

INTRODUCTION

This Policy Manual is the result of the Board of Director's efforts to establish a consistent means of serving the needs of the people of the 29th District Agricultural Association. It includes both the Association's Policies and applicable State Requirements.

It reflects the goals of the Association, brings consistency to its operation, provides fair treatment for all concerned, increases staff efficiency, cuts down on wasted effort, and relieves the Board and Management of the burden of making repetitive decisions.

The guidelines offered here are the basis upon which Management and staff conduct the business of the Association. The Board of Directors, as a policy setting body, has the ultimate responsibility for this Manual's content. Its collective decisions will be the impetus for any change.

Such changes in the Policy Manual shall be made only as an attempt to further improve the fair's service to the community and will be kept sufficiently broad and practical so as to not place undue limits or burdens on Management.

Furthermore, only authority of a 2/3 majority vote of the full Board shall perform any changes in, or exceptions to, the policies established in the Policy Manual. Neither Management nor Directors will take any actions contrary to established policy without such authority.

In some cases procedures and goals are included to help insure consistent interpretation of policy. This Manual should serve as a constant tool of Management, a reminder to present Directors of policies currently in effect, and an introduction to the operation of the Association for new Directors.

The Policy Manual will be reviewed and ratified annually.

DEFINITIONS

(Terms Used Within This Policy Manual)

<u>ASSOCIATION:</u>	29 th District Agricultural Association
<u>BOARD:</u>	The policy making body for the Association consisting of nine Directors.
<u>DIRECTORS:</u>	Individual members of the Board, appointed by the Governor to fill four year terms, or the balance of unexpired terms.
<u>DIVISION:</u>	The Division of Fairs & Expositions, a branch of the California Department of Food and Agriculture.
<u>DISTRICT:</u>	29 th District Agricultural Association, Tuolumne County
<u>FTP:</u>	Fair Time Usage Policy
<u>GPP:</u>	General Policies and Procedures
<u>IUP:</u>	Interim Usage Policy
<u>MANAGER:</u>	The CEO/GM
<u>POLICY:</u>	A statement of a course of action to be consistently followed under stated conditions without references to higher authority.
<u>PROCEDURE:</u>	A system of organization and/or action developed to achieve the policy goals of the Association.
<u>PUBLIC MEETING LAW:</u>	Portions of the California Government Code, which governs the conduct of public bodies such as the Association, including Bagley Keene.
<u>STAFF:</u>	Those employees (both civil service and non-civil service) hired by the CEO/GM
<u>STATE:</u>	The State of California
<u>IDP</u>	Individual Development Plan

REPRESENTATIVES OF THE BOARD

TRADE ASSOCIATION REPRESENTATIVE (CEO/GM)

Function: To be the voting representative of the Board in WFA elections,

OFFICERS OF THE BOARD

PRESIDENT (Any member of the Board)

Function: To conduct all meetings of the Association.

VICE-PRESIDENT (Any member of the Board)

Function: To act on the President's behalf in his/her absence.

MANAGER/CEO (Not a member of the Board)

Function: To manage the affairs of the Association (see Manager's duties)

SECRETARY (Any member of the Board)

Function: To keep minutes of all Board meetings.

TREASURER (Any member of the Board)

Function: To handle the financial records and transactions of the Association. Also Chairman of the Finance Committee.

DIRECTOR'S RESPONSIBILITIES

1. To attend all meetings and other functions of the Board.
2. To stay well informed on Board matters.
3. To express opinions at Board meetings concerning policy matters discussed by the Board
4. To refrain from making decisions that impact Management's areas of responsibility.
5. To place the good of the Association before that of personal or professional gain.
6. To act in accordance with the State Administrative, Fair Administrative, and Policy Manuals.
7. To abide by the majority decision of the Board.
8. To assist Management with obtaining money for the Association.
9. To act as an Ambassador for the Association, and project a positive image of the Association.
10. To approve an annual budget that is workable for the Association, to stay informed on the levels of expenditure contained in it and always concerned with the impact their decisions may have on the financial soundness of the Association.

DIRECTOR'S RESIGNATION

The Effective Date of a Director's Resignation

The Governor's Appointment Office considers a Director as resigned when they take action upon receipt of a written notice from the Director or Board President, acting under the direction of the Board. A Director serves until replaced or reappointed by the Governor, even though the term has expired, unless a resignation is submitted.

The Governor's Office shall be notified if a Director misses three (3) consecutive Board meetings, unless excused. Any Director who misses three (3) consecutive unexcused Board meetings is considered resigned.

BOARD MEETING

General Policy

It is the Board's policy that, above all else, its meetings are conducted:

1. With fairness for all concerned;
2. With sufficient attention to detail as to be responsible for the direction of the Association;
3. In as expeditious a manner as possible;
4. With the best interests of the Association always considered of foremost importance, and;
5. With attention paid to the discussion and determination of matters of policy only, leaving the day-to-day operation of the Association in the hands of the CEO/GM.

Notification

NOTIFICATION OF MEETINGS:

In order to ensure compliance with state regulations, Public Notice of all Board meetings, in the form of a complete agenda, will be published on the Website no later than ten (10) days prior to each meeting. Such notices will be emailed to each Director, local legislators, and anyone else who requests to be notified. The agenda must have phone number and address of a contact person who can answer questions about the meeting or agenda. Persons requesting notification must renew requests annually on or before January 31. Notification of Board meetings will be posted on the Website ten (10) days prior to each meeting,

REQUEST TO APPEAR BEFORE THE BOARD:

Any item requiring action, including individuals wishing to appear before the Board to request action, must be presented to the President and/or CEO/GM by 5:00 p.m. twelve (12) calendar days prior to the regularly scheduled meeting.

Procedures

QUORUM:

The presence of five (5) Directors constitutes a quorum. Action may result when a simple majority of a quorum votes “yes” on a motion. The exception is the 2/3 vote of the full Board required to change policy.

