

HEART O' TEXAS FAIR COMPLEX  
In agreement with:  
HEART O' TEXAS CONCESSIONS, INC

**CATERERS GUIDELINES AGREEMENT**

All caterers wishing to cater on the Heart O' Texas Fair Complex (FAIR) must be listed on an Approved Caterers List. This is considered a service offering of the FAIR and is greatly valued by our customers. The Approved Caterers List will be promoted on our website at, [www.hotfair.com](http://www.hotfair.com), and is provided in hard copy form to our customers inquiring rental of our facilities.

**The following guidelines apply to all Caterers who are on the Approved Caterers List. All caterers must agree to follow these guidelines and acknowledge such by signing and returning a signed copy to the Heart O' Texas Concession's office.**

**REGULATORY REQUIREMENTS:**

1. The Waco-McLennan County Health District requires that the Heart O' Texas Fair Complex have a copy of the Caterers' current health permit.
2. The FAIR requires that the Heart O' Texas Concessions have a copy of the Caterers' insurance certificate, showing at least \$1,000,000 liability coverage and naming the FAIR as additional insured.
3. Heart O' Texas Concessions requires that each caterer utilizing the FAIR will pay a 10% commission/ fee with a \$400.00 maximum. This fee is to be based on the total amount the Caterer charges to the Customer (less sales tax, if applicable).
  - The Caterer's Fee provides the following:
  - Allows the caterer to provide catering services on the HOT Fair Complex.
  - Covers the use of the prep kitchen between the Fine Arts and General Exhibits buildings and Back Porch Club.
  - Covers the reasonable cost of trash removal and after-event cleaning.
  - Allows for improving the food services and facilities at the HOT Fair Complex.
4. The FAIR requires that each Caterer receive a copy of these guidelines and sign the agreement as acknowledgement of compliance.
5. ALL Alcohol sales and or service MUST go through Heart O' Texas Concessions.

**Caterers:**

1. Caterers are expected to reasonably clean the utilized catering prep areas after events. This includes sweeping and breaking down of cardboard boxes and placing them next to trashcan.
  - Trashcans should not be overfilled-making for difficult removal
  - Liquids (tea, coffee, water, etc) should not be poured into trashcans
  - All trash and food must be removed from table/counter tops
  - Caterers are expected to dispose of all ice sculptures after events
2. Reasonable cleanup measures would include but not limited to food left on tables, floor, sinks and refrigeration and grease poured into drains and sinks. A \$200 clean-up fee may be charged to the caterer and catering privileges may be suspended if non-compliance occurs repeatedly.
3. FAIR staff will remove trash and put into dumpsters after event. Please leave trash at the back, double doors of the Fine Arts and General Exhibits Buildings. Leave all trash in the kitchen area of the Back Porch Club.
4. Caterers may utilize the 3 compartment sinks but must provide their own detergent, rinse aid, sanitizer and racks.

**Caterer Set-up Times and Load-In/Out:**

1. Caterers should notify the fair office during regular business hours Monday-Friday of catering events on the Fair Complex. (8 am to 5 pm)
2. Caterers should provide the date, name of event and the catering guarantee number. A form will be provided in the leaser's packet.
3. Caterers should provide the expected time they will need to gain entry into the respected buildings.
4. Caterer should give an estimated time of departure from the prep areas so that they may be secured.

**Heart O' Texas Concessions:**

1. Prep areas will be made available and accessible to caterers. We will do everything possible to accommodate the Caterers' needs while working with the customer set-up requirements.
2. Rectangle tables (8 ft) will be provided for prep and serving areas.
3. The following is a list of available equipment in the prep areas. NOTE: There are no cooking appliances in any prep areas.
  - 3 compartment sinks
  - stainless steel prep tables
  - refrigeration
  - stand up, portable warmers (electric) upon requested
  - 8 ft folding tables (as required)
  - trash cans with bags
  - 110 volt outlets

**Payment of the Catering Fees:**

1. Remittance of the fee is due net 7 days after the event.
2. If a caterer does not remit the fee within 7 days after the event, the Caterer's name will be removed from the Approved Caterers List.
3. This action is necessary to be fair to those Caterers who pay their fees in a prompt manner.
4. If a caterer is removed from the Approved Caterer List, the caterer will not be allowed to cater on the HOT Fair Complex.
5. If more than 30 days lapses before the fees are paid, a \$100 reinstatement fee will be assessed.
6. After payment is received, the Caterer will be listed on the Approved Caterers List.

ACKNOWLEDGEMENT:

I have read the Caterers Guidelines for the Heart O' Texas Fair Complex and agree to comply with them to the best of my ability.

\_\_\_\_\_  
Signature of Caterer (owner)

\_\_\_\_\_  
Name of Catering Business

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Date

Be sure to forward a copy of health permit, insurance certificate, and this page to: Heart O' Texas Concessions, Inc.

4601 Bosque Blvd.  
Waco, TX 76710

For more information contact: Clayton Hall (254) 776-1660 or  
e-mail at: [clayton@hotfair.com](mailto:clayton@hotfair.com)