



SONOMA COUNTY FAIR & EXPOSITION, INC.

Meeting of the Harvest Fair Board
WEDNESDAY, MARCH 13, 2019; 5:30 p.m.
Sonoma County Fairgrounds Board Room

AGENDA

BOARD MEMBERS: President, Jake Martini; Pat Emery, Vice-President;
Jacqueline Balletto, Percy Brandon, Cindy Crane, Scott Goyne, Michael Haney/Vanessa Renee, Daniel Kedan,
Karissa Kruse/Amy Landlot, Tony Linegar, Teejay Lowe, Mo McElroy, Tammi Matthias, Les Perry

1. Call to Order
2. Introduction of Guests
3. Public Comments on issues not on the Agenda: *Any member of the audience desiring to address the Board on a matter not on the agenda: Please stand and after receiving recognition from the Chair, please state your name and make your comments. In order that all interested parties have an opportunity to address the Board, each person is granted 3 minutes to speak. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen. For items that are on the agenda, each person will be allowed to address the topic being discussed, and will be allowed 3 minutes to speak.*
4. Approval of Agenda
5. Approval of Item 1 through 7 on the Consent Agenda
The Consent Agenda includes routine financial and administrative actions that are usually approved by a single majority vote. Questions or comments are accepted, but there will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Agenda and placed on the Regular Agenda under the appropriate Committee or Agenda Item.
6. Discussion and possible action to approve the Financial Statements through February 28, 2019
(Handout)
7. President's Report- Jake Martini
8. Discussion and Possible Action: Committee Reports
 - a. Ag Outreach
 - i. Ag Partners
 - b. Communications/PR
 - i. Stakeholder Letters
 - c. Beer & Wine
 - i. Judges Recruitment
 - ii. Judging Schedule
 - iii. Competition Fees
 - iv. Wine Competition Guidelines
 - v. Weekend Tasting Glasses
 - vi. Wine Judge's Dinner Host and Venue
 - d. Awards Night
 - i. Award Categories
 - ii. Awardee Selection Process
 - iii. Menu
 - e. Admin/Ad Hoc
 - i. 2020 Schematic
9. Sponsorship Update
10. Discussion and Possible Action: Board Seat Vacancies
11. Discussion and Possible Action: 2019/2020 Harvest Fair
12. Request for Future Agenda Items
13. Adjournment

MARCH DINNER PROVIDED BY: HARVEST FAIR
NEXT MEETING: April 10, 2019

**DISABLED ACCOMODATION: If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact 707-545-4203. Advance notification within this guideline will enable the County to make reasonable arrangements to ensure accessibility.*

CONSENT AGENDA

1. Approval of February 13, 2019 Harvest Fair Board Meeting Minutes (Attachment #1)
2. **Ag Outreach**
Approval of March 7, 2019 committee meeting minutes (Attachment #2)
3. **Communications/PR**
Approval of March 7, 2019 committee meeting minutes (Attachment #3)
4. **Beer & Wine**
Approval of February 13, 2019 committee meeting minutes (Attachment #4)
5. **Awards Night**
Approval of March 7, 2019 committee meeting minutes (Attachment #5)
6. **Admin/Ad Hoc**
Approval of February 13, 2019 committee meeting minutes (Attachment #6)
7. **Admin/Ad Hoc**
Approval of March 7, 2019 committee meeting minutes (Attachment #7)



Sonoma County Harvest Fair

**DRAFT Minutes of the
Board of Directors' Meeting
Wednesday, February 13, 2019 5:30 p.m.
Sonoma County Fairgrounds Board Room**

DIRECTORS PRESENT: Jake Martini, President; Pat Emery, Vice-President; Becky Bartling, Jacqueline Balletto, Cindy Crane, Amy Landlot, Tammi Matthias, Les Perry, Scott Goyne

DIRECTORS ABSENT: Tony Linegar, Mo McElroy, Daniel Kedan, Percy Brandon, Teejay Lowe, Vanessa Renee

OTHERS PRESENT: Heather Borck, Paulette Swallow, Kaitlyn Findley-Thorn

The meeting was called to order by President Martini at 5:32 p.m.

INTRODUCTION OF GUESTS: none

PUBLIC COMMENTS: none

APPROVAL OF THE AGENDA:

Director Balletto moved to approve the agenda; Director Goyne seconded the motion; the motion passed unanimously.

APPROVAL OF MINUTES OF THE January 9, 2019 MEETING:

Director Perry moved to approve the draft January 9, 2019 meeting minutes; Director Mathias seconded the motion; the motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE FINANCIAL STATEMENTS THROUGH December 31, 2018:

Director Emery moved to approve the financial statement; Director Perry seconded, the motion passed unanimously.

PRESIDENT'S REPORT:

President Martini reported that committees have been formed and meetings have taken place already. Discussion around 2019/2020 plans have been productive so far. He has reached out to Bottle Barn and Tom Scott to ask about recommendations for board seat vacancies; he has not had a response from either of them yet.

DISCUSSION AND POSSIBLE ACTION COMMITTEE REPORTS:

Culinary: At the culinary committee meeting Director Kedan recommended that culinary awards be given separately from the food competition to recognize local chefs. It was also recommended to offer, but not require professional food participants to provide samples in the tasting pavilion. **Director Mattias moved to approve the January 31, 2019 Culinary Committee Minutes; the motion was seconded by Director Balletto; motion passed unanimously.**

Ag Outreach: The Ag Outreach committee is working to determine a direction for 2019. Potential partners were discussed at the meeting. Director Linegar will reach out to Marin Cheese Trail and Farmers Market groups to see if they are interested in participating. **Director Mattias moved to approve the January 31, 2019 Ag Outreach Committee Minutes; the motion was seconded by Director Balletto; motion passed unanimously.**

Communications/PR: Communications had discussion around recruitment of people in the community and how we can get them to attend harvest fair. They also discussed how the 2020

change should be proposed to the wineries and what incentives will be for them to participate in the new model. **Director Crane moved to approve the January 31, 2019**

Communications/PR Committee Minutes; the motion was seconded by Director Balletto; motion passed unanimously. With the elimination of the Retail Wine Store at the Harvest Fair it was suggested that local retailers such as Pacific Market, Willbees, FirCrest Market, Big John's Market and Petaluma Market be contacted for partnership.

Beer and Wine: The Beer and Wine Committee meeting took place February 13. Exhibits Coordinator Borck requested for continuity between 2019 and 2020 Sheila Quince and Bob Fraser be offered two-year contracts to coordinate the wine competition. **Director Crane moved to approve offering two-year Wine Competition Coordinator contracts to Sheila Quince and Bob Fraser at the 2018; Director Goyne seconded the motion; the motion passed unanimously.** Exhibits Coordinator Borck will work with Quince and Fraser for a list of proposed changes to the wine judging categories. It was requested that the 2019 and 2020 guides be worked on simultaneously.

Admin/Adhoc: The Admin/Adhoc committee has requested that staff work on a job description for the event coordinator position. **The Director Perry moved to approve the minutes from the January 31 Admin/Ad Hoc Committee meeting on January 31, 2019, the motion was seconded by Director Balletto; motion passed unanimously.** The Admin/Adhoc Committee also met on March 7. A draft budget was presented to the board. A budget summary can be found attached. **Director Emery moved to approve the 2019 budget as presented; Director Matthias seconded the motion; the motion passed unanimously.**

DISCUSSION AND POSSIBLE ACTION CONTRACT BETWEEN SONOMA COUNTY HARVEST FAIR BOARD AND SONOMA COUNTY FAIR BOARD:

The updated contract was reviewed by the board. It was noted that the largest change could be found in the "Use of Facilities" paragraph. The contract now names facilities that can be utilized; additional facilities would need to be approved by Fair Management. **Director Goyne moved to accept the Sonoma County Harvest Fair Board and Sonoma County Fair Board contract as presented; motion seconded by Director Matthias; motion passed unanimously.**

Exhibits Coordinator Borck will provide a copy to President Martini to sign. The contract will be placed on the next Sonoma County Fair Board meeting agenda for approval.

DISCUSSION AND POSSIBLE ACTION: CONTRACT WITH LUTHER BURBANK CENTER FOR THE ARTS NTE 16K:

Exhibits rep Borck reported that the cost for rental has gone up due a minimum wage increase and rental costs increasing. The Luther Burbank Center of the Arts have offered a discount; however the contract indicated a \$5,000 increase from 2018. Luther Burbank Center for the Art has expressed concern regarding the awards night videos and would like to work with us on execution to ensure the show runs smoothly. **Director Crane moved to approve the contract with Luther Burbank Center for the Arts as the venue for the 2019 Harvest Fair Awards Gala not to exceed \$16k, the motion was seconded by Director Mathias; motion passed unanimously.**

REQUEST FOR FUTURE AGENDA ITEMS:

Board seat vacancies
Ag Outreach Direction

Director Crane moved to adjourn the meeting at 6:40, Director Goyne seconded the motion; motion passed unanimously.

