



Commercial Vendors' and Food Concessionaires' HANDBOOK

We are extremely excited to invite you to the 68th Annual Solano County Fair. Our 2017 Fair is being developed to assure the best value to our vendors and patrons. All stage and roaming entertainment and nightly concerts are included with the price of admission.

This handbook has been designed to give you an overview of the Solano County Fair's guidelines for Commercial Exhibitors and Food Concessionaires. We encourage you and your employees to read this manual. This is part of your contract. There is a great deal of information that concerns all who participate in the Solano County Fair.

We look forward to working with you to achieve our goal of making the Solano County Fair a great experience for every patron. If you have any questions, please contact us at:

Commercial Exhibitors and
Food Concessionaires contact:
Marcia Coffman, Special Project Coordinator
707-551-2002
mmcoffman@scfair.org

See you at the Fair!

GATE SCHEDULE 2017

**SOLANO COUNTY FAIR ASSOCIATION
900 FAIRGROUNDS DRIVE
VALLEJO, CALIFORNIA 94589
(707) 551-2000**

NON-FAIR DATES:

Prior to July 30th and after August 7th
Main Gate 8 am -10 pm

FAIR-DATES GATE ACCESS HOURS:

Sage Street 24 hour Gate:
Sunday, July 30 (8 am) – Monday, August 7 (5 pm)

2017 ADMISSION & PARKING FEES:

Adults.....\$10
Seniors (60+).....\$6
Children (6-12).....\$6
5 and underFREE
General Parking\$10

OFFICIAL FAIR HOURS:

Gates open to the public:

	<u>Open</u>	<u>Close</u>
Wednesday to Friday.....	3 pm	11 pm
Saturday and Sunday	12 pm	11 pm
Exposition Hall is open.....	Fair hours	11 pm
-On Sunday Expo Hall closes at 10 pm		

The Main parking lot will be open to the public one hour prior to Fair opening.

All Vendors are required to open their booths on time and remain open until closing time.

The above official hours of the Fair represent the minimum number of hours you must operate your booth; you may remain open longer to accommodate the late fairgoers.

SOLANO COUNTY FAIR STAFF:

General Manager.....Stephen Hales
Asst. General Manager.....Mike Passey
Vendor Coordinator.....Marcia Coffman
Talent and Special Friends Coordinator.....Kim Mini
Accounting.....Amy Andrade
Guest Safety Manager.....Mark Coffman
Race Place Manager.....Rene Edens

Exposition Hall Superintendent’s office is located inside the front of Expo Hall, across from the women’s restroom. This office is your contact for any deliveries or concerns you have in regards to your booth during the run of the fair. The office phone number is: **(707) to be determined** (only staffed during Fair).

FAIR ADMINISTRATION OFFICE HOURS:

July 31 8 am – 5 pm
August 1 (Day before Fair) 8 am – 5 pm
August 2 (Opening Day)..... 8 am – 10 pm
August 3 – 5 8 am – 10 pm
August 6 (Closing Day) 8 am – 11 pm
August 7 8:30 am – 4:30 pm

IN CASE OF EMERGENCY

FIRST AID:

The First-Aid Station is located beside the Health Fair beside Race Place. It is open during regular Fair hours.

GUEST SAFETY (707) 551-2013:

The Guest Safety Office is located adjacent to the Administration Office.

EMERGENCY – DIAL 911:

LOST AND FOUND:

Any lost children and all lost and found items should be taken to the Administration Office.

FAIR SAFETY REQUIREMENTS

In an effort to protect the fair-going public and Vendors, the Fair has adopted the following rules, regulations and procedures. These rules apply to fairgoers as well as Vendors.

ITEMS PROHIBITED ON THE FAIRGROUNDS:

- Glass or metal containers.
- Knives.
- Pets (with the exception of service animals).
- Guns, mace, clubs, or any item determined to be a weapon by Fair Security Personnel.
- Alcoholic beverages can be brought onto the Fairgrounds.
- Illegal Drugs.
- Toy guns.
- Bicycles, skateboards, roller blades or scooters.
- Laser pointers.

ACTIVITIES PROHIBITED ON THE FAIRGROUNDS:

- Soliciting without a Fair contract or outside of assigned space.
- Distribution of leaflets, stickers, balloons or flyers without prior written approval by Fair GM.
- Congregating in large groups or in such a manner that it could be construed as “gang activity”.
- Fighting or wrestling.