ABSENCES:

Food and Agricultural Code Section 3967 authorizes Boards to grant excused absences for Directors who miss meetings. Absences for reasons of health are ordinarily excusable. It is the Director’s responsibility to notify management of the reason for any absence. Action on absences (to excuse or not to excuse) should be taken monthly and shall be reflected in the minutes. If a Director misses three (3) consecutive meetings, such Director is presumed to have resigned, unless the Board excuses the absences.

CONDUCT OF MEETINGS:

All meetings (with the exception of Board policies or any state-required procedures) will be conducted in accordance with Robert’s Rules of Order and Bagley Keene Open Meeting Act.

VOTING:

The President is a voting member and should vote on all motions.

CONSENT AGENDA:

Items for Board approval that are routine and adhere to current Board policy or are covered by standard state regulations will be designated under the agenda heading “Consent Agenda”. They will be approved as a group with one motion. Prior to their approval, any Board member may request either an explanation of any item contained therein or its removal from the consent agenda for separate consideration.

Special Board Meetings

A Special Board meeting may be called when an item arises that a majority of the Board desires to discuss prior to the next regularly scheduled meeting.

Special Board meetings usually only have one topic on their agenda. Special Board meetings may be called by the President or, in case of his/her absence, the

Vice President, at the request of a majority of the Board. A majority may be obtained by letter or telephone call from the CEO/GM.

The Directors must receive notification of Special Board meetings no less than 48 hours prior to the meeting. Notification of Special Board meetings is not required for the general public or local media unless they have a written request on file.

To safeguard against violation of various laws, whenever a Special meeting is desired the CEO/GM or Board will first contact the Division of Fairs and Expositions for instructions.

Emergency Board Meetings

Emergency meetings of the full Board may be called only when Board action is required as a result of an event that severely impairs public health & safety. (i.e. Bomb Threat, Strike, Flood, or Fire.)

Emergency meetings may be requested by CEO/GM or by any Director. The CEO/GM will call the meeting by first notifying the President, or, in case of his/her absence, the Vice President, and other Directors.

In instances where a quorum cannot be obtained, the Executive Committee is empowered to meet and act on the Board's behalf in a public meeting.

One hour prior to any Emergency meeting, the President will notify any local newspaper of general circulation, local television and radio stations by telephone. If telephones are not working, notice must be given as soon after the meeting as possible. Following the meeting, the minutes, plus a list of all parties notified or who the Association attempted to notify, will be posted in the main office lobby for not fewer than ten (10) days.

A CLOSED SESSION MAY NOT BE CALLED DURING AN EMERGENCY MEETING.

Closed Sessions

A Closed Session (one which is closed to the Public) may be called as a part of the agenda of any regular or special meeting to discuss the following topics:

1. Personnel – GOVERNMENT CODE SECTION 11126(a) – Matters concerning the employment of the CEO/GM (if this is the case, the Board will contact the Division of Fairs and Expositions for instructions prior to calling the meeting)

or, at the CEO/GM's request, matters concerning employees of the Association. Discussion of personnel under contract may not be conducted in a Closed Session.

2. Security – GOVERNMENT CODE SECTION 11126(e) – A threat to the security of Association facilities or services.
3. Confidential Gifts or Donations – GOVERNMENT CODE SECTION 11126(g) – Gifts or Donations to the Association made by individuals requesting, in writing, confidentiality.
4. Pending Litigation – GOVERNMENT CODE SECTION 11126(q) – To discuss legal matters which, if discussed in open session, would be detrimental to the public interest.
5. Acquisition of Property – GOVERNMENT CODE SECTION 6254(h) – To discuss real estate appraisals, engineering or feasibility estimates relative to acquisition of property.
6. Other less common topics, which may be discussed in a Closed Session, are covered in the California Fair Director's Handbook.

A Closed Session may be called by the President, or in his absence, the Vice President, at the request of the CEO/GM or any other Director.

Immediately following the close of a Closed Session, an announcement in open meeting of action taken (but not the discussion leading up to the action), will be made by the President.

Minutes of all Closed Sessions (this may include a tape of the entire meeting) will be kept by the CEO/GM or a Director selected by the Board. These records are not public documents, but must be made available to Directors, the Division of Fairs and Expositions and/or the Courts, if necessary.

Public Statements

A unified voice is very beneficial when controversial situations call for public statement from the Board. The designated spokesman for the Association shall be the CEO/GM, unless he/she is unavailable or the Board appoints another person. Directors should refer questions concerning controversial Board matters to the spokesman.

In matters of extreme importance, the CEO/GM may choose to consult with the Board of Directors prior to issuing a statement.

Disagreements among Board members will occur and the open discussion of issues is vital in any progressive organization. This policy is not meant in any way to limit the freedom of speech of individual Board members. There may be occasions when it is impossible or impractical to refer questions to the Board's spokesman. There are also times when a Director may be the only person holding a minority position on a given issue.

In making public statements regarding sensitive issues, Directors should stress that their opinion is not necessarily that of the majority and attempt to present a positive image of the Association.

CEO/GM RESPONSIBILITIES

1. To represent the Association at meetings and functions as requested by the Board.
2. To stay well informed on all Association matters.
3. To express his/her opinion at Board meetings on all matters impacting the Association.
4. To present the Board with sufficient information for its use in making policy decisions.
5. To place the good of the Association before that of personal or professional gain.
6. To act in accordance with the State Administrative, Fair Administrative, and Policy Manuals.
7. To abide by the majority decision of the Board.
8. To devise methods and procedures for raising money for the Association.
9. To act as an ambassador for the Association and project a positive image of the Association.
10. To work within the framework of the budget approved by the Board, being mindful at all times of approved levels of expenditure and diligent in reminding the Board of the impact their decisions may have on the financial soundness of the Association.
11. To annually create a new job description and update specific job responsibilities of the CEO/GM from the input of the Board and IDP.
12. To follow the Strategic Plan using the core values and objectives of the Mission Statement as the guiding principles to help direct the operation of the Association.