2019 Budget Summary

- License & Permit fee decrease due to fewer locations to pull permits based on concentration in Grace Pavilion. Change in tasting pavilion food structure will also result in fewer required permits. (Currently pay a fee per 6 food stations.)
- Wages & Benefits decrease due to elimination of retail component; one less event day; consolidation of gate staff and reduction of additional event staff
- \$10,000 in TOT "Community Investment Funds" included
- \$1,000 included for Friday night strolling entertainment in Grand Tasting
- Removal of entertainment stage and music in shade park
- New LBC contract amount included
- No funds for chef demos or DIY workshops included
- Reduction in publicity contracts due to projects being completed in-house
- Removal of retail sales
- Small revenue included related to alcohol and food concessions in shade park as well as commercial space within the tasting pavilion
- Reduction in security due to elimination of retail and an event day
- Grand tasting revenue 1,800 single day tickets at \$60; 30 two day tickets at \$120; 52 designated driver at \$25

2019 Harvest Fair Budget

	2017 Actual	2017 Actual	2018 Budet	2018 Budget	2018 Actual	2018 Acutal	2019 Budget	2019 Budget
	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
ADMINISTRATION								
Insurance	2500		2,500		2,744		2,500	
Director's Expense	581		500		484		500	
Licenses & Permits	5971		6,100		5,361		2,755	
<i>ABC</i>	1112		1,200		716		150	
<i>So Co Environmental Health</i>	4508		4,500		4,454		2,555	
<i>Awards Night</i>	50		100		50		50	
<i>Misc Program</i>	300		300		141			
Bank Fees	12947		14,000		12,054		13,000	
Postage	2000		2,000		2,000		2,000	
Wages & Benefits	100663		100,000		90,994		53,000	
<i>Temporary</i>					40,994		28,000	
<i>Permanent</i>	39085		38,422		50,000		25,000	
Sponsorship		24300		25,000		11,800		12,000
TOT		10000		10,000		10,000		10,000
Administration Total	124662	34300	125,100	35,000	113,637	21,800	73,755	22,000
ATTRACTIONS								
Entry Fees- Grape Stomp		3140		3,000		3,600		3,500
Contract Services- Grape Stomp	5193		5,500		3,625		3,875	
<i>Sound</i>	3193		3,500		1,875		1,875	
<i>Grapes</i>	2000		2,000		1,750		2,000	
Awards- Grape Stomp	1500		1,500		1,543		1,500	
Supplies- Grape Stomp	1684		2,000		723		1,500	
<i>T-shirts & misc</i>	1684		2,000		723		1,500	
Contract Services-Attractions	13143		11,600		9,810		1,000	
<i>Entertainment</i>	8600		8,600		5,300		1,000	
<i>Sound</i>	3193		3,000		4,510			
Supplies - Attractions	701		1,250		1,158		1,000	
<i>Muerath Ranches (Pumpkins etc)</i>	562		750		1,003		500	
<i>Misc Supplies</i>	139		500		155		500	
Attractions Total	22220	3140	21,850	3,000	16,859	3,600	8,875	3,500
AWARDS NIGHT								
Ticket Sales		60025		70,000		62,450		60,000
Sponsorships		22500		22,500		18,800		15,000
Contract Services	23487		24,400		16,580		21,859	
<i>Sheila Quince</i>	4800		4,800		0		0	
<i>LBC</i>	9996		10,000		10,154		15,359	
<i>Beverage Service</i>	2205		3,000		0		0	
<i>Video Production (John Le)</i>	5886		6,000		6,426		6,500	
<i>Photographer</i>	600		600		0		0	
Awards	712		750		803		800	
Supplies	875		1,000		555		800	
Cost of Goods	33853		33,075		37,998		39,000	
Equipment Rental	9952		10,000		1,247		3,000	
Awards Night Total	68879	82525	69,225	92,500	57,183	81,250	65,459	75,000

	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
CULINARY COMPETITIONS								
Entry Fees- Pro Food		4152		4,500		4,005		4,000
Contract Services- Pro Food	4500		3,500		3,500		3,500	
<i>Anne Vercelli</i>	2500		3,500		3,500		3,500	
<i>Sheila Quince</i>	2000							
Judge's Expenses- Pro Food	70		100		70		100	
Awards- Pro Food	827		950		1,351		500	
Supplies- Pro Food	729		1,000		417		500	
CULINARY TOTAL	6126	4152	5,550	4,500	5,339	4,005	4,600	4,000
	6126	4152	5,550	4,500	5,339	4,005	4,600	4,000
MISC PROGRAMS								
Contract Services - Chef Demo	1600		2,500		2,500			
<i>Anne Vercelli</i>	1000		1,500		1,500			
<i>Chef Demos 5 @ 200 each</i>	600		1,000		1,000			
Supplies Chef Demo	458		500		447			
Total Chef Demo	2058		3,000		2,947			
Entry Fees - Art Show		1060						
Art Sale Revenue		175						
Supplies- Art Show	504							
Awards- Art Show	200							
	704							
Ticket Sales - DIY Workshops		6025		3,500		982		
Contract Services - DIY Workshop	2905		2,500					
<i>Workshop Coordinator</i>	2505		1,500					
<i>Workshop Contractors</i>	400		1,000					
Supplies - DIY Workshop	292		300		1,463			
	3197	6025	2,800	3,500	1,463	982		
Misc Total	5959	7260	5,800	3,500	4,410	982		
PUBLICITY/MARKETING								
Advertising	47387		47,000		43,786		45,000	
Contract Services	9369		15,170		16,284		10,000	
<i>Posters/Schedule of Events</i>	1399		1,399		1,170			
<i>Contracts</i>	6341		6,341		14,705			
<i>Signage</i>	1629		1,629		409			
Publicity/Marketing Total	56756		62,170		60,070		55,000	
RETAIL SALES								
Retail Sales Revenue		70459		75,000		44,834		
Contract Services	5000		5,000		4,500			
<i>Retail Coordinator</i>	5000		5,000		3,500			
<i>Shopkeep 1,000</i>					1,000			
Supplies	775		1,000					
Cost of Goods	48742		50,000		27,179			
Misc. Expense	70		200		215			
Equipment Rental -(alarm)	1279		1,000		1,000			
Retail Sales Total	55867	70459	57,200	75,000	32,894	44,834		

	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
VENDORS								
Alcohol Concessions		1780		1,750		2,473		500
Concessions		1725		1,750		3,942		1,500
Commercial Space		9188		7,000		6,725		2,000
Insur Reimbursement		789		500		568		100
Commercial Vendor Contractor	4260		4,500		878			
Vendor Total	4260	13482	4,500	11,000	878	13,708		4,100
OPERATIONS								
Contract Services -(security)	6527		8,000		7,881		4,750	
Supplies	99		500		446		500	
Equipment Rental	6448		5,200		6,832		3,700	
<i>Tents</i>	6125		5,000		6,632		3,500	
<i>Light Towers</i>	200		200		200		200	
<i>Sissorlift</i>	123							
Utilities & Garbage	5500		5,500		5,500		5,500	
Misc Expense	466		2,000		1,202		1,500	
Misc Revenue		1135				2,613		
Admissions (Generate Gate)		9915		7,000		6,850		
Parking		13698		11,000		13,278		8,000
Operations Total	19040	24748	21,200	18,000	21,861	22,741	15,950	8,000
TASTING								
Ticket Sales - Tasting		136771		143,500		126,516		112,900
<i>Grand Tasting (1800)</i>		125670		138,000		122,276		108,000
<i>2 Day Grand Tasting (30)</i>		4425		4,000		2,940		3,600
<i>Designated Driver</i>		1540		1,500		1,300		1,300
<i>Taste of Gold</i>		1730						
<i>Port & Chocolate</i>		2420						
Contract Services	11683		4,000		3,975		3,500	
<i>Sheila Quince</i>	6000							
<i>Entertainment/Music (Carl Vast)</i>	975		1,000		975		1,000	
<i>Spectra (Port & Chocolate)</i>	1708							
<i>Décor (Dan Pozzi)</i>	3000		3,000		3,000		2,500	
Supplies	20931		20,000		21,173		18,250	
<i>Glasses</i>	9879		10,500		9,919		10,000	
<i>Vinyl</i>	1175		1,500		1,568		1,500	
<i>Awards Booklet</i>	6167		4,000		5,899		3,000	
<i>Ice</i>	1881		1,750		1,237		1,500	
<i>Misc</i>	1829		2,250		2,550		2,250	
Cost of Goods	13013		15,000		14,682		15,000	
Special Repairs & Expense	1584							
Equipment Rental(hand washing static	93		200		200		200	
Tasting Pavillon Total	47304	136771	39,200	143,500	40,030	126,516	36,950	112,900

	Expense	Revenue	Expense	Revenue	Expense	Revenue	Expense	Revenue
WINE /BEER COMPETITIONS								
Entry Fees - Pro Wine		78398		75,000		81,360		81,000
Sponsored Awards -Pro Wine		810		800		520		500
Contract Services -Pro Wine	13507		14,400		13,528		14,400	
<i>Sheila Quince</i>	6400		6,400		6,400		6,400	
<i>Bob Fraser</i>	3000		3,000		3,000		3,000	
<i>Enofile Entry System</i>	4064		5,000		4,128		5,000	
<i>Website update</i>	43							
Judge's Expenses - Pro Wine	19145		18,500		16,618		18,500	
<i>Lodging (Flamingo)</i>	8066		8,000		5,992		8,000	
<i>Travel (Air and land)</i>	5633		5,000		3,924		5,000	
<i>Judge's Luncheons & BBQ</i>	5168		5,000		5,814		5,000	
<i>Other Judge Expenses</i>	279		500		887		500	
Awards - Pro Wine	8385		9,500		7,796		9,500	
<i>Medals (Crown)</i>	3980		5,000		4,116		5,000	
<i>Ribbons (Hodges)</i>	3695		3,500		3,349		3,500	
<i>Medal Stickers</i>	710		1,000		331		1,000	
Supplies - Pro Wine	1749		1,750		1,509		1,750	
Equipment Rental - Pro Wine	4899		5,000		3,998		5,000	
Total Pro Wine	47684	79208	49,150	75,800	43,449.04	81,880	49,150.00	81,500
Entry Fees - Amateur Wine		3468		4,000		2,988		3,000
Awards - Amateur Wine	180				43		200	
Supplies -Amateur Wine	853		1,000		1,417		1,000	
<i>Luncheon & Other Supplies</i>	853		1,000		1,000		500	
Equipment Rental - Wine-Beer Competitions					417		500	
Total Amateur Wine	1033	3468	1,000	4,000	1,460	2,988	1,200	3,000
Entry Fees -Home Brew		1392		1,500		1,200		1,200
Supplies - Home Brew	800		800		819		800	
<i>Lunch</i>	620		600		600		600	
<i>supplies</i>					72		100	
<i>Showworks & Misc</i>	180		200		148		100	
Total Home Brew	800	1392	800	1,500	819	1,200	800	1,200
Total Wine/Beer Competitions	49517	84068	50,950	81,300	45,729	86,068	51,150	85,700
	460590	460905	\$462,745	\$467,300	\$398,889	\$405,504	\$311,739	\$315,200
Profit		315	Profit	\$4,555	Profit	\$6,615	Profit	\$3,461

AGREEMENT BETWEEN SONOMA COUNTY FAIR & EXPOSITION, INC.
AND
THE HARVEST FAIR ASSOCIATION OF SONOMA COUNTY

THIS AGREEMENT made and entered into this 1st day of April, 2019 by and between Sonoma County Fair and Exposition, Inc. (Hereinafter "Fair") and Harvest Fair Association of Sonoma County, Inc. (hereinafter "Harvest Fair") both California non-profit corporations.

