



# Food & Beverage Concessionaire Application Packet

**Application Deadline: March 31, 2016**

**Notification Application Accepted: no later than May 6, 2016**

**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 Food & Beverage Concessionaire 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](mailto: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](http://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 menu items, including value meals. We reserve the right to limit the number of concessions and menu 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](mailto: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. Attach a copy of your Safe Food Handler's Certificate and 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 concessionaires are required to obtain a "Temporary Business License" from the City of Vallejo and a "Health Permit" issued by the Solano County Department of Resource Management.
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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**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)
- National Independent Concessions Association (NICA)
- International Association of Fair & Expositions (IAFE)
- Outdoor Amusement Business Association (OABA)
- Western Fairs Association (WFA)
- 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                      **Refrigerated Truck:**  Yes  No                      **Stock Truck:**  Yes  No

**Additional Off-Site Vehicle Parking (specify):** \_\_\_\_\_

**UTILITIES REQUIRED:** Please identify your specific requirements for electricity, running water and sewer. It is critical that you provide "real" numbers running at maximum capacity. If we are not informed of proper requirements, we may not be able to provide service. Concessionaire is responsible for providing any adapters.

Food Operation:             Stand/Trailer                       Food/Beverage Cart

How is the customer served?     End Serve                       Side Serve                       Counter Serve

Voltage \_\_\_\_\_ Phase \_\_\_\_\_ Amps \_\_\_\_\_

Requires Running Water?  Yes  No                      Requires Sewer?  Yes  No

Refrigerator Truck:            Voltage \_\_\_\_\_ Phase \_\_\_\_\_ Amps \_\_\_\_\_

Stock Truck:                      Voltage \_\_\_\_\_ Phase \_\_\_\_\_ Amps \_\_\_\_\_

Other:                                  Voltage \_\_\_\_\_ Phase \_\_\_\_\_ Amps \_\_\_\_\_







# Food & Beverage Concessionaire Application Packet

## 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  5<sup>th</sup> Wheel  Motor Home  Bunk House (\$50/day)

RV Length: \_\_\_\_\_ feet Slide Out:  YES  NO (All spaces are 14 feet wide)

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:

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



# Food & Beverage Concessionaire Application Packet

## STOCK / REFRIGERATOR TRUCK SPACE REGISTRATION APPLICATION

Applications for trailer spaces will be accepted beginning with your Food & Beverage Concessionaire Application. All Stock and Refrigerator Truck parking spaces will be assigned by Fair Staff. Requests for specific spaces will be considered, but not guaranteed. **No overnight sleeping allowed in stock trucks.**

### FEES:

- **STOCK TRUCK – \$50 RUN OF THE FAIR** (July 26 through August 1). **Additional days are \$10 per day.**
- **REFRIGERATOR and STOCK TRUCK NEEDING ELECTRICITY – \$150 RUN OF THE FAIR** (July 26 through August 1). **Additional days are \$30 per day.**
- ALL trucks must be off grounds by August 2 unless prior arrangements are made.

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City ZIP

Residence Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Date & Time of Arrival: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_ Total Number of Nights: \_\_\_\_\_

### STOCK /REFRIGERATION TRUCK SPECIFICATIONS:

Truck Type:  Refrigerated & Stock Truck (needing electricity)  Stock

Length of Unit: \_\_\_\_\_ feet **(All spaces are 12 feet wide)**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

License No.: \_\_\_\_\_ Insurance Carrier: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Carrier Phone No.: ( ) \_\_\_\_\_

### SUBMIT COMPLETED APPLICATIONS TO:

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