



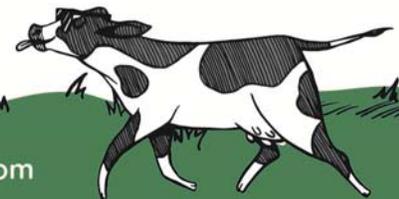
# ACRES OF FUN

July 12 - Aug 11, 2019

## 2019 BOARD OF DIRECTORS GUIDELINES

### GENERAL INFORMATION

1. You've already received your 2019 all access badge. This is your "credential" for Fair admission. You may also get a credential for you and either your "family" (the term "family" is defined by the FPPC as a spouse or registered domestic partner and minor children) or no more than one guest (the "Regulation-approved invitee"). If you prefer to use last year's picture for each of your Regulation-approved invitees, please let Summer know and she will have their credentials printed. If not, the HR office will be glad to create a new credential. Please try to visit the HR office prior to the first day of the OC Fair.
2. OCFEC credentials grant admission to the person to whom the credential is issued. It is very important you do not allow a guest to borrow or wear your OCFEC credential, or the credential of your Regulation-approved invitee.
3. When entering the OC Fair at any gate, if the Super Pass/ADA lane is readily available you and your guests may use this express lane for access and to scan anyone in your party with an admission ticket. Please keep in mind that you and your guests will need to go through the security checkpoint in this lane as well.
4. For your convenience in storing personal belongings, lockers are again available in the Fairview Room and you will have the same locker (each identified) as last year. The locker key from last year will provide entry into your locker. If you do not have your locker key from last year, please contact Summer to obtain another one.
5. You will have access from the outside of the building to the Fairview room by using your fob swipe card beginning Friday, July 12<sup>th</sup> throughout the entire OC Fair. If you do not have your fob swipe card from last year, please contact Summer to obtain another one.
6. Traditionally, RCS, our carnival provider, graciously provides a ride pass to be used by each Board member and his or her Regulation-approved invitees. The RCS ride pass admits the Board member and a total of five guests. Please be reminded, that the RCS ride pass will be scanned for each guest in the party, not one scan for the entire party.





# ACRES OF FUN

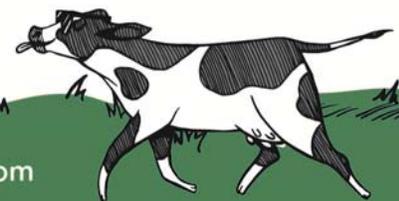
July 12 - Aug 11, 2019

The RCS ride pass is valued at \$500 (the 2019 FPPC annual gift limit from a single source). The RCS ride pass is a gift and is reportable on your annual Form 700. The RCS ride pass is only for rides. It does not include games, or access to the fast pass express lanes. RCS usually distributes the RCS ride passes on the first night of the OC Fair at the Business Development Area.

7. Behind the scenes tours are encouraged for all Board members to develop a better working knowledge of Fair operations and the facility. Please coordinate with the CEO's office to schedule a tour and your Regulation-approved invitees are welcome to join you.
8. Opportunities to serve as an Ambassador for the OC Fair are numerous but the most visible times are:
  - Business Development Area Functions – open for outside guests each Thursday, Friday and Saturday at 6:00 pm during the OC Fair
  - Opening Hour on Opening Day at Blue Gate (Friday, July 12<sup>th</sup> at noon)
    - It has been tradition that Board and staff gather inside the Blue Gate and count down the opening of the OC Fair and hand out trinkets to guests as they rush to find their fair favorites. If you plan to be part of this opening kickoff, please meet in the Fairview room at 11:15 a.m. on Friday, July 12<sup>th</sup>
  - Friends of the Fair Day (Thursday, July 18<sup>th</sup> 8:30 a.m. – 11:30a.m.)
  - Jr. Livestock Auction (Saturday, July 20<sup>th</sup> beginning at 10 a.m.)
9. You will be provided special event reminders and other information regarding opportunities as we get closer to the OC Fair. Should you have any questions about the OC Fair, its operations, its performance or why things are done a certain way, please direct those questions to CEO.