W I T N E S S E T H:

WHEREAS, Fair, pursuant to agreement with the County of Sonoma (a) holds and conducts an annual Sonoma County Fair and (b) manages and operates Sonoma County Event Center at the Fairgrounds; and

WHEREAS, Harvest Fair was formed by Fair to conduct an annual event to exhibit local agricultural crops and products; and

WHEREAS, Harvest Fair has functioned, in general, as a showcase for the products of farms, orchards and vineyards to give them adequate recognition and to foster and enhance the economic welfare of the agricultural industry by exhibition of such products; and

WHEREAS, since its inception, Harvest Fair has been the recipient of financial support from the County of Sonoma's Transient Occupancy Tax "bed tax" funds, for the purpose of promoting, holding and conducting Harvest Fair's annual event; and

WHEREAS, Harvest Fair's Board of Directors is comprised of members of Fair's Board of Directors, and representatives of most facets of agriculture; and

WHEREAS, Harvest Fair's Articles of Incorporation provide that upon dissolution, all of its assets shall go to Fair; and

WHEREAS, it is the mutual desire of the parties hereto that the present relationship of the parties be preserved and fostered, and that such desire be expressed in written form hereby, together with certain understandings and agreements hereinafter set forth with respect to the holding and conducting of the annual Harvest Fair at the Sonoma County Event Center at the Fairgrounds managed by Fair, and that the financial and supporting considerations herein contained reflect such relationship; and

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. TERM: This Agreement shall be effective for the period commencing on April 1, 2019 through March 31, 2021 unless terminated earlier. The term of this Agreement may be extended, by Fair for a period up to but not exceeding one year.
2. TERMINATION OF AGREEMENT AND APPOINTMENT: This Agreement and Harvest Fair's appointment as agent may be terminated at any time by order of Board of Directors of the Fair. Upon termination, Harvest Fair shall immediately tender to the Fair all possessions and funds of the Harvest Fair.

3. PURPOSE AND AUTHORITY TO CONDUCT HARVEST FAIR: The Fair hereby authorizes the Harvest Fair to conduct the annual event at the Sonoma County Event Center at the Fairgrounds, under the sponsorship of Fair and as Fair's special agent.
4. USE OF FACILITIES: Harvest Fair is authorized to use the Sonoma County Event Center at the Fairgrounds to hold and conduct the Sonoma County Harvest Fair in the Fall of 2019 and as part of the Sonoma County Fair in 2020. Such use shall include facilities and equipment historically used as part of the competitions; Grace Pavilion and Shade Park for the two-day public event in 2019 and the Saralee Building for the two-day public event in 2020. Other facilities may be utilized as agreed upon by fair management. Equipment incidental to such use as Fair has available; but the installation, movement or placement of equipment, and other expenses shall be at the expense of Harvest Fair.
5. EMPLOYMENT OF PERSONNEL:
 - a. Harvest Fair shall reimburse to the Fair the actual cost of all permanent and temporary employees assigned duties in connection with Harvest Fair by Event Manager. The contract price for such labor and services shall be the employment costs (salaries, benefits, workers compensation insurance and payroll costs) to Fair for such employees.
 - b. Harvest Fair will NOT pay Fair for costs associated with the following permanent management staff members: Fair Manager, Deputy Fair Manager, Exhibit Supervisor, Buildings and Grounds Superintendent, Interim Events Manager, Entertainment Manager and Controller; provided these positions are filled by a permanent employee of the County Fair.
 - c. Although the terms outlined above will determine the reimbursement costs associated with Fair employees, the Fair Manager may be required to provide to the Fair Board, on an annual basis, an estimate of employment costs associated with those management staff that are not directly billed to the Harvest Fair.
 - d. To the extent reasonable and practical, regularly employed Fair staff will be utilized for Harvest Fair event preparation and implementation.
6. ACCOUNTING: The Fair Controller shall be responsible for processing disbursements, financial reporting, accounting, and all financial controls and procedures connected with the Harvest Fair in accordance with generally accepted accounting principles, and shall comply with all reporting requirements of public agencies having jurisdiction over Harvest Fair and may prepare and submit consolidated reports.
7. INDEMNIFICATION: Harvest Fair agrees to accept all responsibility for loss or damage to any person or entity, including FAIR and the County of Sonoma, and to indemnify, hold harmless, and release FAIR and the County of Sonoma, their officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Harvest Fair, that arise out of, pertain to, or relate to this Agreement. Harvest Fair agrees to provide a complete defense for any claim or action brought against FAIR and/or the County of Sonoma based upon a claim relating to Harvest Fair's performance or obligations under this Agreement. Harvest Fair's obligations under this Section apply whether or not there is concurrent negligence on the part of the FAIR or the County of Sonoma, but, to the extent required by law, excluding liability due to the FAIR's conduct. FAIR and the County of Sonoma shall have the right to select their own legal counsel at Harvest Fair's expense, subject to Harvest Fair's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Harvest Fair or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

8. INSURANCE:

- a. The Sonoma County Fair & Exposition, Inc. requires the Harvest Fair to pay its pro rata share of the cost of the Sonoma County Fair's annual liability insurance costs. This pro rata share will be determined by a ratio calculated by comparing the yearly total attendance of the two events. *(For example, if the County Fair's total annual attendance was 300,000 and the Harvest Fair's total annual attendance was 20,000; the Harvest Fair will pay 6.67% of the Liability Insurance costs paid by the County Fair.)*
- b. The parties understand and acknowledge that the County of Sonoma has agreed to indemnify, defend and hold harmless the directors, officers, and employees and agents of Fair and Harvest Fair from and against any and all claims, losses, damage or liability, including attorney's fees and all costs of defense, arising out of the operation and management of the fairgrounds, including Harvest Fair activities and events, in the same manner and to defend any other officer or employee of the County of Sonoma:-

9. UTILITIES AND OTHER EXPENSES:

- a. Harvest Fair will reimburse Fair for a portion of utilities to the amount of \$5,500 paid annually for the contract term.
- b. Harvest Fair will reimburse Fair for a portion of postage expense to the amount of \$2,000 paid annually for the contract term.

10. MONETARY CONTRIBUTION: In addition to total cost of direct labor, utilities and other expenses, the Harvest Fair will contribute a reasonable amount to the Fair for capital improvements and major deferred maintenance projects beneficial to both Fair and Harvest Fair. Historically, the amount of such contribution has been any amount held by the Harvest Fair as an unencumbered fund balance in excess of \$50,000, calculated as of December 31 of each year of this Agreement.

The County Fair Board realizes that the Harvest Fair fund balance has fallen below \$50,000 and also recognizes that since 2013, the Harvest Fair has undertaken a revamping of its programming to better serve the organization's mission. Realizing that this rebuilding process will take time to have a positive financial effect on the Harvest Fair, both Boards agree to the following:

- a. The Harvest Fair Board is not required to budget for a minimum amount of profit;
- b. Net Revenue Share: Harvest Fair will retain 50% of net profits which will go towards fulfilling the target fund balance of \$50,000. The remaining 50% of net profits will be retained by Fair.
- c. Once Harvest Fair realizes the goal of a \$50,000 fund balance, the revenue sharing arrangement between Fair and Harvest Fair may be renegotiated within the contract terms.

Note: This deviation from the historical monetary contribution is intended to allow the Harvest Fair to rebuild itself and will apply to the calendar term of this agreement only. Future agreements may revert back to the original monetary contribution requirement or have a different requirement as determined by future Fair and Harvest Fair Board members

11. BUDGETARY APPROVAL: The annual Harvest Fair budget and any budget transfers that may be necessary shall be reviewed and approved each year by the Board of Directors of the Sonoma County Fair and Exposition, Inc. Harvest Fair shall annually submit to Fair a tentative budget for the succeeding calendar year on or before the fifteenth day of May of each year. Fair shall make such alterations as it deems appropriate in said budget allowing Harvest Fair a reasonable amount of time to comment on any such alterations.

12. COMPLIANCE WITH PUBLIC MEETING AND DISCLOSURE LAWS: Harvest Fair Board shall comply with the provisions of the Ralph M. Brown Act (Government code section 54950 et seq.) and the California Political Reform Act (Government Code section 1090 et seq.).
13. COMPLIANCE WITH LAW: Harvest Fair will not permit or allow any violation of the local, state, or federal laws in connection with performance of this Agreement.
14. ASSIGNMENT: This Agreement is not assignable by Harvest Fair, voluntarily or otherwise.

The parties have executed this Agreement the day and year shown above.

HARVEST FAIR ASSOCIATION OF SONOMA COUNTY, INC.

By: _____
Harvest Fair Board President

_____ Date

SONOMA COUNTY FAIR AND EXPOSITION, INC.