PERSONNEL
Board Policy Regarding the CEO/GM

The CEO/GM is hired by a majority vote of the full Board. As it is an exempt position, many civil service rules do not apply. The CEO/GM serves at the pleasure of the Board. The CEO/GM is charged with the responsibility of operating the Association. The Board shall set policy that offers guidelines for that operation, leaving the actual day-to-day decisions for the CEO/GM. In essence, the Board decides the “what”; the CEO/GM develops and carries out the “how”.

Any Board concerns that may arise regarding the performance of the CEO/GM shall be directed by the President to the CEO/GM in a timely manner so that those concerns may be addressed as part of an ongoing program of management evaluation and improvement.

In September, the CEO/GM along with the Finance Committee shall present to the Board of Directors the proposed budget and projects for the coming year. The budget and projects will be presented in the final form to the full Board in December.

The CEO/GM is the Executive Officer of the Board and it is his duty to carry out all official actions of the Board. Thus, the CEO/GM acts under the direction of the Board on all District Agricultural Association activities, planning and directing the Mother Lode Fair and all other projects during the interim. He/she works with the Board of Directors, maintains accounts, purchasing, and the administration of every activity. However, the Directors may assist him/her by serving as Exhibit Department supervisor or chairman (i.e. Still Exhibits, Jr. Livestock Auction, and Grandstand Events) during the fair to help in the coordinating of various departments.

On behalf of the Board, the CEO/GM works with the Division of Fairs & Expositions. Cooperation with this organization can be of great help to him since their pool of information and advice in various problem areas of fair management are readily available.

On his part, the CEO/GM must answer all correspondence and compile requested information such as progress reports and statistics. This is an important part of his management function.

In most cases, the CEO/GM’s year round activities include continuous administration of Fair Association activities, supervision of buildings and grounds

maintenance, publicity and advertising work, sales and promotion of exhibit space and concessions, and fostering trade shows and conventions. He/she also supervises construction and maintenance projects on the fairgrounds. Because of required availability of Management on an “as-needed” basis, the CEO/GM will make his/her phone number available to all staff and Directors. The CEO/GM will have his/her current schedule available in the fair office.

LIAISON

Vital to the success of the Association is the CEO/GM's liaison work with the community. He/she must meet with community groups in order to learn their desires regarding fair operations and objectives. He/she reports on those meetings to the Board. Thus, he/she will conduct and attend meetings to promote the interests of the Association among such groups as trade associations, governmental agencies, commercial and industrial groups, 4-H clubs, Future Farmer organizations, livestock breeding associations, Farm Bureaus, Granges, Chambers of Commerce, civic service clubs, garden clubs, art associations, home economic clubs, and volunteer groups.

The management of the fair facilities during the interim between fairs and arranging for their use by commercial and non-commercial organizations is a very important part of the CEO/GM's activities. It not only strengthens community relations, but it serves to create needed revenues in maintaining the fair plant during the year.

Obviously, in a fair of any notable size, the CEO/GM must delegate authority to get all this work accomplished.

EXCEPTIONS OF POLICY

Policy enforcement **MUST** be consistent to be effective. While at times there will be exceptions to be considered, basic enforcement must remain firm and exceptions to policy should be made only **AFTER** a thorough study of:

1. the particular policy statement being challenged/questioned;
2. the extenuating circumstances/problems causing the exception consideration, and;
3. The consequences in terms of precedent.

When exceptions to existing policy are brought to the Board for presentation and decision, this very action indicates that the basic policy itself is in need of amendment. Granted exceptions create precedents which could lead to endless problems in the future if the basic policy (ices) is/are not updated and amended officially by the Board.

COMMITTEES

The President of the Board shall appoint Standing Committees no later than the first regular Board meeting after taking office, with existing committees in effect until the appointments are made. These committees shall be assigned policy considerations deemed either too cumbersome for the full Board consideration and/or requiring the expertise or knowledge possessed by members of the committee. Additional committees shall be appointed only where areas of concern that are clearly outside the jurisdiction of existing committees arise

To the extent that is possible, the President should attempt to keep the makeup of committees intact, thereby better utilizing the knowledge and experience of committee members. Also, the President should refrain from appointing any member to chair committees if he/she has not had at least one year experience on the Board.

Committees shall consist of two Directors, with one designated by the President to chair the meetings. The President shall not be a member of any committee (except for Executive Committee) but may act as a non-voting member of each committee. A management representative shall be in attendance at all committee meetings.

At no time will more than two Board members be in attendance actively involved at an un-noticed committee meeting.

Committees shall act only to bring recommendations before the full Board unless given specific authority to act on behalf of the Board. Committee meetings shall be called by the Committee Chairperson or Management at the direction of the President (or in the case of his/her absence, the Vice President) and shall be in accordance with existing policy.

Building and Grounds Committee

This committee reviews existing and proposed policies relative to physical improvements, reviews priorities, periodically tours the ground and reports its findings to the full board.

Entertainment/Exhibits Committee

The function of this committee is to meet and review various entertainment possibilities for fair time. This committee also meets as needed to review and make recommendations regarding all areas of the exhibit department which includes still exhibits and commercial exhibits.

Finance Committee

The function of this committee is to review the monthly financial reports prepared by Management for Board approval and to review the budget prior to Board approval. This committee makes recommendations with the CEO/GM regarding rental rates, equipment rates and equipment purchases.

Policy Committee

The purpose of this committee is to review item suggested for changes to the Association's Policy Manual and Bylaws and to review, annually, the Policy Manual and Bylaws.

Executive Committee

This committee includes the President, Vice President, and, when possible the Past President. When there is no Past President on the Board, the President shall appoint the Secretary to fill the position. The committee will meet at the request of the CEO/GM to discuss personnel, salaries, potential litigation, or to preview important agenda items. Additionally, the committee will handle emergency situations (as identified by CEO/GM) when the full Board cannot be gathered.