## BUSINESS DEVELOPMENT FUNCTIONS

The purpose of hosting Business Development Dinners during the OC Fair is for staff and the Board of Directors to have an opportunity to develop new business opportunities with existing and new clients, promote the facility for year-round uses and to advocate with stakeholders our education and community outreach initiatives. The Board members will be introduced to guests each night during the dinner. It's important for Board members, as representatives of the 32<sup>nd</sup> District Agricultural Association, to welcome and interact with our invited guests.





# ACRES OF FUN

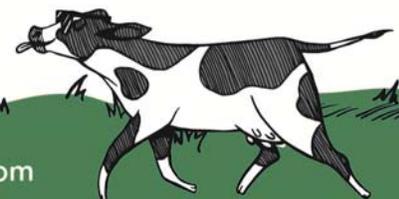
July 12 - Aug 11, 2019

1. We will be inviting outside guests to the Business Development Functions each Thursday, Friday and Saturday night of the OC Fair. As part of your packet is a list of the 2019 OC Fair Business Development Function dates and business groups by type of business that will be invited. If you wish to serve as the Board Host on any of these evenings, please provide the date in which you would like to host to Summer before July 1<sup>st</sup>. The Business Development Area will be in the same location as last year and opens at 6 p.m. nightly. This area will be open each Wednesday and Sunday during the fair for your convenience.
2. For Board of Directors invited business guests, please complete the Board of Directors Business Guest Reservation Form and provide it to Summer, stating the business purpose. See form for instructions.
3. Other guests may pay to dine for \$25. Children are welcome. This is a family environment and children ages 5 years and younger may dine for free and children 6-12 years old are \$12. When you RSVP, please indicate if any of your guests are children and if so, their ages. ***Please submit your dinner reservations at least four days before attending, to Debbie. Please submit Wednesday reservations on the Saturday prior.***

## FOODIE DUTIE MYSTERY SHOP PROGRAM

Board Members will be participating in our “Foodie Dutie” internal mystery shop program. This will provide you the opportunity to help us in collecting feedback from your experience with our concessionaires. Here’s how it works: you will be provided \$250.00 worth of concession vouchers in \$5.00 increments and in turn you are required to complete 10 survey cards rating your concession experience. These surveys provide valuable feedback that is shared with our concessionaire partners – both the good and bad.

Once you have completed your survey card(s) please return them to Summer Angus or drop them off at the business development registration table. These can be used by members of your family as long as the party using the vouchers completes the survey card. If you have any questions regarding “Foodie Dutie”, please contact myself or Summer.





# ACRES OF FUN

July 12 - Aug 11, 2019

## PACIFIC AMPHITHEATRE BACK STAGE BOARD AREA

A Pit ticket is required for access to the Pit area and will be enforced by staff. Please do not bring guests from the Orchestra or Terrace level down to the Pit area without a Pit ticket.

- Board Members and their family and/or guest as outlined in the FPPC ticket guidelines, will have access to the backstage hospitality area and restroom. The hospitality area, located side stage in the Pacific Amphitheatre has a capacity of 27 people. A cash bar will be staffed by Spectra in the backstage hospitality area.
- Each night at the Business Development Area, Board Members will be provided a self-adhesive “silk” for that evening’s show based on each Board Member’s FPPC ticket guidelines. This “silk” must be worn in a prominent place so it can be easily identified by security for access to the backstage hospitality area and restroom.
- Access for Board Members and their family and/or guest is limited to the backstage hospitality area and adjacent restrooms. Please be mindful that this is a live working backstage production area.
- The backstage hospitality area will be open beginning Friday, July 12<sup>th</sup> through Sunday, August 11<sup>th</sup>.
- Artists’ meet and greets are not guaranteed for any performance. If there is a meet and greet offered, Debbie will inform you of time and location.
- If a Board Member wants to view the backstage operations at the Pacific Amphitheatre, please coordinate this with the CEO and, if not available, the VP of Operations.
- In order to assist our staff in performing their duties and responsibilities, it is very important for all of us to follow these instructions carefully.