By: _____
Sonoma County Fair Board President
_____ Date

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: **19-059**

Performance Date(s): **September 29, 2019**



Client Sonoma County Harvest Fair Contact Heather Borck Email Heather.borck@sonoma-county.org Address 1350 Bennett Valley Road	Performance Harvest Fair Awards & Dinner Phone 707.545.4203 City/St/Zip Santa Rosa, Ca 95404
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SCHEDULE OF EVENTS

Date(s)	Venue	Event	Agr	Access Time	Event Time
Sunday, September 30, 2019	Grand Lobby	Reception	500-700	10:00am-9:30pm	4:00pm-5:30pm
	Person Theater	Awards	500-700	10:00am-9:30pm	5:30pm-6:30pm
	Pavilion	Dinner	500 max	10:00am-9:30pm	6:30pm-9:00pm
	Courtyard	Flow	Flow	10:00am-9:30pm	5:00pm-9:00pm
	Fireside Room	Food Prep	Flow	10:00am-9:30pm	Flow
	Kitchen	Food Prep	Flow	10:00am-9:30pm	Flow

RENTAL PACKAGE

FIXED ANCILLARY

ITEM/VENUE	# ITEMS PER SHOW	LINE TOTAL
Person Theater	1	\$3,500.00
Lobby	1	\$2,800.00
Fireside/Kitchen	1	\$675.00
Pavilion	1	\$2,200.00
Chairs, vendors (2 per table), lobby	28	\$56.00
Chairs, registration, lobby	4	\$8.00
Chairs, padded, on stage, main theater	8	\$16.00
Lighting package, main theater	1	\$800.00
Microphone, wireless main theater	1	\$25.00
Microphone, backup off-stage	1	\$25.00
Parking crew	1	\$150.00
Pipe & drape, lobby	6	\$450.00
Podium, on stage	1	\$25.00
Production manager	1	\$1,000.00
Projector, main theater	1	\$500.00
Restrooms, pavilion	1	\$500.00
Sound package, main theater	1	\$800.00
Tablecloths, on all tables	72	\$216.00
Tables, 6' registration & bar back, lobby	6	\$60.00
Tables, 6' service tables, main theater	8	\$80.00
Tables, 6' service tables, pavilion	4	\$40.00
Tables, 8 vendors, lobby	16	\$160.00

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: **19-052**

Performance Date(s): **September 29, 2019**



Tables, 8' wine bar/glasses, lobby	6	\$60.00
Tables, 8' awards, main theater	2	\$20.00
Tables, 24" talls, doors 3 & 5, lobby	4	\$40.00
Tables, 24" talls, lobby	20	\$200.00
Tables, 24" talls patio, lobby	6	\$60.00
Ushers, main theater	1 crew	\$150.00
SUB-TOTAL		\$14,616.00

VARIABLES *subject to change based on actuals post-event.*

Production crew	1 crew	\$2,400.00
Fire inspection	1	\$125.00
General liability insurance	1	\$230.00
Liquor liability insurance		\$56.00
Path lighting	1	\$877.00
Seat removal	1	\$210.00
Security crew	1	\$500.00
Tent rental (outside vendor)	1	\$2,500.00
Chairs, specialty	500	\$1,845.00
SUB-TOTAL		\$8,743.00

SUB-TOTAL	\$23,359.00
CLIENT DISCOUNT	(\$8,000.00)
GRAND TOTAL	\$15,359.00

PAYMENT SCHEDULE

NON-REFUNDABLE DEPOSIT DUE BY FEBRUARY 28, 2019	\$1,500.00
1ST INSTALLMENT DUE BY JUNE 28, 2019	\$6,929.00
FINAL BALANCE DUE BY AUGUST 28, 2019	\$6,930.00

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: **19-059**

Performance Date(s): **September 29, 2019**



TERMS AND CONDITIONS

FACILITY RENTAL AGREEMENT: (this "**Agreement**"), effective as of the last date set forth on the signature page hereto (the "**Effective Date**"), is made by and between the Luther Burbank Memorial Foundation, a California non-profit public benefit corporation dba Luther Burbank Center for the Arts ("**Center**"), and the party set forth as "**Client**" above.

NON-REFUNDABLE DEPOSIT: A non-refundable deposit is due at the time of signing this agreement. The deposit will be credited towards the balance of the contract and deducted at the final settlement. The remaining balance may be taken from the settlement based on the ticket revenue of sales 30 days prior to the show date. **Client** will be notified if a balance is due if the total sales does not meet the amount due.

GUIDELINES: **Client** is required to read all guidelines that relate to their event and adhere to all. Non-compliance will result in breach of contract. Includes but not limited to: marketing, ticketing, assumption of liability. Insurance policies and cancellation policies. **Client** is not permitted to use confetti, streamers & snow machines within any venue space at the center. If **client** does not adhere to these conditions, **client** will be billed for all labor and specialty-cleaning fees that will incur if these are used (confetti, streamer, & snow machine).

INSURANCE REQUIREMENTS: The **center** requires that all **clients** maintain in full force, during the occupancy of the rented venue and event dates a \$1M general liability insurance coverage (see insurance policy for more information). Verification is required and must be submitted to the rentals department within 30 days of the event date. **PROOF OF INSURANCE DUE BY AUGUST 28, 2019.**

In Witness Whereof, the parties have executed this Facility Rentals Agreement effective as of the date first set forth below and on page 10 of the terms and conditions.

SIGNED AGREEMENT IS DUE BACK BY FEBRUARY 28, 2019.

Venue

Luther Burbank Memorial Foundation

By: _____

Date: _____

Client

Sonoma County Harvest Fair

By: _____

Date: _____

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: **19-059**

Performance Date(s): **September 29, 2019**



SCHEDULE C – TERMS AND CONDITIONS

This Facility Rental Agreement (this "**Agreement**"), effective as of the last date set forth on the signature page hereto (the "**Effective Date**"), is made by and between the Luther Burbank Memorial Foundation, a California non-profit public benefit corporation dba Luther Burbank Center for the Arts ("**Center**"), and the party set forth as "**Client**" on the Agreement attached hereto and included herein by reference (the "Summary of Terms and Conditions"). Unless otherwise defined herein, all capitalized terms used herein shall have the meaning ascribed thereto in the Summary of Terms and Conditions.

- 1. LICENSED AREAS AND LICENSE PERIOD:** Center shall rent to Client the premises, rooms or areas, hereafter referred to collectively as "**venue**" for the times as indicated under **Access In** and **Access Out** on the Schedule A.
- 2. RENTAL FEES:** Client shall pay to the Center as rent for the use of the venue space as provided herein as indicated in the set forth on **Schedule A**. Unless otherwise provided in writing, all fees and charges and signed Agreement owed by Client to Center shall be paid to the Center on the contractual dates listed on the Agreement. The final balance shall be due no later than 30 days prior to the Access in date as set forth on **Schedule A**. Unless expressly set forth herein, under no circumstances shall Client have the right to offset or withhold signed Agreements, any rent or fees due to Center pursuant to this Agreement. In the event the signed Agreement, deposits and balance on contracts are not received within 30 days of the contractual due, date the Center reserves the right to release the event date and cancel all events being held.
- 3. DEPOSITS:** Client shall pay to Center upon executive of this Agreement the contracted non-refundable deposit. Client is responsible for any damage to the building, structures, equipment, furniture, fixtures and furnishings and all contracted items that include number of guests, period, security, alcohol usage and setup during the rental period and rented venue. Deposits shall be retained by Center to the extent the venue space is not left in an acceptable condition or the contracted Agreement is breached as determined by Center following Client's use of the rented venue space.
- 4. SECURITY:** Client shall contract for security on all events serving alcohol or events over 200 people. Center will supply security guards and will be included in the contracted Agreement or added on and Client will be billed post-event for the addition. No outside security will be permitted. Center requires one (1) guard per every 100 guests attending. Center reserves the right to add additional security based on the flow of the vent and type of alcohol service.
- 5. FINAL GUARANTEE:** Client shall give final guarantee with the events department during the advancement of their event. If the number of guests exceed the final guarantee, less than 3 days prior to the event date by ten (10) Center shall reserve the right to charge additional labor.

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: **19-059**

Performance Date(s): **September 29, 2019**



- 6. CANCELLATION:** If Client cancels or post-pones the planned event within the following timeframes listed below, Client shall forfeit or owe to, the percentage listed based on the timeframe of cancellation. Notwithstanding any other provision of this Agreement, Center shall have the absolute right to terminate all or any portion of this Agreement upon thirty (30) days written notice. Further, Center May terminate this Agreement at any time when the Center, venue space or any portion thereof are required for public necessity or emergency use. In the event of termination under public necessity or emergency use only, all monies shall be refunded.

Date of Cancellation	% of Contracted Amount Owed
Cancellation between date of signing contract and 120 days prior to event date	40%
Cancellation between 199 days and 90 days of event date	60%
Cancellation between 89 days and 60 days of event date	75%
Cancellation between 59 days and date of event	100%

*events labor is scheduled in advance, notification of cancellation less than seven (7) days prior to event date are subject to additional labor charges based on the type of event. Center reserves the right to cancel the event at anytime due to unforeseen circumstances or the withholding of signed Agreements and payments and/or deposits.

- 7. MULTI-USE FACILITY:** Client acknowledges that the Center is a multi-use facility and that no exclusive right to the use of common areas is herein granted. Client further acknowledges that other events may be booked in areas adjacent to or near the venue rented under this Agreement. Client agrees to adjust sound levels, parking and traffic flow (motor vehicle or pedestrian) as directed by Center's representatives.
- 8. DESCRIPTION OF SERVICES, PERSONNEL, MATERIALS AND EQUIPMENT; REQUESTS FOR ADDITIONAL INFORMATION:** Client shall no later than the effective date provide Center with a complete and accurate written description of the nature and type of event as set forth on **Schedule A** ("the event Description") including, without limitation, an enumeration of all service and personnel requirements of Client and all materials and equipment to be used in connection with the event. Services requirements to be enumerated shall include, without limitation and by way of example, food, beverage, table and linen services as well as any audio/visual services as may be required in connection with the event. Personnel requirements to be enumerated shall include, without limitation and by way of example, performers, stage crew personnel, lighting and sound technicians, box office personnel, ushers, caterers, valet personnel and security officers. Center may from time to time request from Client additional information regarding the event. Client shall in such case promptly respond to any such requests in writing (unless Center's request for such additional information was delivered to Client in some manner other than writing in which case Client's response may be delivered in writing or in the same form as which the request was made.) Should Client determine subsequent to the delivery of the event description or response to a subsequent request for additional information that the information contained therein is inaccurate, incomplete or misleading, Client shall promptly, but in no event later than fourteen (14) days prior to commencement of the rental period, deliver to Center written notice fully detailing and correcting any information that is inaccurate, incomplete or misleading. Center reserves the right to charge reasonable fees or to deny or disallow any changes, additions or omissions from those descriptions as contained in the event description. Client shall no later than fourteen (14) days prior to the holding of the event deliver to Center a copy of all performance and technical riders between Client and performing groups.