To ensure the safety of everyone, the Solano County Fair partners with the Solano County Sheriff’s Department, Fair Security Personnel and local Law Enforcement Agencies to enforce the above rules. Metal detectors may be used at all public entrances.

**GENERAL POLICIES FOR
SPACE RENTAL**

NEW VENDOR APPLICATION:

- Anyone requesting information for Vendor space will be sent an application form. The application must be returned by the specified date.
- Each Vendor must submit an application annually.
- The application does not constitute a commitment by the Fair or the applicant.
- After placement of returning Vendors, available spaces will be allocated based upon the type of product that would best suit the available area. The Fair reserves the right to select the type of products contracted.
- Only applications completed in full will be considered if space is available.
- If no space is available, the applicants name may be placed on a waiting list. The selection criteria, outlined below, will be used to draw applications from the waiting list.

SPACE ALLOCATION POLICY:

- Every effort will be made to assign the same space as in the prior year if requested by Vendor.
- Space is allotted on a first-come, first-serve basis.
- Fair Management retains the right to move vendor to another location if deemed to be in the best interest of the Fair at any time and reserves the right to make the final decision regarding placement.
- There is no guarantee that a returning Vendor will be assigned the same space as in previous years.
- Consideration will be given to requests by Vendors on the location of their booths.

VENDOR'S RESPONSIBILITY:

The Management of the Solano County Fair reserves the right to amend, add to and interpret the following regulations and to settle all questions and differences with respect thereto, arising out of, connected with or incident to the Fair.

It is the Vendor's responsibility to understand the policies in this document. It is also important to make any representatives or employees working in your vendor booth aware of these policies.

RETURNED CHECKS:

A \$30 fee will be charged on all checks returned by the bank. Participant shall then be required to pay all fees and applicable charges in cash or by cashier's check.

REFUNDS:

All monies paid for the rental of Fair space are non-refundable except in the following instances:

- If a Commercial Vendor or Food Vendor is unable to participate and the Fair is notified in advance, the Fair will attempt to resell the space. If the space is resold, a refund will be made less \$100 Administration Fee, with the following exceptions:
 - Space cannot be resold to a suitable replacement, NO REFUND WILL BE GIVEN
 - Space is resold for less than the total balance due, NO REFUND MAY BE GIVEN

All requests for refunds must be made in writing and are subject to approval by the Fair's General Manager.

PRODUCT SALES/RESTRICTIONS:

Only those products listed and approved on the **contract** may be sold or displayed. A request to sell certain items on the application does not constitute permission to sell those items. No substitutions can be made without prior approval of Fair Management.

Fair Management may restrict duplication of brand names, trade name articles, products or services in any given area. A Vendor contract does not grant the Vendor any exclusive rights for the sale of any product unless the Solano County Fair Association (SCFA) expressly so states in the contract. Misrepresentation of product or business on the application may result in cancellation of contract and immediate removal of Vendor from the Fairgrounds.

INSURANCE REQUIREMENTS:

A. General Provisions:

1. Coverage Limits. -- Vendor shall maintain, at its sole cost, Broad Form Public Liability Insurance, including Product Liability Coverage if Vendor is granted permission to sell, give away or provide food and/or non-alcoholic beverages under Section 8, written on a commercial general liability form, with coverage as follows:

a. **General Liability** - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG 0001. Limits shall not be less than \$1,000,000 per occurrence (unless higher limits are required) with aggregate limits equal to or greater than the occurrence limits, insuring against all liability of Vendor and its authorized representatives arising out of and in connection with Vendor's use, installations or occupancy of the premises.

b. **Automobile Liability** - Commercial Automobile Liability, on a per accident basis, at least as broad as the current ISO policy form #CA 0001, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident or occurrence for contracts involving use of Vendor's vehicles (autos, trucks or other licensed and/or motorized vehicles) on Fairgrounds.

c. **Workers' Compensation** - Workers' Compensation coverage shall be maintained covering Vendor's employees, as required by law (Labor Code 3706).

d. **Medical Malpractice** - Medical Malpractice coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving medical services.

2. Maintenance of Coverage - The Vendor agrees that the commercial general liability (and automobile liability, workers' compensation, medical malpractice, if applicable) insurance coverage herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires or is cancelled at any time or times prior to or during the term of this contract, Vendor agrees to provide the SCFA, prior to

said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of California Fair Services Authority, and Vendor agrees that no occupancy or activity shall be performed prior to the giving of such approval. In the event the Vendor fails to keep in effect at all times insurance coverage as herein provided, SCFA may, in addition to any other remedies it may have, take any of the following actions: (1) declare a material breach by Vendor and terminate this contract; (2) deny occupancy and/or withhold all payments due to Vendor until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to Vendor under the terms of this contract.

