front counters. Registers must have a grand total meter. **ALL TAPES AND DAILY GROSS SALES SHEETS WILL BE SUBMITTED TO THE AUDITOR'S OFFICE DAILY, PRIOR TO 10:30 A.M. TAPES MAY ALSO BE DROPPED OFF AT NIGHT IN THE "DROP BOX" LOCATED IN THE SECURITY EYE OFFICE. ANY CONCESSIONAIRE WITH MORE THAN TWO STANDS MAY MAKE AN APPOINTMENT WITH THE AUDITORS FOR TURNING IN DAILY CASH REGISTER TAPES. IF YOU ARE UTILIZING THE OVERNIGHT "DROP BOX", NO APPOINTMENT IS NECESSARY.**

1. All concessionaires, subject to audit, shall have a cash register(s) or registers that meet or exceed the following criteria.
 - a. Electronic Operation
 - b. Front/Rear Display
 - c. Programmable item prices
 - d. Paper tape printer. The Fair Association requires each vendor to provide dual tape capability for each cash register.
 - e. Detail/Journal Tape and Receipt Tape
 - f. Print **CORRECT** date and time on detail tape.
 - g. Consecutive Numerical Transaction Record
 - h. Battery Backup with memory protection
 - i. Key Protector
 - j. Each tape should be clearly labeled with Auditor assigned register tag number and stand number. Register will be tagged by the Alameda County Fair in the morning on opening day of the Fair.
2. All cash registers must be inspected by the auditor, and approved prior to operational use. The following rules regarding the operation of cash registers will be strictly enforced.
 - a. All sales will be recorded on cash register(s).

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- b. Cash drawers will be closed following each sale. Continuously open cash drawer or use of cash box separate from register machine is prohibited.
- c. **Daily**, Concessionaires will “Z” out at the close of business, and complete the “Daily Gross Sales Sheet” and “Overring Sheet”. These items will be turned in to the Auditor’s Office the following day before 10:30 AM, **OR** may be dropped off at the Security Eye Office at night in the “Drop Off” box. Auditors may make periodic “X” out readings throughout the day.
- d. Use of cash drawer release button, except in emergency situations is prohibited.
- e. **“NO SALE” key** – Use of the “No Sale” key will be limited to the following: no more than THREE (3) maximum per hour of operation and no more than TEN in any one day of operation. Use of the **No Sale** key in excess of the above stated limits, may result in a Violation. Please be sure that your time is set correctly on your cash registers prior to operation.
- f. Overrings will be clearly circled on the tape and recorded on the OVERRING SHEET with the SUMMARY shown on the “Daily Gross Sales Sheet”. (Green Sheet) The form must be turned in to the Auditor’s Office or designated location no later than 10:30A.M., the following day to receive consideration. You may also drop them in the night “Drop Box” located at the Security Eye Office. Late receipt of overrings will not be considered.
- g. Proper maintenance of registers is the responsibility of the Concessionaire. Register downtime reduces concessionaire profits and Fair revenue. Down time on registers must be reported to the auditor.
- h. REFUND key may be used only when a customer changes his order before the order total key has been entered. Refund key cannot be used in any other circumstances.
- i. VOID or CANCEL Key use is prohibited. **NO** exceptions.

THIS PAGE IS AN EXAMPLE ONLY. DO NOT INCLUDE IT WITH YOUR PROPOSAL SUBMISSIONS.

ALAMEDA COUNTY FAIR ASSOCIATION – VIOLATION POLICY

It is the policy of the Alameda County Fairgrounds to acknowledge vendor accomplishments, as well as adhere to a standard of excellence for our commercial and concession vendors. The following policy sets forth a violation policy. All monetary violations must be paid prior to opening of exhibit or concession stand opening.

FOOD CONCESSION VIOLATION FINES

(Minor violation(s)) not addressed in a timely manner and/or Audit Violation(s) – \$25 Dollar Fine.

(Moderate violation(s)), previous violations not corrected and/or Audit Violation(s) - \$50 Dollar Fine

(Major OR Multiple violations) not corrected and/or severe violation of rules and regulations as defined in the Participants Manual and/or policies of the Alameda County Fairgrounds local, state, and federal law(s) –

- \$100 Fine and/or corrective actions up to and including removal of stand.

Please note that Fair Management reserves the right to determine what constitutes minor, moderate and major or multiple violations.

Fair Association shall have the right to terminate this contractual agreement with or without cause upon giving Operator twenty-four (24) hours notice in writing of its intention to do so. (See Item #24 in the Fairground’s Concession Contract Agreement.)

I have read and understand the violation procedures of the Alameda County Fair Association.

Concessionaire Name (Please Print)

Date

Concessionaire Signature

Stand Name & Number

Note: Concessionaire does hereby agree by signing this document that he/she understands the above policy and acknowledges that it is hereby made an addendum to their year 2012 contract.