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: **19-059**

Performance Date(s): **September 29, 2019**



- 9. HOLD HARMLESS; INDEMNIFICATION:** Client shall hold harmless, defend and indemnify Center, its employees, officers, directors, representatives, agents and any other persons holding an interest in the Center (collectively referred to hereafter as the "Indemnified Parties") from and against any liability, lawsuit, action, claim, damages, cost or expense owed to or alleged to be owed to or brought by or on behalf of Client, its employees, officers, directors, representatives, agents and any other persons arising out of or in connection with the transactions and use of the Facilities contemplated by this Agreement including without limitation loss of life, personal injury, property damage and lost profits.
- 10. INSURANCE:** Client shall at its sole cost and expense maintain in full force and effect during the Rental Period, including any extensions thereof, and during Client's actual use and occupation of the Facilities as herein provided, bodily injury, personal liability and property damage insurance **naming The Luther Burbank Memorial Foundation, its Board of Directors, employees, agents and representatives, as additional named insured's** with primary coverage, whether or not such additional named insured's shall have other insurance coverage against any losses covered by the insurance to be provided under this paragraph. Insurance policies to be maintained by Client under this paragraph shall be for coverage amounts not less than one million dollars (\$1,000,000) single limit covering bodily injury, personal injury, and property damage (including legal liability for damage to property of "Center") arising out of or in any way connected with Client's occupancy or activities in connection with this Agreement. Client shall no later than 30 days prior to event date deliver to Center a certificate of insurance showing the minimum coverage limits as provided in this paragraph, the additional named insured's and the policies may not be cancelled without thirty (30) days advance written notice of such pending cancellation being delivered to Center.
- 11. RENTER PROPERTY REMOVAL:** Client shall upon termination of the Rental Period promptly remove from the Facilities all property belonging to Client or caused by Client to be brought upon the premises. Any property not promptly removed may be sold or otherwise disposed (including storage of such property at Client's expense) by Center in such manner, as Center deems appropriate. Client shall reimburse Center for all costs incurred in disposing of or storing Client's property. Client waives all requirements of notice of any sale or other disposition of such property and expressly grants to Center the right to sell such property and to retain the proceeds there from.
- 12. CONDITION OF PREMISES; VACATING PREMISES:** Center shall provide regular housekeeping services in connection with the rental of the Facilities as contemplated hereunder. Notwithstanding, Client shall maintain the Facilities and all adjacent areas in a clean and safe condition at all times. Props, costumes, musical instruments and other items to be used in connection with the event shall be stored in designated areas when not in use. Upon expiration of the Rental Period, Client shall promptly vacate the Facilities and return same to Center in as good condition and repair as at the commencement of the rental period.
- 13. TICKET SALES RETENTION; CREDIT CARD PROCESSING CHARGES:** Client is responsible for understanding terms and conditions of the box office ticket services and paying all applicable fees. Client is financially responsible for credit card processing charges incurred from Client's ticket sales. In the final settlement Center shall retain the specific fee assigned to the Client listed on the Facilities Rental Agreement final settlement terms and conditions note. The retention amount shall be applied by Center against any returned checks or credit charges as well as to ensure Client is other obligations under this Agreement. The balance of the retention amount remaining after payment of any charges and satisfaction of obligations as provided by this paragraph shall be paid to Client. Ticket Prices: Client shall sell tickets only for such prices as advertised.

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: **19-059**

Performance Date(s): **September 29, 2019**



15. **OPENING HOURS:** Center shall open the doors to the Facilities at the time as advertised by Client in connection with the event, but in no case later than one-half hour prior to the scheduled performance time of the event. Client employees shall be in place and ready to accommodate persons attending the event by the time the doors are opened.
16. **CONCESSION SALES:** Center reserves the right to operate for its own account, or contract for the operation for its own account, all concessions ancillary to the event including without limitation all concessions for the dispensing and sale of food, alcoholic and nonalcoholic beverages, programs, souvenirs and novelties. Client is responsible for safeguarding against and absorbing any loss by Center of sales and/or concessions. Upon written consent of Center, Client and any exhibitors or other persons caused by Client to come on the premises may distribute free samples of foodstuffs or beverages. Client may be granted to serve own concessions on a case-by-case basis and must have final approval by Center.
17. **ADVERTISING & PUBLICITY:** No signs or advertisements shall be placed in, on or about the Center or its premises without the prior written consent of Center. Client shall not publicize nor cause to be publicized, in any manner, any performance or event authorized prior to the effective date. All advertising and publicity materials used in connection with the event with references to the Center shall be made as follows: *Luther Burbank Center for the Arts*. All posters, flyers, newspaper, television and other visual advertisements or publicity shall be printed in such a manner that the event sponsor appears in larger and bolder type than the name *Luther Burbank Center for the Arts*. All advertising for fund-raising events shall clearly indicate the name of the nonprofit organization for whose benefit the event is being conducted. All publicity/advertisement must be pre-approved by the Center.
18. **BROADCASTING:** The event shall not be broadcast, televised, or in any manner recorded for reproduction without the prior written consent of Center. Client shall pay in advance of any broadcast or recording all expenses pertaining thereto, including any insurance coverage as may be required by Center. Client shall hold Center harmless from all claims of whatever nature that may be brought in connection with such broadcasting or recording.
19. **COPYRIGHTS:** Client represents and warrants that nothing contained in any performance or materials rendered or provided in connection with any of the transactions contemplated under this Agreement violates or infringes upon any copyright, patent, right of privacy or other statutory or common law rights of any person. Client shall hold harmless, defend and indemnify Center with respect to any and all claims alleging any violation or infringement of copyright, patent, right of privacy or other statutory or common law rights of any person.
20. **SEATING CAPACITY:** Client shall not sell, give away, otherwise distribute, or permit to be sold, given away or otherwise distributed any number of tickets or passes in excess of the capacity of the Facilities Venue as determined by the center.
21. **COMPLIANCE OF LAWS:** Client, its agents and employees, shall comply with all laws, ordinances, rules and regulations as prescribed by any government authority or agency. Client shall further comply with all rules and regulations of Center for the use and occupancy of the Facilities.
22. **ENTERTAINMENT MORALS:** No performance, exhibition, or entertainment that is illegal under any law or ordinance shall be allowed at the Center or the Facilities

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: **19-059**

Performance Date(s): **September 29, 2019**



- 24. CONDUCT; SECURITY; EARLY TERMINATION:** Client shall be solely responsible for the orderly conduct of all persons using the premises by its invitation, either expressed or implied. Center reserves the right to eject or cause to be ejected from the premises any person or persons whose conduct is deemed by Center to be unlawful or otherwise objectionable. By way of example and without limitation, such objectionable conduct shall include unlawful or excessive use of alcoholic beverages, intoxication, illicit drug use, excessive and unnecessary noise, use of profanity, verbally or physically abusive behavior, the making of threats, possession of firearms or other weapons, fighting and dangerous or inappropriate use of motor vehicles. Center shall provide at Client's expense, adequate security protection as Center shall determine is appropriate to maintain order on and about the premises. Center shall have the right to immediately terminate or restrict any event being conducted on or about the Facilities if in Center's sole determination such termination or restriction is warranted for the protection of life, prevention of injury or the preservation of property. In the event that Center exercises its right to immediately terminate or restrict any event, Client shall not be entitled to any refund of any deposits or other monies paid and shall promptly pay to Center any additional costs or expense that results from such termination or restriction of the event.
- 25. BUILDING CONTROL KEYS:** The entrances and exits of the Facilities shall be unlocked at such times as may be required for Client's use. The keys to the premises shall at all times be in the possession and control of Center. Center and its representatives shall have the right to enter any portion of the Facilities, and the premises at all times.
- 26. LOST ARTICLES:** Center shall collect and retain custody of lost articles left in the Facilities by persons attending the event.
- 27. FLAMMABLE MATERIALS:** No flammable materials, such as bunting, tissue paper, crepe paper, etc. shall be permitted to be used for decorations. All materials used for decorative purposes (décor on tables, walls, and stage sets) must be treated with flame proofing and approved by the fire department in accordance with Title 19 of the California Code of Regulations.
- 28. DELIVERIES:** Solely as an accommodation to Client, and without accepting any liability, Center will accept delivery of shipments of property delivered to Client at the Facilities no more than 3 days prior to the event and with the advance approval from the Center. Center shall not be responsible for any loss or damage to or of such property and Client waives any claim it may have as against Center, its employees, representatives and agents that may be brought in connection with the delivery and acceptance of delivery of such property.
- 29. OBSTRUCTIONS:** Client shall not do, nor permit to be done, anything that interferes or may interfere with the effectiveness or accessibility of utility, heating, ventilating or air conditioning systems or any portions thereof. Client shall not do, or permit to be done, anything that interferes or may interfere with free access and passage throughout the facility or the public areas adjacent thereto. Exhibit Entrance: All articles, exhibits, fixtures, materials, displays, etc. shall be brought into or taken out of the Facilities at such entrances and exits and at such times as may be designated by Center.