3. Vendor's Responsibility - Nothing herein shall be construed as limiting in any way the extent to which Vendor may be held responsible for damages resulting from Vendor's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve Vendor of liability in excess of such minimum coverage, nor shall it preclude SCFA from taking other actions available to it under contract documents or by law, including, but not limited to, actions pursuant to Vendor's indemnity obligations.

4. Certified Copies of Policies - Upon request by SCFA, Vendor shall immediately furnish a complete copy of any policy required hereunder, with said copy certified by the underwriter to be a true and correct copy of the original policy.

5. Other Requirements and Endorsement Language - All the insurance required under this Agreement shall:

a. Be issued as a PRIMARY policy.

b. Contain a statement by the insurance company that it will not cancel or reduce the limits or coverages of said policy or policies without giving prior written notice to the named certificate

holder in accordance with the cancellation terms of the policy.

c. Be endorsed with the following specific language: ***“The Solano County Fair Association, the County of Solano, the State of California and each agency's officers, agents, employees, directors, managers, volunteers and elected and appointed boards, are named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.”***

B. Evidence of Coverage:

Prior to the commencement of any operations pursuant to this Agreement, Vendor shall provide SCFA with evidence of insurance by one of the following:

1. Insurance Certificate –A signed original certificate of insurance (the ACORD form is acceptable), lawfully transacted, which sets forth the following:

a. List as the Additional Insured: ***“That the Solano County Fair Association, the County of Solano, the State of California, and each agency's officers, agents, employees, directors, managers, volunteers and elected or appointed boards, are named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this agreement.”***

b. Dates: The dates of inception and expiration of the insurance. **For individual events, the specific event dates must be listed, along with all set-up and tear down dates. (July 31 – August 7, 2017)**

c. Cancellation Notice: A statement by the insurance company that it will not cancel or reduce the limits or coverages of said policy or policies without giving prior written notice to the named certificate holder in accordance with the cancellation terms of the policy.

d. Certificate Holder: **Solano County Fair Association, 900 Fairgrounds Dr., Vallejo CA 94589,** must be listed as the certificate holder.

e. Insurance Company: The company providing

insurance coverage must be acceptable to the California Department of Insurance.

f. Insured: The Vendor must be specifically listed as the Insured.

2. CFSA Special Events Program - The Vendor obtains liability protection through the California Fair Services Authority (CFSA) Special Events Program, when applicable. (Notwithstanding any other term of the Agreement, the provision of Liability Insurance through CFSA's Special Events Program will satisfy the Coverage Limits required by this Agreement.)

3. Master Certificates - A current master certificate of insurance for the Vendor has been approved by and is on file with California Fair Services Authority (CFSA). (Notwithstanding any other term of the Agreement, the provision of a Master Certificate will satisfy the Coverage Limits required by this Agreement.)

4. Self-Insurance - The Vendor is self-insured and acceptable evidence of self-insurance has been approved by California Fair Services Authority (CFSA).

CITY BUSINESS LICENSE – MANDATORY:

The City of Vallejo requires Vendors to purchase a City business license.

Contact: **City of Vallejo**, Business License Office at (707) 648-4310 or Website www.ci.vallejo.ca.us - Their fee is approximately \$26 per event.

Multiple booth locations are considered individual retail locations and require individual licenses.

However, a vendor with multiple booths in adjoining spaces (i.e. 10' x 20' booth) will not be charged for two locations as adjoining booth spaces are covered by the same license.

COMMERCIAL BOOTH SIZE AND LAYOUT:

Counter and displays, including signs, must not go higher than the side walls (3') for a distance of 4 feet from the aisle and not higher than the top of the back wall (8'). Booths are contracted in increments

of 10' frontage and 10' deep. Vendors, employees and their representatives shall operate strictly within the limits of their contracted area and may not operate in the aisles or roadways. Booths must have any storage areas screened from the public view.

SIGNS:

Vendors are responsible for their own booth identification signs. Signs must be professionally made and must be placed in a prominent position on the booth. Felt pen and stencil signs are not acceptable.

Where price signs are utilized, signs must be small, neat and inoffensive. Fair Management shall have the right to require a Vendor to remove any price sign, which is considered undesirable. Under no circumstances will any person be allowed to place any sign or advertising matter upon buildings, trees, or any place within the Fairgrounds without prior Fair Management approval.

