



# Food & Beverage Concessionaire Application Packet

**Application Deadline: March 31, 2017**

**Notification of Application Acceptance (Contracted):** no later than May 5, 2017

**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 Food & Beverage Concessionaire 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 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, premium parking, 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, 2017 to guarantee your booth space.



# Food & Beverage Concessionaire Application Packet



# Food & Beverage Concessionaire Application Packet

## FOOD AND BEVERAGE CONCESSIONAIRE APPLICATION

**FEE STRUCTURE:** Trailer/Stand: \$1,000 minimum guarantee or 22% of gross sales, whichever is greater  
Food/Beverage Cart: \$500 minimum guarantee or 22% of gross sales, whichever is greater

**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 \_\_\_\_\_

**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 Web site.)  
On-site Contact: \_\_\_\_\_ On-site Contact Cell: ( ) \_\_\_\_\_  
Business Phone: ( ) \_\_\_\_\_ Residence Phone: ( ) \_\_\_\_\_  
Cell Phone: ( ) \_\_\_\_\_ Other: \_\_\_\_\_ ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_ Web Site: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**INSURANCE REQUIREMENTS:** *Proof of insurance will be required if you are awarded a contract.* Each concessionaire 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 Date: \_\_\_\_\_
- CFSA Master List CFSA No.: \_\_\_\_\_ Policy Expires: \_\_\_\_\_
- Buy insurance through California Fair Services Authority, if accepted by CFSA. The \$125.00 price is subject to change.

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



# Food & Beverage Concessionaire Application Packet

**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

**Premium Parking:**  Yes                      **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. Additional charges may apply to make connections possible. 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

## DIMENSIONS OF FOOD AND BEVERAGE OPERATION

Stand Total Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_

Please draw a diagram of your food and beverage stand's footprint. It is very important to be very accurate so we can provide you with the best customer service possible. Incorrect dimensions may cause problems fitting you into your stand location. Please include storage areas, backyard areas, awnings, counters, hitches, etc. Our Fairgrounds are tree-filled so understanding your height dimensions are very important to properly locate you.

**DIAGRAM: ONE SQUARE FOOT PER BOX**



# Food & Beverage Concessionaire Application Packet

**MENU ITEMS & PRICING.** Please list below or on an attached list the menu 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.

MENU ITEMS (Example: Corn dog on a stick, pulled pork sandwich, soda, lemonade, etc.)	PRICING

**CASH REGISTER:** All food and beverage concessionaires must have a dual tape, "z" reading cash register. **Initial here:** \_\_\_\_\_

**MEGAN'S LAW FORM:** One of the fundamental responsibilities of Solano County Fairgrounds is to protect the public. The Solano County Fair has 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: \_\_\_\_\_



# 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:** 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 (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 7, 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 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 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.: (        ) \_\_\_\_\_

**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