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: 19-059

Performance Date(s): September 29, 2019



- 31. OCCUPANCY INTERRUPTIONS:** In the event Center, or any part thereof, shall be deemed unsafe, destroyed or damaged by fire, earthquake, flood, or any other cause, or in the event of any casualty or unforeseen occurrence, including without limitation loss of utilities, loss of internet services, judicial rulings, strikes, labor disputes, war, acts of God, act of terrorism, or acts of military authorities, that would render the fulfillment of this Agreement impracticable or impossible (i) this Agreement shall terminate; (ii) Center reserves the right to move Clients to another location within the facility if available; (iii) Center shall not be liable to Client for any damages (including without limitation damages resulting from loss of profits or any consequential damages even if such damages are foreseeable); (iv) Center shall be relieved from any further liability under this Agreement; (v) no claims for compensation, damages, or otherwise shall be made against Center by Client; and (vi) any rental fee for the unused portion of the Rental Period shall be refunded to Client.
- 32. RENTER NOT AGENT OF LANDLORD; INDEMNIFICATION:** Client is not an agent of Center. Client has no authority, and none is given, to bind Center to any contract or other obligation. Client alone is responsible and otherwise liable for all acts or omissions of Client, its officers, employees and representatives. Client further agrees to hold harmless, indemnify and defend Center, its officers, employees and representatives, from and against any and all claims, of whatever nature, brought with respect to any act or failure to act by Client, its officers, employees or representatives.
- 33. LIMITATION ON LIABILITY:** Client agrees that under no circumstances shall Center be liable to Client for any incidental, special, or consequential damages of any nature whatsoever, such as, but not limited to, loss of Center, loss of anticipated profits, or other economic loss, even if Center has been advised of the possibility of these damages.
- 34. NO REPRESENTATION OF SUCCESS:** Client acknowledges that Center has made no representations, warranties, or guarantees as to the potential volume of tickets sales or the possible or expected success of the event. Client further acknowledges that in entering into this Agreement Client is not relying upon any representation, guarantee, or guarantee by Center (including any of Centers, employee, agents, volunteers, or independent contractors) except for representations, if any, expressly set forth in this Agreement.
- 35. RIGHT TO WITHHOLD REVENUE:** Notwithstanding paragraph 11 hereof, Center expressly reserves the right to withhold any Center, proceeds, Security Deposits, or other monies received or held by Center incident to Client's production of the event or otherwise pursuant to this Agreement to satisfy any obligation of Client, including without limitation Client's indemnification obligations, under this Agreement
- 36. NO THIRD PARTY BENEFICIARIES:** Except as expressly provided herein, nothing in this Agreement, express or implied, is intended to confer upon any party other than the parties hereto, or their respective successors and assigns, any rights, remedies, obligations, or liabilities under or by reason of this Agreement.
- 37. ALCOHOL SERVICE/SALES:** Alcohol may only be served (4) consecutive hours with the last ½ hour of event be non-service. If event ends prior to 4 hours, last ½ hour still applies. Alcohol may only be sold at events that are hosted by a non-profit or if licensed caterer/winery who holds an ABC license for the event. Private social functions (non-ticketed or sale of alcohol) is permitted. The Center allows beer, wine and champagne. Spirits are not permitted unless prior authorization has been given to the client by the center. All events serving alcohol must have security provided by the Center.

FACILITIES RENTAL AGREEMENT – SCHEDULE A

Contract #: 19-059

Performance Date(s): September 29, 2019



39. **GOVERNING LAW:** This Agreement shall be governed by and construed under the laws of the State of California without regard to the conflict of laws rules of such state. The parties hereby acknowledge and agree that this Agreement was made and shall be performed in the County of Sonoma in the State of California, and hereby consent to the exclusive jurisdiction and Center of such county.

40. **ACCEPTANCE:** By signing the Facilities Rental Agreement, the Client agrees to all Terms and Conditions set forth in the Facilities Rental Agreement – Schedule A, Schedule B and Schedule C.

Center

Luther Burbank Memorial Foundation

By: _____

Date: _____

Client

Sonoma County Harvest Fair

By: _____

Date _____



**Sonoma County Harvest Fair
DRAFT Minutes of the
AG OUTREACH COMMITTEE
Thursday, March 7, 2019
Sonoma County Event Center
Administration Building - Board Room
1350 Bennett Valley Road, Santa Rosa, CA 95404**

DIRECTORS PRESENT: Cindy Crane Mo McElroy, Amy Landlot, Tony Linegar

DIRECTORS ABSENT: Jacqueline Balletto

OTHERS PRESENT: Heather Borck, Paulette Swallow, Jake Martini, Pat Emery

The meeting was called to order by Action Chair Crane at 3:36 p.m.

Public Comments

No public comments.

APPROVAL OF AGENDA

Director Linegar moved to approve the agenda; Director McElroy seconded the motion; Motion passed unanimously.

UPDATE: CONVERSATIONS WITH AG PARTNERS:

Exhibits Coordinator Borck explained that the list attached to the agenda represents associations that the committee has previously spoken about or additional groups that may be able to provide resources for activities related to this committee. The list contains local as well as statewide and national associations. President Martini stressed that this committee needs to identify its' vision for 2019 as well as 2020. Director Crane suggested that Shone Farm be added to the list. It was also requested that Olive Oil be added. It was discussed that the experience provided to patrons must be considered in the tasting pavilion. Booths that offer interaction would be best suited.

Director Linegar reported that he spoke with the Marin Cheese Trail group, but wanted direction as to what could be offered before he continued with the discussion. He expressed that during his initial discussion he was asked if a stipend could be provided for sampling and if they would be able to sell product. The cheese group discussed an area where they could highlight different businesses and rotate who participated each day. He indicated that he'd spoken with staff and President Martini and knows that the budget must be considered, however, he would strongly suggest the board consider allowing ag producers to sample their product and be able to sell without a vendor fee. Director Linegar further explained that he would like to see a "Makers and Farmers" component to Harvest Fair and that he would be willing to reach out to additional individuals to make this happen if the board approves a policy that allows ag producers to participate without a fee.

DISCUSSION AND POSSIBLE ACTION REGARDING THE 2019/2020 HARVEST FAIR:

The committee directed staff to determine the layout of the tasting pavilion for 2019 so that it can be determined if there is space for the "Makers and Farmers" component as well as vendors to meet the budget. The committee also discussed including the South Pasture in the 2020 event so that the "Makers and Farmers" component could be included. It was suggested a fence could be constructed so that one side of the Clover Sonoma booth was included in the

Harvest Fair area. It was also suggested Clover Sonoma be approached to see if they would be willing to highlight their full product line.

Request for future agenda items

None

Adjournment:

The meeting was adjourned at 4:07pm

Agriculture Partners

American Egg Board
California Ag in the Classroom
California Apple Commission
California Cattlemen Association
California Cheese Guild
California Department of Food and Agriculture
California Lamb
California Raisin
California Specialty Crops Council
California Strawberry Commission
California Wool Growers Association
Community Alliance with Family Farmers (CAFF)
Cooperative Extension
CSA- Community Supported Agriculture
Farm Trails
Farmer's Markets
Feed Sonoma
Go Local
Marin Cheese Trail
Milk Advisory Board
North Bay Dairy Women
Redwood Empire Dairy Goat Association
Redwood Empire Holstein Association
Redwood Empire Sheep Dog Association
Santa Rosa Chamber
Shone Farm
Sonoma County 4-H & FFA
Sonoma County Ag Preservation and Open Space District
Sonoma County Beekeepers
Sonoma County Cattlemen & Cattlewomen
Sonoma County Farm Bureau
Sonoma County Horse Council & Riding Clubs
Sonoma County Master Gardeners
Sonoma County Purebred Sheep Breeders
Sonoma County Tourism
Sonoma County Vintners
Sonoma County Water Agency
Sonoma County Winegrowers
Sonoma County Wool Growers
Sonoma Land Trust (SLT)
Sustainable Agriculture Research and Education (SARE)
US Poultry & Egg Association
Western Growers
Western United Dairyman
Young Farmers and Ranchers
Young Farmers Guild

Businesses:

Ag Credit
Clover
Exchange Bank
Oliver's
Petaluma Farms

Petaluma Poultry
Rato Bank
Summit Bank



**Sonoma County Harvest Fair
Draft Minutes of the
COMMUNICATIONS/PUBLIC RELATIONS
Thursday, March 7, 2019
Sonoma County Event Center
Administration Building - Board Room
1350 Bennett Valley Road, Santa Rosa, CA 95404**

DIRECTORS PRESENT: Tony Linegar, Pat Emery

DIRECTORS ABSENT: Les Perry

OTHERS PRESENT: Heather Borck, Paulette Swallow, Jake Martini, Teejay Lowe

The meeting was called to order by President Martini at 4:09 p.m.

Public Comments
No public comments.

APPROVAL OF AGENDA

Director Linegar moved to approve the agenda; Director Emery seconded the motion; the motion passed unanimously.

REVIEW OF PUBLICITY CALENDAR:

Exhibits Coordinator Borck presented the draft publicity calendar for review. She indicated that the ads are not on the calendar are those are dictated by the ad buys as well as the full set of constant contacts and press releases have not been added. The calendar does include all other Harvest Fair dates and deadlines that have been set at this time.

DISCUSSION AND POSSIBLE ACTION REGARDING THE 2019/2020 HARVEST FAIR:

Borck let the committee know that there is a draft letter to send to the past professional food competition participants. Letters will also be written to professional wine participants, sponsors, retailers and vendors. Borck hopes to have these letters reviewed at the next board meeting to be able to distribute the middle of March.

Request for future agenda items

Adjournment:

The meeting was adjourned at 4:30 p.m.



**Sonoma County Harvest Fair
DRAFT Minutes of the
BEER & WINE COMMITTEE
Wednesday, February 13, 2019
Sonoma County Event Center
Administration Building - Board Room
1350 Bennett Valley Road, Santa Rosa, CA 95404**

DIRECTORS PRESENT: Teejay Lower, Chair; Scott Goyne, Tammy Mathias,

DIRECTORS ABSENT: Jacqueline Balletto, Amy Landlot, Vanessa Renee

OTHERS PRESENT: Heather Borck, Paulette Swallow, Jake Martini, Pat Emery, Becky Bartling

The meeting was called to order by Chairman Lowe at 5:03 p.m.

Public Comments

No public comments.

APPROVAL OF AGENDA

Director Goyne moved to approve the agenda; Director Mathias seconded the motion; Motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION REGARDING PRO WINE COMPETITION & TASTING:

Exhibits Coordinator Borck proposed that for continuity, contracts for Wine Judging Coordinators Sheila Quince and Bob Fraser be extended or two years. The committee agreed this would be a good idea. Chair Lowe asked that staff reach out to Fraser for competition guideline changes. He also requested that a dropbox folder for this committee be established.

Request for future agenda items

Pro Wine Competition Guidelines
Judges

Adjournment:

The meeting was adjourned at 5:20pm



Sonoma County Harvest Fair
DRAFT Minutes of the
AWARDS NIGHT COMMITTEE
Thursday, March 7, 2019
Sonoma County Event Center
Administration Building - Board Room
1350 Bennett Valley Road, Santa Rosa, CA 95404

DIRECTORS PRESENT: Amy Landlot, Chair; Pat Emery, Mo McElroy

DIRECTORS ABSENT: Percy Brandon, Tammi Matthias

OTHERS PRESENT: Cindy Crane, Jake Martini, Heather Borck, Paulette Swallow

The meeting was called to order by Chair Landlot at 3:00 PM.

Public Comments

No public comments.