RESTRICTIONS:

The Solano County Fair does not permit:

- Handmade signs
- Signs on cardboard or paper
- Any signs over the height of the back drape
- Merchandise hanging from booth which obstructs the view of adjacent exhibit
- Unfinished signs or walls exposed to public view
- Exhibit modules or furniture that are not in good repair
- Exhibits extending beyond the contracted space.

FIRE SAFETY STANDARDS:

All fire regulations as prescribed by the State Fire Marshal, and other Governmental Enforcement Agencies shall be strictly observed.

All decorative material including, but not limited to, drapes, hangings, curtains, and table covers with overhangs, shall be made from non-flammable material, or rendered and maintained in a flame retardant condition by means of a solution and process approved by the Vallejo Fire Department.

Except for fabric made of 100% glass fiber, a special permit from the Vallejo fire department will be required for decorative material, non-flammable or treated, when suspended horizontally as an overhead cover.

Exits, exit lights, firefighting equipment (fire extinguisher stations, fire hose cabinets, and fire hydrants), aisles, ramps, corridors and passageways shall not be blocked or have their required width obstructed in any manner by vehicles, turnstiles, exhibits or concessions, chairs, equipment, persons, or anything else not mentioned. Flammable liquids and other flammable substances are not allowed within any building or tent.

The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following precautions:

- The gas cap shall be taped in place to deter removal
- The battery or batteries shall be disconnected
- The battery terminals shall be taped with electrical tape

All electrical extension 10 gauge cords shall be of the hard-usage type, heavy-duty three-wire (grounded). No two-wire extension cords shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length.

Power strips (with a circuit breaker) must be used, to reduce the potential of the circuit overloading. Converters are not an acceptable replacement to power strips.

The City of Vallejo Fire Department may enter any portion of any exhibit space or booth on the Fairgrounds at any time for the purpose of inspecting the premises for fire and life safety.

HEALTH DEPARTMENT RULES:

All Vendors are expected to cooperate fully with representatives of Solano County Environmental Health Department.

Vendors such as food blender demonstrators, cookware dealers, health food demonstrators, etc.

are required to have a Solano County Environmental Health Department Permit.

Vendors preparing to do something in their booth that would fall under the jurisdiction of Environmental Health are responsible for getting their approval 30 days prior to the Fair.

Applications for Health Permits are available through and are to be returned to: **Department of Resource Management; 675 Texas St., Suite 5500; Fairfield CA, 94533 707-784-6765 Fax: 707-784-4805.**

ELECTRICAL:

Each Vendor must have its own electrical service. The Fair's electrician will oversee the hook-up on a first-come, first-serve basis. Sign up at the Administration Office. The electrician reserves the right to refuse to connect electrical service equipment not considered safe. **Electricity may be furnished in Exposition Hall and will be up to 750W, 110V, for each 10' x 10" space. Food Concessionaires electrical needs based on information supplied on the application, additional charges may apply.**

WATER:

Inside Exposition Hall, there are no water connections or drains available. Outside availability is determined on each Vendor's needs per their application and contract.

TELEPHONE:

It is not possible to have telephone service to your booth. Please be prepared with wireless services such as cellular telephones, and wireless credit card machines if needed by your business.

SELLER'S PERMIT NUMBER:

California State Sales Tax number is required for any persons making sales. Contact State Board of Equalization in person or by mail: The State Board of Equalization; 2480 Hilborn Rd.; Fairfield, CA 94534 (800) 400-7115. All permit numbers are confirmed at the BOE website.

SOLICITATIONS:

Begging or soliciting is positively prohibited. No roving Vendors or solicitors, regardless of affiliation, shall be permitted on the Fairgrounds.

DEMONSTRATIONS:

Demonstrations are limited to and subject to the approval and regulation of Fair Management. When performing a demonstration, it should be located so that spectators do not block aisles and walkways.

GIVEAWAYS:

Submit your list of giveaways for approval to Fair Management with your contract packet. NO stickers or any other material capable of being glued or stuck to walls, automobiles, etc., may be given away. FILL OUT FORM, Page 15.

FREE DRAWINGS:

Vendors are allowed to take self-generated leads or offer prizes/giveaways within the confines of the exhibit space only. The participant may not use a professional lead-taking company or offer games of chance, gambling or other activities, in which money is used as a prize or premium to be given away to patrons. Only legitimate merchandising methods shall be used in all operations, promotions, demonstrations and sales.