Nominating Committee

This committee is be appointed by the President. The function of the committee is to meet annually in November to nominate a President, Vice President, Secretary, and Treasurer and present recommendations at the December meeting of the Board of Directors for formal election at that time. The term of office shall be January 1 through December 31. The Committee should, when making nominations, take the following into consideration: the incoming President should be, whenever possible the outgoing Vice President. The Vice President should be a Director who has enough of his/her term remaining so that he/she could assume the office of President the following year.

Junior Livestock Committee

The purpose of Junior Livestock Auction Committee is to assist the Mother Lode Fair CEO/GM and Livestock staff to produce the Junior Livestock Auction at the MLF.

The Junior Livestock Auction Committee shall consist of volunteers and two (2) Mother Lode Fair Board of Directors. The Mother Lode Fair Directors must be appointed by the Fair Board President

To be a Junior Livestock Auction Committee member the volunteer must attend three (3) meetings before being accepted as a committee member. Volunteers must be 18 years of age or older.

During the function of their duties, members will be bound by the same rules and regulations as employees of the State of California in terms of job conduct. Therefore, their actions must be professional at all times. No alcoholic beverages may be consumed during the function of their duties. Committee members are representatives of the fair and are expected to be cognizant of this fact at all times.

Junior Livestock Auction members who do not adhere to the job conduct set forth by the fair may be asked to leave the premises by the Chairman and/or CEO/GM. This member may also be removed from the Junior Livestock Auction Committee. The duties of the committee chairperson will be to organize the committee and work with the Livestock Superintendent regarding the operation of the auction. Minutes shall be kept of all committee meeting.

All volunteers are directed by the Livestock Superintendent, Junior Livestock Auction Committee Chairperson and/or CEO/GM. In addition to volunteers who form the Junior Livestock Auction Committee, other volunteers may be solicited for help throughout the day of the auction. These volunteers are also expected to conduct themselves professionally, the same as the committee members.

STANDARD PRACTICES MANUAL

Who, then, has the ultimate responsibility for the Association? There is no one person who has to assume this burden. Normally, a Board of Directors directs the CEO/GM on what is wanted. How it is done is his business. Policy is accomplishing that which is desired. It is up to the CEO/GM to accomplish it.

In an emergency, the CEO/GM consults with the President of the Board of Directors. If there is time, the President may want to call a meeting of the Board of Directors. If there is no time for this, the President may consult with individual Board members. In an extreme emergency, the Board members traditionally depend on the CEO/GM to make a decision and they approve it formally later. There are many areas in which the CEO/GM must be capable of making decisions that are extremely important to the management and to the Board.

PERSONNEL, GENERAL

Board Policy Regarding Personnel, Other Than the Manager

1. All hiring shall adhere to all Federal and State Laws.
2. All personnel shall be hired by Management. Management shall not hire the relatives of Board members, Management or Staff without Board knowledge. The hiring of relatives will be governed by the following:
 - a. Member of all employees' immediate family or relatives will not be assigned to any position which is supervised by a relative.
 - b. Members of employees' immediate family or relatives will not be allowed to work together in jobs which have cashiering responsibilities.
 - c. Directors or Directors' spouse may not be employed by the Fairgrounds.
 - d. Management shall disclose to the Board the hiring of an employee's or Director's relative(s) before the fact, if practical, or as soon after the fact as possible.
3. Management bears ultimate responsibility for all employees, including employee development policies and the keeping of thorough employee records.
4. The Staff of the Mother Lode Fair are expected to work in a professional, courteous, and respectful manner with everyone they encounter in the performance of their duties.
5. Directors' concerns regarding personnel shall be directed to Management in a timely manner so that those concerns may be addressed as part of an ongoing program of employee evaluation and improvement, Directors shall not directly become involved in supervision or evaluation of any employee.
6. All personnel files are confidential and access to information contained in such files may be granted only to the employee concerned and Management. The necessary preparation of personnel file information may be performed by a clerical employee designated by the CEO/GM.
7. Management will not knowingly hire anyone working illegally.
8. In an effort to promote goodwill in the community, hiring from the local residents for temporary positions during fair time should be considered; however, it's preferred policy to hire the best people available whether they be resident or non-resident.

FAIR TIME POLICY & REGULATIONS

Space Contracts:

Every individual, company, or organization doing business on the Fairgrounds during the Mother Lode Fair must have a written and signed contract with regards to that activity.

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them except upon written permission from the CEO/GM. Nor shall they exhibit or permit to be exhibited in their space any merchandise not a part of their own regular products as listed on the Space Contract; nor shall they exhibit any advertising material directly pertaining to such products. Check with the Fair office to make sure your contract has been returned, is signed, and payment has been made if so required.

The Fair management will use every precaution to guard against extortion or fraud in any form practiced upon patrons of the Fair. A violation of this rule will cause the forfeiture of the contract money paid and/or expulsion from the grounds at the CEO/GM's discretion.

Expenses/Setups:

The exhibitor is responsible for any and all additional expenses in connection with the decoration, equipment, or occupancy of the space with the exception of power provided with the booth as stated in the contract. The exhibitor is also responsible for any expenses incurred for service they hire which pertain to their exhibit.

Prior to the opening of the Fair, the exhibitors will be permitted to enter their exhibit area for the purpose of equipping and fitting out their space. Check with the Fair office for hours.

Any work performed or demonstration of product in booth that produces dust or spraying of materials shall be shielded behind a heavy plastic or glass enclosure to prevent dust, etc. from being distributed on neighboring exhibits or Fair patrons.

Exhibit Space:

Exhibit material must be in place **NO LATER THAN NOON** on the opening day of the Fair and kept in the same space during the entire length of the Fair. All materials used in the exhibit must be flameproof.

NOTHING SHALL BE PINNED, STAPLED, OR OTHERWISE ATTACHED
TO FAIRGROUND BOOTH MATERIAL.

Supervision of Exhibit:

During the official open hours of the Fair, all commercial exhibits must be open to the public and in charge of a competent attendant.

Space must be in a clean and presentable condition at all times. EACH NIGHT the exhibitor must see that booth refuse is removed.