APPROVAL OF AGENDA

Director Emery moved to approve the agenda; Director McElroy seconded the motion; Motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION REVIEW OF 2019 AWARDS:

The committee reviewed the criterion and selection process for the nine agriculture awards recognized at the Harvest Fair Awards Night. Exhibits Coordinator Borck reported that at the 2018 selection meeting it was requested to include Cider and Spirits as possible award categories as well as to consider slitting the Award of Excellence in Local Food Production into two awards. After discussing the awards Director Emery recommended that individuals should not be considered without a nomination form. He also requested that nominations be sought from past recipients as well as agriculture organizations and that the Board make the final selection.

Director McElroy moved to modify the Excellence in Craft Beer Industry Award to the Excellence in Craft Beer, Cider and Spirits Award; Director Emery seconded the motion; motion passed unanimously.

Director Emery moved to recommend the elimination of the Methuselah Award and to combine its' award criteria with the Lifetime Contribution to Agriculture Award; Director McElroy seconded the motion; motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION 2019 AWARDS NIGHT:

Exhibits Coordinator Borck reported that she has reached out to Dianne at Park Avenue Catering regarding menu options and a tasting date. Menu options will be reviewed by the committee and full board in April; a tasting date will be scheduled for May.

UPDATE: AWARDS SELECTION DATE:

Pending depending on the full board's decision regarding the selection process.

Request for future agenda items

Menu selection

Tasting date

Adjournment:

The meeting was adjourned at 4:07pm

1. OUTSTANDING YOUNG FARMER
(Must be under the age of 40)
2. OUTSTANDING YOUNG PERSON IN AGRIBUSINESS
(Must be under the age of 40)
3. FRIEND OF SONOMA COUNTY AGRICULTURE
4. LIFETIME CONTRIBUTION TO SONOMA COUNTY AGRICULTURE
5. LIFETIME CONTRIBUTION TO THE SONOMA COUNTY WINE INDUSTRY
– “METHUSELAH AWARD”
6. AWARD OF EXCELLENCE IN THE CRAFT BEER INDUSTRY
7. AWARD OF EXCELELNCE IN LOCAL FOOD PRODUCTION
8. SUSTAINABLE FARMER AWARD – *Selected by Sonoma County Winegrowers*
9. SUSTAINABLE PRODUCER/MAKER- *Selected by Sonoma County Winegrowers*

OUTSTANDING YOUNG FARMER

CRITERIA/SCORECARD FOR SELECTION *(Should be age 40 or younger in the year selected)*

1. Overall Agricultural Program.....30%
 - a. The program in general in relation to others in the same or similar activity.
 - b. The form of ownership/operation/management and the involvement of nominee.
 - c. The relative size and scope.
 - d. The utilization of land (relative productivity and efficiency) for trees, vine field crops, conservation projects, pollution controls, truck crops, row crops, etc.
 - e. The use of buildings and physical improvements (relative productivity and efficiency) for the particular program.
 - f. The use of machinery and equipment (relative productivity and efficiency) for the particular program
 - g. The use of employees and other workers in the program.
 2. The Operation and Management of the Agricultural Program.....25%
 - a. Form of ownership (sole, family, partnership, corporate).
 - b. The function and responsibilities of the nominee.
 - c. The financial contribution of the nominee in the program.
 - d. The degree of reliance on a successful program for the nominee's financial success.
 - e. The profitability of the program over the past three years.
 - f. The extent of the nominee's managerial abilities; training program for workers; back-up management, record keeping.
 3. Management and Efficiency Factors.....20%
 - a. The extent of the nominee's involvement in increasing the productivity of the program.
 - b. The extent of expansion of the program within the past five years.
 - c. The methods used to accomplish improvements, production and marketing.
 - d. The existence of long-range goals and a program for attainment.
 - e. The general appearance of the nominee's agricultural enterprise.
 4. Leadership Activities.....15%
 Or extent of the nominee's participation in industry organizations.
 5. Community Activities.....10%
 Or the extent of the nominee's participation in civic affairs, school, church, school and charitable causes.
- TOTAL..... 100%

PAST RECIPIENTS

1977	Warren Dutton	1991	Bill Kunde	2005	Ned Hill
1978	Lee Martinelli, Sr.	1992	Bob Cannard	2006	Tom Rued
1979	Mel Sanchietti	1993	Jim Murphy	2007	Mike Sangiacomo
1980	Richard Dilworth	1994	Dennis Murphy	2008	George Martinelli
1981	Dane Petersen	1995	Steve & Dave Gatti	2009	Steve Sangiacomo
1982	Phil Marcuacci	1996	Leonard Diggs	2010	Brett Munselle
1983	Thom Mauritsen	1997	Keith Kunde	2011	Ryan Petersen
1984	Tom Dehlinger	1998	Pat Stornetta/ Joe Leveroni	2012	Mark Sanchietti
1985	Marvin & Rita Cardoza	1999	Steve Dutton	2013	Tyler Klick
1986	Bev Wasson	2000	Joe Dutton	2014	Cameron Mauritsen
1987	Norm Yenni	2001	Kelly Parsons	2015	Dan Rotlisberger
1988	John Balletto	2002	Mike Strunk	2016	Marissa Ledbetter-Foster
1989	Jim Young	2003	John Bucher	2017	Jana McClelland
1990	Craig Jacobsen	2004	Lee Martinelli, Jr.	2018	Ben Vyborny

OUTSTANDING YOUNG PERSON IN AGRIBUSINESS

CRITERIA/SCORECARD FOR SELECTION *(Should be age 40 or younger in the year selected)*

- I. The person shall be involved in:
 - a. the production
 - b. the processing of an agricultural product or commodity, primarily of the harvest type, in Sonoma County and shall have demonstrated outstanding achievement in connection with:
 - 1) the overall operation and management of the enterprise
 - 2) the methods utilized to accomplish goals in productivity, efficiency, and profitability
 - 3) a leadership roll in community activities and/or industry activities.
2. If the person is involved in production, the person will qualify for the award if he has no significant ownership interest in the enterprise with which he is connected.
If the person is involved in processing the person will qualify if he has the ownership of (or the major ownership of) the enterprise with which he is connected.
4. "Processing" shall include the following: Research and development, marketing and in general, all activities affecting the commodity except husbandry.

PAST RECIPIENTS

1980	Alex Vyborny	1993	Peter Opatz	2007	Dana Grande
1981	Paul Mononi	1994	Joe Votek	2008	Jeff Carlton
1982	Marc Dahlgren	1995	Katie Wetzel Murphy	2009	Ulises Valdez
1983	Mike Lee	1996	David Drucker	2010	John Azevedo
1984	Dave Rafanelli	1997	Kirk Lokka	2011	Brent Young
1985	Steve Hill	1998	Lorri Emmerich	2012	Clay Mauritson
1986	Brian Gebhart	1999	Jeff Lyon	2013	Tom Gore, Jr.
1987	Steve & Candy Sommer	2000	Lee Ann Cameron-Reuter	2014	Lise Asimont
1988	Dan Benedetti	2001	John Bidia	2015	Marcus Benedetti
1989	Kevin Barr	2003	Rex & Kerry Williams	2016	Shannon Donnell
1990	Perry Kozlowski	2004	Armon Azevedo	2017	Krishna Henrickson
1991	Doug Snyder	2005	Chris & Dawn Lindelof	2018	Ned Neumiller
1992	Jim Pratt	2006	Chris Bowland		

FRIEND OF SONOMA COUNTY AGRICULTURE

CRITERIA/SCORECARD FOR SELECTION

Recognizes an individual who works to promote and enhance the agricultural industry through their contribution, operation and community involvement in Sonoma County. This award is given to someone who is not directly involved in agriculture, but has supported and benefitted the industry through their endeavors.

PAST RECIPIENTS

1987	Tim Tesconi	1998	Gaye LeBaron	2009	Bo Simons
1988	Bill & Patsy Stratton	1999	Terry Lindley	2010	Paul Kelly
1989	Steve Olson	2000	Bob Anderson	2011	Oliver's Markets
1990	Larry Bertolini	2001	Glenn Klein	2012	Chef John Ash
1991	Rich & Saralee Kunde	2002	Michele Anna Jordan	2013	Lucia Varela
1992	Millie Howie	2003	Ken Silveira	2014	Carlos Chavez-SECA
1993	Richard Thomas	2004	Bill Traverso	2015	Stephanie Larson
1994	John & Phebe Sorensen	2005	Capt. Cliff Stewart	2016	Karissa Kruse
1995	Paul Vossen	2006	Nick Frey	2017	Pat Emery
1996	Mike Runyan	2007	Gail Davis	2018	Marilyn Herzog
1997	Dan Desmond	2008	Rhonda Smith		

LIFETIME CONTRIBUTION TO SONOMA COUNTY AGRICULTURE

CRITERIA/SCORECARD FOR SELECTION

Recognizes an individual who works to promote and enhance the agricultural industry and the Sonoma County Harvest Fair through their lifetime contribution, support and involvement. Typically, this is awarded to someone over the age of 60.

PAST RECIPIENTS

1984	Mike Rossi	1994	Newton Petersen	2004	Ron & Ruth Waltenspeil	2014	Al Cadd
1985	Elmer Brown	1995	Darrel Hurst	2005	Cecilia Mello	2015	Bob & Shirley Dempel
1986	Sam Nisson	1996	Louis J. Foppiano	2006	Jim King	2016	Buck Sangiacomo
1987	J. Wesley Jamiso	1997	Carmen Kozlowski	2007	Mitch Mulas	2017	Audrey Sterling
1988	Paul Mancini	1998	Joe Vercelli	2008	Lee Walker, Sr.	2018	Bob Muelrath
1989	Louis Ricci	1999	Dr. Fred Groverman	2009	Joe Rochioli, Sr.		
1990	Gene Benedetti	2000	Louis Giacometti	2010	Rich Kunde		
1991	Gus Sanchietti	2001	George Menini	2011	Dominic Carinalli		
1992	Robert Young	2002	Warren & Gail Dutton	2012	Art Ibleto		
1993	Joe DiGrazia	2003	Angelo Sangiacomo	2013	Bill King		

LIFETIME CONTRIBUTION TO THE SONOMA COUNTY WINE INDUSTRY – “METHUSELAH AWARD”

CRITERIA/SCORECARD FOR SELECTION

To be awarded to a person, family, or company within the wine industry.