Signage in the exhibit must indicate types of program patrons are signing up for (i.e. timeshare membership, real estate development, etc.).

Vendors may conduct free drawings from their contracted booth provided that:

- All parts of draw tickets used shall have printed on it the name of the company conducting the draw, and list prize or prizes and value. (Attach sample to request).
- All patrons are eligible to participate in contest (unless age is a reasonable qualification and same is advertised on a sign), and to deposit their entry.
- No additional purchase is required to receive a prize. Drawings should be designed to be completed by the last day of the Fair by 9 pm
- **The fair administration office shall be given the name, address, telephone number and**

description of prize and all prize winners within 24 hours of close of fair.

- A sample of drawing tickets and a list of the prize(s) to be offered must be submitted to the Administration Office five (5) days before opening day of the Solano County Fair.
- Lists of the names, addresses and telephone numbers of any person entering the drawing are for the exclusive use of the vendor and may not be sold or distributed to any other person or entity for any purpose.
- Lists must not be used on the basis that everyone, or most, or several have won dollar value discounts applicable on the purchase of some product or service.
- No sale or transfer of lists of names may be made at any time for any reason.
- Winners of gift prizes shall not be required to leave their domicile area in order to receive prizes. The vendor shall undertake to mail, ship or deliver prizes to winners.

CUSTOMER RETURNS:

Commercial Vendors must post their policy for credit check, refunds, and exchanges so that it is visible to the patrons. Only professional signs will be allowed. Individuals wishing to return items purchased at the Solano County Fair may do so by making arrangements through the Administration Office. The Fair Staff will make the necessary admission and parking arrangements to ensure that the fairgoer is allowed re-entry.

SOUND DEVICES:

Radios, video displays, PA devices, etc., are subject to the approval of Fair Management, and if used, must not interfere with other Vendors. All Vendors desiring to use P.A. Systems or other noise-making devices must have approval of Fair Management. Those Vendors with approved noise-making devices may have their privileges revoked at any time if the noise level becomes too loud. The Building Superintendent shall determine undue noise. **Fill out the request form provided in the back of this handbook.**

MOTORIZED VEHICLES:

All persons operating any motorized vehicles, carts, heavy equipment and/or bicycles must display a valid credential at all times. All vehicles must vacate the pedestrian areas of the fairgrounds 30 minutes prior to fair opening. All drivers must be at least 18 years, possess valid driver's license, may not be under the influence of controlled substances and must exercise care and prudence in the operation of said vehicles. All passengers must be seated, with all limbs within the vehicles. Children under the age of 5 may ride on the lap of an adult. Failure to follow this policy may revoke driving privileges. Unauthorized vehicles on grounds may be towed at the owner's expense. **No carts will be allowed on the Concourse or Broadway during the Fair operating hours, carts shall remain on the perimeter Fairgrounds road.**

DELIVERIES:

No deliveries will be allowed 30 minutes prior to Fair's opening in the publically accessible areas of the Fair. Prior to these times, unload quickly and remove the vehicle as soon as possible. **Do not block building doorways or vehicle traffic lanes. Drop-off deliveries can be made to Exposition Hall's office. For COD: leave the exact amount due with the Building Superintendent. If the payment is not received before delivery, the package will be refused. Please call Expo Hall Superintendent during Fair hours.**

CLEANLINESS:

All booths must be kept neat and clean at all times. You are responsible for the immediate area around your stand and any additional seating areas used by your patrons.

Debris must be removed from inside and around your stand and placed in trash containers. The Fair will supply an adequate number of barrels for this purpose. Do not sweep trash from your booth into the street or aisles; pick it up and dispose of it properly.

- All boxes and display materials must be kept from public view.

- All booth personnel must begin their shift wearing clean clothing.
- Smoking for all employee and fair-goers is limited to designated smoking areas in accordance with Solano County Smoking Ordinance.

CONDUCT:

Vendors, employees and their representatives shall operate strictly within the limits of their contracted area and will not operate in the aisles or roadways. Vendors shall ensure that all employees and representatives are orderly and polite in their conduct and speech. The booth space must be kept clean, no accumulation of trash, paper or other combustible material. Pets and alcoholic beverages are prohibited in and around your space.

EVALUATION:

It is the objective of the Solano County Fair Association to produce a quality, attractive, family-oriented event for our fairgoers. With this in mind, all booths will be evaluated periodically during the Fair.

It is your responsibility to make your employees aware of the impact these evaluations on your future participation at the Solano County Fair.

