



Commercial Vendor Application Packet

Solano County Fair Dates: July 27 – July 31, 2016

Hours of Operation: July 27 – July 29, 3 PM – 11 PM; July 30 & 31: Noon – 11 PM

Thank you for your interest in participating as a Commercial Vendor at the 2016 Solano County Fair. Please review these instructions carefully. This application is neither an offer nor a guarantee of space. If you have any questions, please contact: **Marcia Coffman at 707.551.2002 or mmcoffman@scfair.org.**

INSTRUCTIONS FOR COMPLETING APPLICATION PACKET

1. Print and read the 2016 Solano County Fair Commercial and Concessionaire Handbook available at www.scfair.com.
2. Complete the application form by answering all of the questions completely and accurately. This application is the sole representation of your business for the selection process. Incomplete applications will not be considered.
3. If you are applying for more than one space, you must submit a separate application for each space.
4. We are seeking experienced operators with a quality presentation and equipment. Consideration will be given to those vendors with unique items. The sale of certain items, including but not limited to the following, are prohibited: weapons, drug paraphernalia, provocative or suggestive items and graphic images that may offend a family-friendly audience. We reserve the right to limit the number of vendors and product items that are duplicated.
5. DO NOT send money with this application. You will be billed at the time a contract is issued.
6. Ensure you sign your application where indicated. Submit completed applications to:

**SOLANO COUNTY FAIR
ATTN: MARCIA COFFMAN
900 FAIRGROUNDS DRIVE
VALLEJO, CA 94589
Email: mmcoffman@scfair.org
FAX: 707.642.7947**

REQUIRED ITEMS

7. Submit a detailed diagram of your stand's footprint on Page 5 of this application. Be specific in your diagram; include your service support area in its operational form and any removable or non-removable hitches, awnings, etc.
8. Submit a proposed menu of the food and non-alcoholic beverages you wish to serve at our Fair and your proposed prices. Use the provided form on Page 6 or attach a separate page. You must be specific. If a contract is issued, it will be assigned on the basis of this list and only approved items from your provided menu will be allowed. We reserve the right to select the items vendors are allowed to sell.
9. If you want space for an RV, bunk house, stock truck or a refrigerated truck, please complete Pages 7 and 8.
10. Submit recent photos of your stand. Photos will not be returned.
11. Provide your California Seller's Permit Number.
12. Provide details on insurance. If a contract is issued, certificates demonstrating proof of insurance will be required.

OPTIONAL ITEMS

13. You may include promotional materials, reference letters, etc., as desired.

IF CONTRACT AWARDED

14. All vendors are required to obtain a "Temporary Business License" from the City of Vallejo (For your convenience application provided in contract packet.)
15. The location of your booth will be determined by Fair Management; locations are subject to change.
16. Full payment and contract will be due by June 1, 2016 to guarantee your booth space.



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INSURANCE REQUIREMENTS: *Proof of insurance will be required if you are awarded a contract.* Each Vendor must provide proof of general and product liability insurance of at least \$1,000,000. Please check the form of insurance that will cover you during our Fair:

- My Own Carrier Carrier, Policy No., Expiration: _____
- CFSA Master List CFSA No.: _____ Policy Expires: _____
- Buy insurance through California Fair Services Authority, if accepted by CFSA. The \$100.00 price is subject to change.

NOTE: Workers Compensation: You must provide workers compensation coverage for any employees working on Fairgrounds.

FINANCIAL INTEREST: List names of all persons with financial interest (ownership) in your business or organization. If a corporation, list the corporate officers.

Names: _____

REFERENCES: List two fairs, festivals or shows you have recently participated in:

Event #1: _____

Contact Person: _____ Phone: () _____

Event #2: _____

Contact Person: _____ Phone: () _____

GENERAL INFORMATION: Please check your membership in the following professional organizations:

- California Fair Services Authority (CFSA)
- International Association of Fair & Expositions (IAFE)
- Western Fairs Association (WFA)
- National Independent Concessions Association (NICA)
- Outdoor Amusement Business Association (OABA)
- Other: _____

RV SPACES & REFRIGERATED/STOCK TRUCKS: Spaces will be allocated on a first-come, first-served basis. You must stay in your allotted space. There are no sewer hookups available. Pump service is available for a fee. If you will need a space, please fill out more detailed applications on Pages 7 and 8.

Will you need an: **RV Space:** Yes No **Stock Truck:** Yes No **Refrigerated Truck:** Yes No

Additional Off-Site Vehicle Parking (specify): _____

UTILITIES REQUIRED: A standard 110v/750w outlet is provided per booth space; many spaces are limited to this. If the Fair can accommodate other electrical needs, **additional charges may be assessed.**

Electrical Requirements: 110/750W _____ Other: _____

Audio / Visual Equipment Used in Booth: _____

** Any audio / visual equipment must be approved in writing by Fair Management

Running Water Required? Yes No (There is no running water inside Expo Hall)



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RV SPACE REGISTRATION APPLICATION

Applications for RV trailer spaces will be accepted beginning with your Food & Beverage Concessionaire Application. All RV trailer spaces will be assigned by Fair Staff. Requests for specific spaces will be considered, but not guaranteed.

FEES: \$150 RUN OF THE FAIR (July 26 through August 1). Any additional days are \$30 per day; however, you may need to relocate to the year-round RV Park. Hook-ups are not guaranteed. **Electrical is limited to a maximum of 20 amps/110 volts per stall.** RVs/trailers/trucks must be off grounds by August 2, unless prior arrangements are made. No tent camping allowed in RV area, or elsewhere on the Fairgrounds.

Applicant Name: _____

Address: _____
Street City ZIP

Residence Phone: () _____ Cell: () _____

Date & Time of Arrival: _____

Date & Time of Departure: _____ Total Number of Nights: _____

TRAILER SPECIFICATIONS:

RV Type: Pull Trailer 5th Wheel Motor Home Bunk House (\$50/day)

RV Length: _____ feet Slide Out: YES NO (Must fit within the 14 feet wide space)

Year: _____ Make: _____ Model: _____

License No.: _____ Insurance Carrier: _____

Policy No.: _____ Carrier Phone No.: () _____

Additional Vehicle Make/Model: _____
(One additional vehicle may be in space; however, it must fit within your assigned RV space.)

SEPTIC: Sewer pump service may be available at an additional fee. If available, information will be given to you upon arrival. On Monday, August 1, a dump station will be available in the year-round RV Park.

SUBMIT COMPLETED APPLICATIONS TO:

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