- Leadership.....20 %
- Community Service..... 20 %
- Contributions to the Wine Industry.....20 %
- Promotion of Sonoma County.....20 %
- Longevity in the Industry..... 20 %

PAST RECIPIENTS

2011	Jess Jackson	2015	Trione Winery
2011	Joe Martin	2016	Robert Young Family
2012	Louis M. Foppiano - Foppiano Vineyards	2017	Joe Rochioli
2013	Sangiacomo Family	2018	Jim Ledbetter
2014	David S. Stare – Dry Creek Vineyards		

AWARD OF EXCELLENCE IN THE CRAFT BEER INDUSTRY

CRITERIA/SCORECARD FOR SELECTION

This award recognizes an individual or business operating in Sonoma County who displays creativity and innovation in their craft beer enterprise. The recipient is a vanguard in their industry, is respected by fellow Sonoma county craft brew leaders and demonstrates strong community involvement.

PAST RECIPIENTS

2014	Bear Republic Brewing Company	2016	Russian River Brewing	2018	Henhouse Brewing Company
2015	Moonlight Brewing Company	2017	Lagunitas Brewing		

AWARD OF EXCELLENCE IN LOCAL FOOD PRODUCTION

CRITERIA/SCORECARD FOR SELECTION

This award recognizes an individual or business operating in Sonoma County which promotes local food, farming and sustainable practices. The recipient is an advocate for Sonoma County agriculture and is dedicated to increasing the availability of local fresh farm products. Furthermore, the recipient raises the standard of farming and ranching through innovative techniques and practices; and is dedicated to educating the consumer and supporting other industry members.

PAST RECIPIENTS

2014 Bloomfield Organics

2016 Singing Frogs Farm

2018 Larry Peter

2015 Kozlowski Farms

2017 La Tortilla Factory

SUSTAINABLE FARMER AWARD

This award is selected by the Sonoma County Winegrowers

2016 Recipient Redwood Empire Vineyard Management

2017 Recipient Joe & Steve Dutton

2018 Recipient Duff Beville

SUSTAINABLE PRODUCER/MAKER

This award is selected by the Sonoma County Winegrowers

2016 Recipient Jackson Family Wines

2017 Recipient Francis Ford Coppola Winery

2018 Recipient Rodney Strong Vineyards



**Sonoma County Harvest Fair
Draft Minutes of the
Admin/Adhoc
Wednesday, February 13, 2019
Sonoma County Event Center
Administration Building - Board Room
1350 Bennett Valley Road, Santa Rosa, CA 95404**

DIRECTORS PRESENT: Pat Emery, Jake Martini, Les Perry, Teejay Lowe

DIRECTORS ABSENT: Tony Linegar

OTHERS PRESENT: Heather Borck, Paulette Swallow, Becky Bartling

The meeting was called to order by Chair Martini at 4:05 p.m.

Public Comments

No public comments.

APPROVAL OF AGENDA

Director Perry moved to approve the agenda; Director Emery seconded the motion; the motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION REGARDING THE 2019 HARVEST FAIR BUDGET:

The committee reviewed budget summary for 2019. Director Emery pointed out that it did not include money for the new hire to shadow in 2019. Other discussion took place around entertainment in the building, should it be a 21 and over event, and how or should all competitions continue. The committee also discussed the food availability and if there should still be vendors outside, or if we continue food in the pavilion. **Director Emery moved to accept the 2019 budget as presented; Director Lowe seconded the motion motion passed unanimously.**

DISCUSSION AND POSSIBLE ACTION REGARDING THE 2019/2020 HARVEST FAIR:

The committee continued to discuss the food options for the 2019 venue and layout. They will consider if a catering company should just be paid to come in and provide tasting for patrons. The possibility to have a place to buy a whole plate inside was also considered. Director Emery suggested that we put together a packet of information and proposal for the board of supervisors to showcase the value of Harvest Fair to the community. He also suggested that the tasting pavilion music should be livelier.

It was suggested that in 2020 the event take place in the Richard and Saralee Kunde Barn, South Pasture, and the Grove. Director Lowe suggested a schematic be produced for 2020.

REQUEST FOR FUTURE AGENDA ITEMS

2020 Schematic

ADJOURNMENT:

The meeting was adjourned at 5:02 p.m.



**Sonoma County Harvest Fair
Draft Minutes of the
Admin/Adhoc Committee
Thursday, March 7, 2019
Sonoma County Event Center
Administration Building - Board Room
1350 Bennett Valley Road, Santa Rosa, CA 95404**

DIRECTORS PRESENT: Tony Linegar, Teejay Lowe, Pat Emery, Jake Martini

DIRECTORS ABSENT: Teejay Lowe

OTHERS PRESENT: Heather Borck, Paulette Swallow, Kaitlyn Findley-Thorn

The meeting was called to order by Chair Martini at 4:30 p.m.

Public Comments

No public comments.

APPROVAL OF AGENDA

Director Linegar moved to approve the agenda; Director Emery seconded the motion; the motion passed unanimously.

UPDATE: REVIEW OF JOB DESCRIPTION

Exhibits Coordinator Borck presented a draft job description for the 2020 Wine Tasting Coordinator. Director Lowe recommended that the title and description be altered to Sonoma County Harvest Fair Coordinator as this individual will be coordinating more than wine tasting. He also requested that the hours be removed from the description. A few bullet points may need to be added to include the coordination of the greater agricultural aspects of the event.

DISCUSSION AND POSSIBLE ACTION REGARDING THE 2019/2020 HARVEST FAIR:

Borck distributed a draft layout of the 2020 event in the Richard and Saralee Kunde Barn. The committee asked staff to also prepare a schematic of the South Pasture and the Grove. Borck reported that the layout currently includes 70 tasting tables and 2 tables for glasses. The kitchen window would also be available for use. In 2018 118 brands received a gold/double gold; 10 brands poured that did not receive a gold. Of the 118 brands, 93 received two or less golds. It may be possible to combine brands that received a fewer number of golds. Director Emery mentioned that table fees should also be looked into.

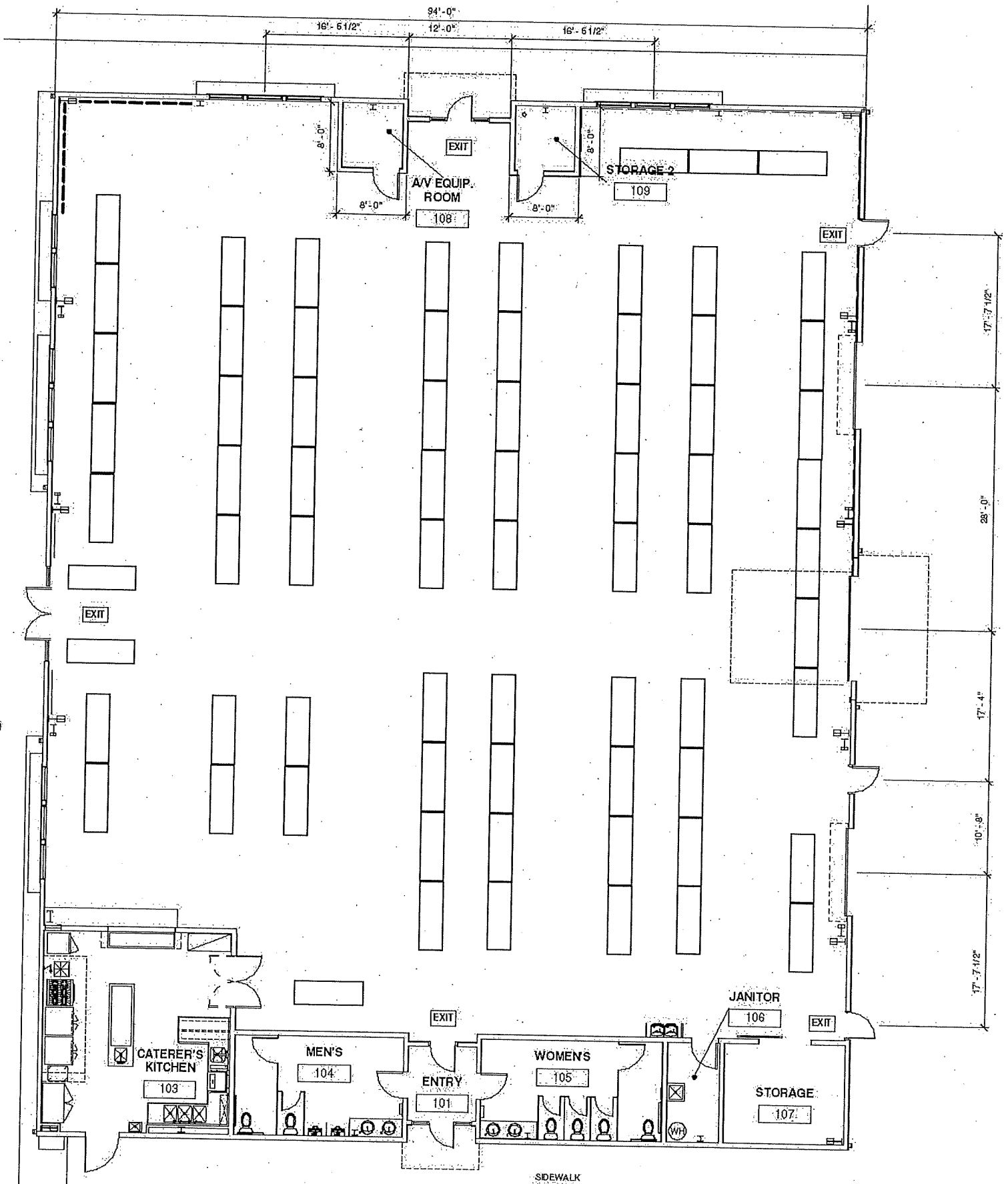
Borck mentioned that a draft stakeholder letter would soon be ready to review.

Request for future agenda items

2020 Scematic

Adjournment:

The meeting was adjourned at 5:15 p.m.



SARALEE & RICHARD'S BARN
SONOMA COUNTY FAIRGROUNDS