Evaluations are based on the general appearance of the booth, personnel, management practices, and compliance with the Solano County Fair’s Rules and Regulations.

FAIR EVALUATION:

Your comments and suggestions are important to us. An evaluation form will be made available to you during the Fair. We would appreciate your comments on where you think we could improve. We also like to hear those things you think we are doing right. Please take some time to give us your comments about our Fair. Please email comments to Marcia at: mmcoffman@scfair.org. Or SCFA, attn.: Marcia Coffman, 900 Fairgrounds Dr., Vallejo CA 94589.

ADMISSION CREDENTIALS:

No credentials will be given out without the Contract process being fully completed.

Owners and employees of booths who will work the run of the Fair will obtain a photo ID credential (good for Run of the Fair admission and parking) at the Administration Office.

Credential passes will be distributed as follows:

- 10' x 10'10 Admission or 2 photo ID credentials
 - 10' x 20'15 Admission or 3 photo ID credentials
 - 10' x 30'20 Admission or 4 photo ID credentials
- Additional Daily Admission passes may be purchased for the discounted rate of \$5 each and \$5 for each Daily Parking Pass.

Passes must be in your representatives' possession **BEFORE** entering the Fairgrounds. Please make certain that each of your employees understands this. Credentials lost or misplaced by the vendor may be replaced at the discounted rate. Contact the Administration Office.

PARKING CREDENTIALS:

Parking credentials issued per contract:

10' x 10' booth:

- 2 ID credentials or 10 Vendor/Employee Sage Street Parking
 - 1 Temporary Grounds Pass (must be off ground 30 minutes before Fair opening)
- 10' x 20' & 10' x 30' booths and Food & Beverage:**
- 3 or 4 IDs or 15 or 20 Vendor/Employee Sage Street Parking
 - 1 Temporary Grounds Pass (must be off ground 30 minutes before opening)

OVERNIGHT PARKING:

A limited number of RVs can be accommodated within the Fairgrounds. **There is no guarantee of electrical or water hook ups (no sewer). The fee is \$30-40 per night per RV. You may apply for a RV location with your application.** Sewer and grey water pump out service may be available. Information on this service will be provided to you at the time of RV placement.

The dump station in the year-round RV Park will be available on Monday, August 7, 2017.

MAKE RESERVATIONS IN-ADVANCE: RV locations are allocated on a first-come, first-serve basis. Mark on the application form the days of stay. Space location and parking credentials will be provided when you arrive on the Fairgrounds. You must park in your assigned spaces only.

REFRIGERATOR/STOCK TRUCKS:

Refrigerator trucks can be accommodated within the Fairgrounds with electricity provided. The fee is \$40 per day per truck. **Please make reservations in advance.**

Parking for non-refrigerated trucks is behind McCormack Hall along HWY 37, as space allows. This is available at a fee per vehicle. **ALL** trucks parked in the Stock Truck Parking Area must have credentials, so please indicate your intentions on the application provided. Once Stock Truck parking is full, additional parking will be in the Employee Parking Lot. **No services are available in Employee Parking Lot. There is NO sleeping in stock truck locations; outside of the RV lots. Sleeping in booths, stock trucks outside of designated area and autos is prohibited.**

SECURITY:

The Fair employs 24-hour security to patrol and serve the Fairgrounds. The Fair assumes no responsibility for products, equipment or materials left in booths. If you have anything in your display that could be carried away, please take it with you when you leave.

Expo Hall Vendors may enter Expo Hall 90 minutes prior to fair opening. Expo Hall closes to the public at 11 pm. Vendors must leave Expo Hall within 20 minutes of closing.

All vehicles must be off the public areas of the Fairgrounds 30 minutes prior to Fair opening. Vehicles parked in areas other than their assigned area may be cited and/or towed at the owner's expense.

GUEST SAFETY QUESTIONS:

Call Guest Safety at 707-551-2013.

EXPENSES:

The Vendor is responsible for any and all additional expenses in connection with the decoration, equipment or occupancy of the space with the exception of power given with the booth as stated in the contract. The Vendor is also responsible for any expenses incurred for service people they hire which pertain to their display.

ARRIVAL:

Before setting up, Vendor must check in at the Administration Office. Trailers are not to be unhooked until a Fair Representative has approved your trailer placement. You may park your vehicles in the Vendor/Employee Parking Lot which is shown on the map at the back of this handbook. After-hour arrivals must park in Vendor/Employee Parking Lot until assigned their space the next day.