Food Concessions – Commercial

All use of facilities and/or its equipment shall be covered by a Rental Agreement, a contract duly entered into by staff and ratified by the Board. Payment is non-refundable if cancellation occurs.

Commercial Exhibitors

All use of facilities and/or its equipment shall be covered by a Rental Agreement, a contract duly entered into by Staff and ratified by the Board. Payment is non-refundable if cancellation occurs.

Competitive Exhibits

The policies pertaining to competitive exhibits are included in the “Rules” sections of the Exhibitor Handbook published by the Association. The term “Rules” cover both State Rules (mandated by the Division) and Local Rules (determined by the Association). When financially feasible the State Rules will be included in the Exhibitor Handbook otherwise a separate booklet will be available to each exhibitor.

The policies contained in the Exhibitor Handbook for which the Association is responsible, should be reviewed annually with Directors, the CEO/GM, representatives of interested groups, and individuals providing input

OTHER FAIR TIME POLICY RULES & REGULATIONS

City & State Regulations

All combustible decorative materials used in buildings and outdoors shall be rendered flame-proof to conform to the State Fire Prevention Code.

Exhibitor/Concessionaire agrees to obey all laws and regulations, of Tuolumne County or of any governmental agency or entity, and the rules and regulations of the 29th District Agricultural Association.

Security

Buildings and grounds are patrolled by security day and night. All buildings will be secured at closing times. The Fair assumes no responsibility for material left in the booths. Therefore, if you have anything in your display that could be carried away, we suggest you take it with you when you leave.

Conduct & Deportment

Exhibitors, employees, and their representatives shall operate strictly within the limits of their contract area and will not operate in the aisles or roadways. Exhibitors shall ensure that all employees and representatives shall be cleanly clad, orderly, and polite in their conduct and speech, and that the exhibit is kept clean.

Insurance

Insurance shall be required for all activities.

Children's Safety

The Fair Board requests our exhibitors, concessionaires' and restaurateurs' assistance in refraining from allowing children to accompany them while setting up before the Fair and tearing down following the Fair. The extremely hazardous conditions warrant our concern for their safety.

Electrical & Plumbing

Any special requirements for electrical or plumbing needs must be approved by Fair Management. Installations of additional electrical power must be done by the

Fair's electricians and at the expense of the exhibitor. All plugs must be grounded and UL approved.

Electrical Appliances

All electrical appliances sold and displayed for sale or used for demonstration must be UL approved – not the parts only, but the complete product. You must have GROUNDED EXTENSION CORDS and all cords on any electrical device must be GROUNDED. This will prevent electrical shocks. **Note: Electrical appliances such as kettles, coffee pots, space heaters, air conditioners, and hot plates drawing more than 200 watts and which are intended for the personal convenience of the exhibitors and their staff are not allowed without the written consent of the CEO/GM.** Many causes of costly power failures were due to overloading of electrical circuits by exhibitors.

Giveaways

All giveaway items (i.e. pens, key chains, etc.) must be approved in writing before contract approval.

Lottery Tickets

Lottery tickets of any kind WILL NOT BE ALLOWED FOR SALE at the Fair. A violation of this rule will cause the forfeiture of contract money paid, or expulsion from the grounds, as the CEO/GM may direct.

Solicitations

Begging or soliciting is prohibited. No roving vendor or solicitor, acting from a profit, non-profit, religious, charitable, or other organization, or on its behalf, shall be permitted on the Fairgrounds. All solicitations for either contributions or sale must be made from within the confines of a booth or display area that has been leased. No person shall be permitted to distribute advertising matter, handbills, fliers, tokens, or other matter upon the Fairgrounds except from their leased exhibit booth or display space. Anyone violating the rule on solicitation is subject to removal from the grounds.

Direct Sales

Exhibitors are allowed to take orders or make direct sales unless otherwise directed by the CEO/GM.

FAIR TIME CONCESSION POLICY

1. The Board of Directors and the CEO/GM determines the number and type of concessions required.
2. Concession rates are set by the Board of Directors.
3. Commercial food booths must meet the requirements in Item 4 before they will be considered. They will then be taken in the order the applications are received. Duplications in product is at the discretion of the Management.
4. Basis for contract approval shall be determined by:
 - a. Number of years at the Fairgrounds
 - b. Past performance during the Fair or interim.
 - c. Service to the public.
 - d. Prompt payment to the Fair during Fair or interim.
 - e. Observance of fair rules and regulations.
 - f. Financial return to the Fair.
 - g. Conformance to State health rules and regulations.
 - h. Proper insurance.
 - i. A violation of any of the above may lead to cancellation of contract.
 - j. All applications for constructed concession booths will be taken in rotation in the order they are received.

The Board agreed that the Central Democratic and Republican Committees will not be considered for food and beverage concessions for the fair even though they are a non-profit organization. It was determined that they are an elected body of individuals and are not a volunteer organization.

SIGNS AND SOUND DEVICES POLICY

Exterior Signs

Exterior signs permitted under the following conditions:

1. No flashing lights or similar devices for attracting attention, without management approval. (Submit a drawing)
2. Signs cannot exceed a height of 36" above roof at front of concession stand.
3. Width cannot exceed width of booth.
4. Sign cannot extend out from front of concession stand more than thickness of the sign in the flush arrangement.

5. Signs attached to buildings must be done under the direction of Fairground staff.

Advertising Signs

Under no circumstances will any person or firm be allowed to place any advertising matter upon buildings or trees, or any place in the Fairgrounds, nor will they be permitted to distribute advertising matter outside the space assigned to them. Signs cannot extend into the aisles, but must be confined to the booth area. Distribution of circulars or promotional material may be made only within the booth area assigned to the exhibitor.

Price Signs

Where price signs are utilized, signs must be small, neat, and inoffensive. The CEO/GM shall have the right to require an exhibitor to remove any price sign which he/she, at his/her absolute discretion, considers to be undesirable.

