



# Commercial Vendor Application Packet

**Solano County Fair Dates:** August 2 – 6, 2017

**Hours of Operation:** August 2, 3 and 4 from 3 PM – 11 PM; August 5 and 6 from Noon – 11 PM

Thank you for your interest in participating as a Commercial Vendor at the 2017 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 2017 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 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](mailto:mmcoffman@scfair.org)  
FAX: 707.642.7947**

## REQUIRED ITEMS

7. Submit a detailed list of the merchandise you wish to sell. Be specific; include all your merchandise and their prices. 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 list will be allowed. We reserve the right to select the items vendors are allowed to sell. We may eliminate some items for safety reasons or duplication of products.
8. Any brochures, handouts, catalogs, etc. that will best describe your product should be included with this application and must be pre-approved for distribution at the Fair.
9. If you want space for an RV, bunk house, premium parking, stock truck or a refrigerated truck, please complete Pages 6 and 7.
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, 2017 to guarantee your booth space.



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## COMMERCIAL VENDOR APPLICATION

**FEE STRUCTURE:**  
**Inside Space:** Inline: 10 x 10 space, inline & along walls \$400  
 End/Corner: 10 x 10 space, \$500  
**Outside:** each 10 x 15 space (with two open sides), \$500

### IF A CONTRACT IS AWARDED

FULL PAYMENT & SIGNED CONTRACT WILL BE DUE JUNE 1, 2017 TO GUARANTEE BOOTH SPACE

**CHECK ONE:**      New      Returning - If a returning Exhibitor:  
                               \_\_\_ Same Location **(Not guaranteed)**     \_\_\_ New Location: \_\_\_\_\_  
                               What year(s)? \_\_\_\_\_ Company \_\_\_\_\_

**CHECK BOOTH REQUIREMENTS:**      Inside     Space Size:      10 x 10      10 x 20      In-line      End/Corner  
 Outside     Space Size:      10 x 10      10 x 20      Other: \_\_\_\_\_ x \_\_\_\_\_

**CHECK ALL APPLICABLE:**      Use Microphones      Conduct Prize Drawings      Direct Sales      Leads  
 Stock Merchandise      Promotional Giveaways      Custom Items      Mail Order

### BUSINESS INFORMATION: (Must agree with Insurance information.)

Business/Stand Name: \_\_\_\_\_  
 Owner/Operator Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 How long in business? \_\_\_\_\_  Sole Proprietor      Partnership      Corporation      Other (specify) \_\_\_\_\_  
 CA Seller's Permit No.: \_\_\_\_\_ (Number will be confirmed on Board of Equalization Website.)  
 On-site Contact: \_\_\_\_\_ On-site Contact Cell: (     ) \_\_\_\_\_  
 Business Phone: (     ) \_\_\_\_\_ Residence Phone: (     ) \_\_\_\_\_  
 Cell Phone: (     ) \_\_\_\_\_ Other: \_\_\_\_\_ (     ) \_\_\_\_\_  
 Fax: (     ) \_\_\_\_\_ Web Site: \_\_\_\_\_  
 E-mail: \_\_\_\_\_



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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:

- |   |  |
|---|--|
| <input type="checkbox"/> California Fair Services Authority (CFSA)              | <input type="checkbox"/> National Independent Concessions Association (NICA) |
| <input type="checkbox"/> International Association of Fair & Expositions (IAFE) | <input type="checkbox"/> Outdoor Amusement Business Association (OABA)       |
| <input type="checkbox"/> Western Fairs Association (WFA)                        | <input type="checkbox"/> 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 6 and 7.

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

**Premium Parking:**  Yes      **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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**PRODUCTS & SERVICES PRICING:** Please list below or on an attached list the items you wish to sell and their respective prices. Only items specifically listed in the application and approved by the Fair will be allowed. We do not offer exclusives to vendors, however, you may be asked to remove items which are duplicated by others.

PRODUCT & SERVICES (Example: Basket, Music, Rings, necklaces, Zip Line Ride, etc.)	PRICING

**MEGAN’S LAW FORM:** One of the fundamental responsibilities of Solano County Fairgrounds is to protect the public. The Solano County Fair has subsequently implemented a policy requiring all persons conducting business with, employed by, or volunteering at the Fair during the course of the annual Solano County Fair shall provide the necessary personal information (first and last name, and city they live in) to enable their names to be searched through the Department of Justice’s Megan’s Law files. This file consists of records of individuals of specific sex offenses who are required by Penal Code Section 290 to register as sex offenders. **You agree to check all your staff and attach the information to your contract.** Initial here: \_\_\_\_\_

**CERTIFICATION OF APPLICANT:** I have read and understand the instructions for this application and any additional information attached. I understand that this form is an application for space only and is not an offer by the Solano County Fair to rent space. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Commercial Vendor Application Packet

## RV SPACE REGISTRATION APPLICATION

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

**FEES:** **FAIR Dates of AUGUST 1- 7** will be \$30 per night (\$180). Any additional days are \$40 per night; 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 7, 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: \_\_\_\_\_

### TRAILER SPECIFICATIONS:

RV Type:  Pull Trailer  5<sup>th</sup> 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 7, a dump station will be available in the year-round RV Park.

### SUBMIT COMPLETED APPLICATIONS TO:

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# Commercial Vendor Application Packet

## STOCK / REFRIGERATOR TRUCK SPACE REGISTRATION APPLICATION

Applications for trailer spaces will be accepted beginning with your 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 except within the RV Lot.**

### FEES:

- **STOCK TRUCK – FAIR dates of AUGUST 1 – 7** will be \$15 per day (\$90). Any additional days are \$20 per day.
- **REFRIGERATOR and STOCK TRUCK NEEDING ELECTRICITY – Fair dates of August 1 – 7** will be \$30 per day (\$180). Any additional days will be \$40 per day.
- **PREMIUM VENDOR ON GROUNDS PARKING PASSES (LIMITED)** can be purchased at the time of check in from Guest Safety (707-551-2013) for \$10 per day during Fair dates of August 1 – 7.
- ALL vehicles must be off grounds by August 7, unless prior arrangements are made with Guest Safety

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 (no electricity)

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

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

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

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

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