SET-UP DATES & TIMES:

**** NO SET UP OR PLACEMENT OF YOUR STANDS ALLOWED UNTIL AFTER SIGNING IN AND RECEIVING CREDENTIALS FROM THE ADMINISTRATION OFFICE. (ADMINISTRATION HOURS ARE LISTED ON PAGE 3)**

OUTDOOR COMMERCIAL AND FOOD VENDORS:

Booth set-up beginning July 31, 2017
Monday, July 31 9 am - 8 pm
Tuesday, August 1 8 am - 8 pm
Wednesday, August 2..... 8 am - 2 pm

EXPO HALL COMMERCIAL VENDORS:

Booth set-up beginning July 31, 2017
Monday, July 31 9 am - 6 pm
Tuesday, August 1 8 am - 6 pm
Wednesday, August 2 8 am - 2 pm
All Fair Days.....building opens 90 minutes prior to fair opening

****ALL BOOTH SETUP MUST BE COMPLETED BY 2 PM OPENING DAY. BOOTHS NOT COMPLETED BY DEADLINE MUST WAIT UNTIL FOLLOWING BUSINESS DAY TO OPEN.**

CLOSING:

The official closing of the 2017 Solano County Fair is 11 pm, Sunday, August 6. To minimize confusion and closing problems, the Fair has established the following closing rules:

Expo Hall Exhibitors must remain open until 11 pm, except Sunday at 10 pm **DO NOT CLOSE YOUR BOOTH EARLY!** Breakdown of your booths can start as soon as Expo Hall doors are shut to the public. On closing night no vehicles will be allowed to drive on the grounds until **11:30 pm** or authorized by the Fairgrounds Security Manager.

Any vehicle on grounds before 11:30 pm or until security has cleared the grounds on closing night will be asked to leave. If not removed may be cited and towed at the owner's expense.

Expo Hall will remain unlocked until 1 am Monday, August 7 to allow Vendors to clear the building. Security will lock the building at 1 am, there is no overnight security in building. All items left overnight are at your own risk. The building will reopen from 9 am to 3 pm on Monday, August 7, to allow Vendors to finish clearing the building.

To remove stands and equipment from the grounds you must have paid all rent monies due the Fair, and you must have a receipt issued by the Fair office.

Food vendor's final percentage payments must be made to the Fair Office on Sunday, August 6. Appointments will be taken on a first-come, first-serve basis.

All Vendors are expected to remove their property from the Fairgrounds by **4 pm on Tuesday, August 7, 2017**. Vendors failing to remove their personal property risk incurring penalties ranging from storage charges to forfeiture of their property to the Solano County Fair. Vendor property which is forfeited to the Solano County Fair due to Vendor's failure to remove such property from the Fairgrounds may be sold at a public auction as permitted by law.

Fork-lift: Fork-lift services for trailer load out must be arranged no later than the start of the Fair on Sunday morning at the Administration Office. Fork-lift services will be available on Sunday night from 11 pm to midnight then again Monday from 8 am to 3 pm Additional fork lift needs will be available from Sunday midnight until 2 am for a \$100 fee and must be pre-arranged prior to opening on Sunday at the Administration Office.

Any site requiring the Solano County Fair to clean and/or repair will be billed to the Vendor.

FOOD VENDORS ONLY



FOOD PREPARATION:

All persons working in food preparation must conform to Solano County Environmental Health rules. See the Environmental Health Permit Application included with your contract and at the Solano County Fair Website. Any vendor in violation will receive a written citation or may be closed.

The Vendor must return the concession area back to the Solano County Fair in a clean and neat condition.

Each concession area must be clean and all waste removed or deposited in the proper locations. Fair Management will periodically inspect areas during the run of the Fair. **Grease must be stored in sealed containers. Grease containers will be collected by the Fair's Maintenance staff upon request. Sealed grease containers can be left at each stand location after load out.** Do not throw containers of grease into trash containers or bins.

Vendors are required by the State of California to be "Serve/Safe Certified". A certificate must be presented to the Solano County Environmental Health Inspector. There must be a minimum of one Serve/Safe Certified person with the food unit at all times during operation. Sampling is not permitted; except for Expo Hall Vendors.

SKIRTING:

All portable trailers must have proper skirting to cover the bottom of the stand to the ground. Condiment, service and display tables must be covered and skirted.

AUDITING:

- Every food and beverage vendor unit shall have a cash register that has a removable tape. The Fair requires each vendor to use a dual receipt that can be given to the customer. The register shall be visible to customers when placing an order. Maintenance of registers is the vendor's responsibility. Please report downtime to the Administration Office immediately.