Sound Devices

No sound devices (record players, tape recorders, CD players, etc.) shall be allowed unless they are an integral part of the item displayed for sale. All exhibitors desiring to use P.A. systems or other noise making devices may have their privilege revoked if the noise level becomes too loud. Undue noise shall be determined by the Fair CEO/GM.

OPERATION SAFE GATE

Overview:

Year after year at the Mother Lode Fair we have experienced an increase in the seriousness of acts of disorderly conduct that occur within the confines of the fairgrounds itself. In the past, private security guards and service club personnel, acting in strictly a reactive capacity, have been able to curtail much of this behavior. With crimes of violence, and those involving the use of dangerous or illegal weapons, on the rise, it is anticipated that acts may occur which are beyond the scope of being safely handled reactively inside the fairgrounds by security guards or service club personnel. There clearly exists a need to be proactive and eliminate the problems before they occur, and, if possible, before they even enter the fairgrounds.

Policy:

The Mother Lode Fair is dedicated to providing the public with a fun-filled Summer time family entertainment free from disruption from persons who may involve themselves in acts of disorderly conduct, acts of violence, or any other crimes. A “pre-fair-entry” information and screening process and an ongoing monitoring of fair guest activity by Mother Lode Fair hosts will be employed to accomplish the goals set forth below

Mission:

1. To provide an entertaining, and safe, atmosphere for the public.
2. To discourage and prevent the transport of dangerous or illegal weapons, or contraband into the fairgrounds.
3. To identify potential sources of disruption to the peace and safety of the public, and, to the extent and in the safest and least intrusive manner possible, eliminate that potential before entry is made into the fair, if possible.

GENERAL ENFORCEMENT PHILOSOPHIES & GUIDELINES:

1. Operation Safe Gate Mother Lode Fair personnel stationed at each gate will observe members of the public as they prepare to enter the fairgrounds. They will watch for individuals who fit general profiles (which will be instructed prior to fair time), those who obviously have weapons or contraband, or those who appear to have the potential for carrying weapons or contraband. This would include persons with bags, containers, large purses, backpacks or fanny packs, persons wearing obvious gang attire, and persons wearing baggy clothing.
2. A pattern may be identified and employed to randomly screen all persons who enter the fair, whether or not they fit the previously identified criteria (example: screen every 3rd or 5th person).
3. Persons observed with weapons or contraband will be asked to dispose of them in some way before they enter the fair (i.e. return them to their vehicle).
4. Persons observed with obviously illegal weapons will be denied entry and law enforcement should be notified.
5. Persons suspected of being in possession, or persons identified as potential possessors, of weapons or contraband shall be asked to submit to a non-intrusive, strictly consensual, check of their person with a hand-held metal detector, and/or, if deemed necessary, a pat-down search of their person or property before entry into the fair.
6. Persons who refuse to submit to checks/searches or to surrender or dispose of weapons shall be denied entry into the fair.
7. Mother Lode Fair personnel on patrol of the fairgrounds will be engaged in an ongoing observation of fair guests in an attempt to locate trouble and potential sources of trouble.
8. Persons identified as sources of trouble can be dealt with in a number of different ways:
 - a. sometimes the mere presence of the fair hosts can diffuse a problem;
 - b. it may be necessary to actually make contact, and discourage the unacceptable behavior. Generally, the fair hosts should be in at least pairs when taking this kind of action;
 - c. notification of fair security and/or law enforcement to handle problems is an available option; and
 - d. if necessary, fair hosts are authorized to eject people from the fair, but this should be used as a last resort after other options to deal with a problem have been attempted.

9. Mother Lode Fair personnel should employ a low profile, be courteous, have a non-confrontational manner with the public, and should take time to explain the reasons for their activities.
10. Mother Lode Fair personnel should remember the following for their own safety:
 - a. You are not law enforcement;
 - b. do not get involved in arguments/confrontations;
 - c. do not chase people who refuse to submit to a search and then run.
11. If someone flees into the fair, notify the other fair hosts, security, or law enforcement; and, do not use profanity or other aggressive behavior in dealing with people.
12. Do not hesitate to refer any questions to the Mother Lode Fair Personnel available, or the CEO/GM.
13. The fair manager should be notified of any unusual activity or problems. He is the final authority on any matters that may come to the attention of Mother Lode Fair personnel.

Personnel & Scheduling

Mother Lode fair Personnel shall be scheduled and assigned as indicated by the CEO/GM.

Uniforms

All fair employees associated with Mother Lode Fair pre-fair-entry screening and ongoing monitoring process should be readily identifiable. This will be accomplished through the use of Mother Lode hats, jackets, shirts, and/or name badges. There should be no question in the minds of fair guests that Mother Lode fair personnel are bona fide fair employees.

Communications

Each fair entry gate will be provided with a two-way radio. Since there is a limited supply of two-way radios available, every effort will be made to provide each Mother Lode Fair team not assigned to an entry gate with a radio. The radios may be used to summon the CEO/GM, fair security or Law Enforcement.

Assignment Locations

Mother Lode Fair personnel will be stationed at each of the fairgrounds' general public entrances, as well as other locations as determined to be necessary.

INTERIM USE OF FACILITIES

The Food and Agricultural Code authorizes the Fair Board to establish the priorities and prices for use of fair facilities

1. The main purpose of the Association is the sponsoring of the annual Mother Lode Fair. Interim use of the facilities and equipment the Association owns has been undertaken as a means of defraying the costs involved in the year-round operation of the Association and the improvement of the facilities for that purpose.
2. The use of the fairgrounds by people of the District shall be encouraged by the CEO/GM and the Directors.
3. Every effort will be made by the CEO/GM and Board to ensure that rental rates remain fair, but also that all interim use of the fairgrounds shall be profitable to the Association.
4. Association equipment and vehicles shall not be made available for use outside the fairgrounds.
5. The Association recognizes the value of long-term renters, with traditional established events. In an effort to protect the interests of such renters and the Association, Management, at its discretion, can choose not to rent the fairgrounds for an event of a competing nature within 30 days of the traditional dates of a renter with an established event.
6. A renter with a traditional event also has first rights to reserve those dates annually, so long as that renter remains in good standing and that the rental does not conflict with an event sponsored by the Association.
7. Management may choose not to rent the facilities for any activities that it determines may adversely impact the local neighborhood.
8. Management will schedule no rentals on the grounds that will adversely impact the annual shows or fairs sponsored by the Association. This may require establishment of a designated period of time during which no rentals be permitted. Management will keep the Board apprised of the existence of any such “non-rental” period.
9. No event will be permitted without adequate security. Security levels will be determined by Management based upon the nature of the event and anticipated attendance.
10. All use of the facilities and/or its equipment shall be covered by a Rental Agreement, duly entered into by staff and approved by the Board. A refundable deposit shall be collected prior to the contract being issued. Cancellation after the contract has been issued will result in a loss of the deposit.

