

2017 CLOVERDALE CITRUS FAIR

****CONCESSIONS DOCUMENTATION REQUIREMENTS****

In an effort to improve our procedures, increase accuracy, and eliminate confusion, we want to remind all food concessionaires of the Cloverdale Citrus Fair Concessions Documentation Requirements. Please review the items below to ensure that you are following the guidelines of documentation required. If you are not within the guidelines, please make any adjustments necessary to be prepared for our 2017 fair season.

1. Cash Register

Before you can begin business at the Fair, you need to have your cash register in place and verified by fair staff. Before meeting with fair staff, you should have your cash register correctly programmed with the date, time, and prices, have the proper size tape installed and verify that it is printing legibly, and have it ready for business.

2. Procedures

At the end of each evening, please “z out” your register and bring the entire tape, the over ring slip, and your daily tally sheet to the Fair office by noon the following morning. Put the name of the concession and gross daily sales on the tape itself and attach it to the daily tally sheet/over ring documentation.

3. Cash Register Problems

If your cash register becomes inoperable, please contact fair staff immediately and continue doing sales by writing down each transaction and the time.

4. Over Rings

We understand that mistakes are bound to occur. If you do have an over ring at the register, please record the error on the over ring slip (on your daily tally sheet) and circle the transaction on the tape. We do not give credit for over rings that we cannot locate on the tape.

5. No Sales

We realize that vendors occasionally have to get into their cash drawers when they have not made a sale (i.e. to make change, pay suppliers, etc.) Less than 8-12 “no sales” per day are expected, and every time you get into your drawer without a sale, you must write the reason for the no-sale on your journal tape.