11. Request for use of the fairgrounds may be granted “tentative approval” by staff upon receiving verbal request. The date of the event will then be placed on the Association’s interim calendar.
12. Policies established should not be discriminatory or result in a gift of public funds.
13. Insurance will be required for all events.
14. All rental costs for events shall be negotiated by the CEO/GM or staff that has been authorized to do so.
15. Cleaning deposits can be requested in amount not less than \$250.00
16. Any labor charge will be based on the hourly rate of a Maintenance worker plus 30% for overhead. Overtime is billed at time and a half.
17. No glass beverage containers can be sold on the fairgrounds by interim renters.
18. No drug paraphernalia or related items will be sold or displayed at any fair function. The Fair CEO/GM may remove any items he deems objectionable at any function.

SAFETY POLICY

Above all else, safety for all who utilize the fairgrounds is our foremost responsibility.

Management, as a part of its duties, will perform a constant vigil against any and all actions, on the part of its officers, employees, contractors, and exhibitors, that might in any way create a hazardous situation on the fairgrounds.

In addition, Management will make every effort, through proper rules and enforcement to create a safe environment at all times and to make the altering of any unsafe practices or conditions the first priority. Board members will be mindful of public safety when setting policy and will report to the CEO/GM any potentially hazardous situation they may observe.

Management will review and keep on hand the Safety Handbook published by the Division.

DEFINITION OF “NON-PROFIT” ORGANIZATION

A **Charitable Organization** is one which has legal non-profit status.

A **Chartered Organization** is one which has a charter (authorization) from the parent organization to be operated under the parent organization’s non-profit status. Representatives of a Chartered non-profit organization will be able to present their Charter to verify its non-profit status. Most chartered organizations are national in scope. A few examples of Chartered non-profit organizations are Red Cross, United Way, Girl Scouts, and Boy Scouts.

In addition to Chartered non-profit organizations are many local, regional, and state wide “**good works**” **groups** which have applied for and been granted non-profit status. A representative of such a non-profit organization will be able to verify their status by presenting the Articles of Incorporation and/or the Corporate By-Laws as filed with the Secretary of State.

Also considered as non-profit will be any organization that is in the process of becoming such. A group will be considered non-profit if the representative can show copies of the application for non-profit status. If the representative cannot show proof of application for non-profit status, the group will NOT be considered non-profit.

If, at any time, there is the slightest doubt about the status of an organization with regard to profit and non-profit classification, the CEO/GM will resolve the question.

FIRST AMENDMENT – FREE SPEECH MOTHER LODE FAIR POLICY

Activities of the First Amendment in the parking lots and in the perimeter areas immediately outside the fenced fairgrounds.

1. Areas for leafletting, picketing, and/or signing of initiatives and similar activities will be allowed in a designated area. This area is limited to a maximum of five (5) people from the group. The area will be reserved on a “first come-first served” basis. A contact person must be designated, providing the fair with both a home and a business telephone number. A \$100.00 refundable trash deposit will also be required.
2. Harassing fair patrons, following fair patrons, and the use of loud speakers or amplification devices are strictly prohibited in this area.
3. Content of material or information being distributed in the “free speech” area that includes frightening words, gruesome displays, obscene matter, or any message which could provoke a disturbance is strictly prohibited. If the material being presented could be deemed controversial, the CEO/GM of the Association may, at his discretion, request a security guard at the expense of the demonstrators.
4. Public demonstrations on surrounding City of Sonora sidewalks or streets can be allowed if these groups obtain proper city permits.

Activities of the First Amendment within the fairgrounds and exhibit halls. Must purchase a booth space as a commercial exhibitor and follow the rules outlined in their contract.

TOBACCO POLICY

In order to comply with Executive Order Y42, signed by the Governor February 19, 1993, smoking shall be prohibited in all fair buildings (including barns).

It is the policy of the Mother Lode Fair Board that smoking shall not be permitted in the main Grandstand and Kiddie Area during the Mother Lode Fair. Each no-smoking area shall be signed and self- policed.

It is the policy of the Mother Lode Fair Board not to solicit nor accept any tobacco-related sponsorship of Fair activities or events. Nor shall the Mother Lode Fair Board allow advertising to promote a tobacco brand name, product, or company name. It is also the policy of the Mother Lode Fair Board not to permit the sale or give-away of tobacco products during Fair activities or events.

The smoking and sponsorship policies extend to any agency, group, or association who leases, rents, or otherwise holds events on the Mother Lode Fairgrounds property.

VIOLENCE OR THREATS OF VIOLENCE POLICY

Policy

All employees of the 29th District Agricultural Association should expect a safe and secure work environment. It is the policy of the 29th DAA that any statement or acts by any person which, directly or indirectly, threatens, makes reference to or implies physical harm or violent actions toward an employee of the 29th DAA will be taken seriously and will not be tolerated. This policy covers not only acts or threats of violence, but also harassment, intimidation, and other disruptive behavior.

It is also the policy of the 29th DAA that no employee may bring or possess firearms or other weapons within any state building or property, or onto any property on which official business of the 29th DAA is being conducted.

Authority

- Labor Code Section 6400 – Requires every employer to furnish a safe and healthful place of employment.
- Government Code Section 19572 – Prohibits workplace violence, discourteous treatment, negligence and/or recklessness, and specifies causes for discipline.
- Penal Code Section 71 – Prohibits any person from threatening any public officer or employee with unlawful injury, in order to cause the public officer or employees to refrain from doing any act in the performance of his/her duties.
- Penal Code Section 171(b) – Prohibits any person from bringing or possessing firearms and other weapons as described in this section within any state or local public building. Any person who brings or possesses any such items is guilty of an offense punishable by imprisonment in a county jail for not more than one year or in the state prison.

Responsibility

Chief Executive Officer (CEO)

The CO/GM is responsible for distributing and maintaining a written Policy which informs the 29th DAA personnel of the commitment to furnishing a safe workplace free from violence, and assisting in providing required training.

The CEO/GM is responsible for investigating all reported threats and acts of violence.

The CEO/GM is responsible for the overall management of the formal training of all 29th DAA personnel and determining the need for additional training upon revision of the Policy.

Managers and Supervisors

Managers and Supervisors are responsible for developing methods to ensure the training goals are accomplished and encouraging open communications with their employees.

Managers and Supervisors are responsible for notifying the CEO/GM of incidents.

29th DAA Employees

All 29th DAA employees are responsible for adhering to the requirements of the Policy and attending formal training in the area of violence in the workplace.

All 29th DAA employees are responsible for reporting all threats and acts of violence to their supervisor or the CEO/GM.

CDFA Workplace Violence Coordinator

The California Department of Food & Agriculture's (CDFA's) workplace violence coordinator provides guidance to the CEO/GM and/or 29th DAA personnel in reporting and investigating reports of workplace violence.

Disciplinary Actions

Statements or actions of a violent or threatening nature by employees to or against any person are a cause for disciplinary action under Government Code Section 19572 and may result in adverse action up to and including dismissal.

Accordingly, any threat of violence, subtle or direct, must always be reported, documented, and investigated. As appropriate, law enforcement agencies may be contacted for guidance, assistance, and investigation.

Responsibility to Report

We all have a responsibility to ourselves and our fellow employees to maintain a safe and secure working environment. Therefore, any and all such statements or acts of violence should be immediately reported by the person to whom the statements or acts were directed, or by any witness, to their immediate supervisor (or second-line supervisor if the immediate supervisor was involved in the incident being reported). By reporting these types of incidences early intervention can be initiated.

All reports will be investigated and findings reported to appropriate staff. Appropriate disciplinary action, up to and including dismissal, may occur.

HOW TO REPORT – EMERGENCIES

Physical Assaults or Acts of Violence by a Member of the Public

- Notify the California Highway Patrol (CHP) – Dial 9-1-1.
- Notify immediate Supervisor.
- Supervisor notifies the CEO/GM of the incident.
- The CHP will take the first immediate action to diffuse the situation. Following the incident, the CEO/GM will get a copy of the officer's report. If criminal charges are to be filed against the offending individual, the CEO/GM will contact the CDFA legal office. Management will take appropriate action.

Physical Assaults or Acts of Violence within the 29th DAA

- Notify the California Highway Patrol (CHP) – Dial 9-1-1.
- Notify immediate Supervisor.
- Supervisor notifies the CEO/GM of the incident.

- Immediately following the incident, the person reporting the incident completes Form SO-129, Violence/Threat Incident Report, and gives it to his/her immediate supervisor for review.

Following review, the Supervisor sends the completed Form SO-129 to the CEO/Manager (the form should be put in a sealed envelope marked URGENT AND CONFIDENTIAL). The CEO/GM will take immediate action and conduct the initial investigation with the assistance of the supervisor who received the report. If further action is required, the CEO/GM will contact the CDFA's Workplace Violence Coordinator for assistance to determine a plan of action. If no further action is necessary, the CEO/GM will confirm the incident and recommended disposition in a memorandum to the Supervisor. The CEO/GM will take appropriate action.

Threats of Violence within the 29thDAA

- Notify immediate Supervisor.
- Supervisor notifies the CEO/GM of the incident.
- Immediately following the incident, the person reporting the incident completes Form SO-129 Violence/Threat Incident Report and gives it to his/her immediate Supervisor for review.
- Following review, the Supervisor sends the completed Form SO-129 to the CEO/GM (the form should be put in a sealed envelope marked URGENT AND CONFIDENTIAL). The CEO/GM will take immediate action and conduct the initial investigation with the assistance of the Supervisor who received the report. If further action is required, the CEO/GM will contact the CDFA's Workplace Violence Coordinator for assistance to determine a plan of action. If no further action is necessary, the CEO/GM will confirm the incident and recommended disposition in a memorandum to the Supervisor. The CEO/GM will take appropriate action.

Distribution

Distribution of the above policy includes all 29th DAA employees and/or volunteers.

SPONSORSHIP POLICY

The 29th DAA may enter into sponsorship agreements with businesses that wish to promote their products. The CEO/GM or their designee is responsible for negotiating, implementing, and following up with all sponsors and potential sponsors. There are two types of sponsorship (Cash and Trade). Cash sponsors pay a negotiated amount of money to sponsor the Fair. Trade sponsors exchange a negotiated amount of goods or services to sponsor the Fair. The CEO/GM or their designee can negotiate and customize sponsorship packages for a sponsor's needs and wants. The CEO/GM has final approval on all 29th DAA sponsorships. Businesses renting the Fairgrounds for a public event may secure their own sponsors.

DRONE POLICY

In order to protect the safety, security, and property interests of the 29th DAA, its employees, agents, contractors, and the public, any operation or use of unmanned aircraft systems, remote or radio-controlled mode aircraft of all types, shapes and sizes or any other similar type devices (collectively 'Drones') is prohibited on the premises of the 29th DAA or within the 29th DAA's air rights, without prior written approval from the CEO/GM of the 29th DAA. Please be advised that violation of this policy will result in immediate ejection from the 29th DAA premises and may subject the violator to a criminal trespass warning or arrest for those who fail to comply.