- All sales must be rung up on the cash register. Cash drawers will be closed following each sale. Continuously opening cash drawer or use of separate cash box is prohibited.
- Cash registers must have consecutive "z" numbers.
- A "z" reading is required on opening day, Wednesday morning by 2 pm before any sales have been rung and at the close of each business day. Additional "z" reading may be taken randomly by Fair Management.
- Vendors are required to turn in the previous day's Gross Sales Report and "z" tape to the Administration Office 30 minutes prior to Fair opening. Your signature or initials on the recording sheet will verify that you agree with the readings as noted. If you are unsure of the amount noted, you should not sign or initial the sheet until you are confident that the amount is correct.
- An over-ring must be circled on the detail tape and re-rung correctly.
- "No Sales" must be kept to a minimum. Excessive "No Sales" will not be tolerated. Fair Management reserves the right to assess an amount to each "No Sale" recorded, equal to that day's average sale transaction.
- An audit of the "z" tapes may be done daily by Fair Management.
- "Secret Shoppers" may be used at Fair Managements discretion to verify food concessionaire's financial reporting.

VIOLATIONS & PENALTIES:

Violations of this auditing policy may result in the following penalties:

- 1) First infraction = written warning.
- 2) Second infraction = up to \$100 fine.
- 3) Third infraction = up to \$250 fine, food stand subject to possible closure.
- 4) Fourth infraction = up to \$500 fine, expulsion from the Fairgrounds.

FINAL SETTLEMENT & PAYMENT:

Food vendor's final percentage payments must be made to the Fair Administration Office Sunday, August 6. Appointments will be taken on a first-come, first-serve basis.

**APPLICATION FOR PERMISSION TO
GIVEAWAY PRODUCTS
CONDUCT FREE DRAWINGS
OR TO USE A P.A. SYSTEM:**

COMPANY NAME: _____

BUILDING: _____ SPACE: _____

REQUEST PERMISSION TO:

GIVE AWAY the following products at their booth during the Fair:

1) _____

2) _____

3) _____

4) _____

Request is made to conduct a FREE DRAWING for the following products:

1) _____

2) _____

3) _____

4) _____

I understand the names and addresses of all winners from the drawings will be submitted to the Fair Management the day following the close of the annual Fair.

Request is made for permission to use a P.A./MICROPHONE SYSTEM in the space assigned. I agree to keep the volume controlled so it will not interfere with other Vendors and Fair Management may revoke the privilege of its use at its discretion.

Type of device: _____

Vendors Signature: _____

Date: _____

Vendor printed name: _____

Fair Management: _____

Date: _____

Application approved: _____

Date: _____

Application denied: _____

Date: _____



CREDIT CARD AUTHORIZATION FORM

Please fax to: 707-642-7947

Company: _____

Contract #: _____

Cardholder Name: _____

Billing Address: _____

Billing City, State, Zip: _____

Phone Number: _____

Type of Credit Card (circle one): **Visa** **MasterCard**

Credit Card - **last 4 digits ONLY**: _____
(full credit card number is obtained below)

Credit Card - Expiration Date: _____

Amount Authorized to Charge: \$ _____

I authorize Solano County Fair to charge the above credit card for the amount noted above.

Cardholder Signature: _____

Today's Date: _____

This top portion will be retained for our records. For our client's security, only the last 4 digits of the credit card are shown. Please enter 16 digit credit card numbers below. The bottom portion will be shredded/destroyed upon processing.



16 digit credit card number: _____

CVC Number: _____

Once credit card is processed for payment, SCFA staff will immediately destroy the 16 digit credit card number.

2017 VENDOR CLOSING

The official closing of the 2017 Solano County Fair is 11 pm, Sunday, August 6. To minimize confusion and closing problems, here is an abbreviated list of rules. All rules are strictly enforced.

- All Vendors must remain open until official closing time, Sunday, August 6 at 11pm. Do not close your booth early!
- **On closing night no vehicles will be allowed to drive on the grounds until carnival closing and authorized by the Fairgrounds Security Manager.**
- Any vehicle on grounds before authorized by the Security Manager are subject to removal and will be towed at the owner's expense.
- Expo Hall will remain unlocked until 1 am on Monday, August 7, at which time Security will lock the building. During this time vendors may clear the building of their products.
- Expo Hall will reopen from 9 am to 3 pm on Monday, August 7, to allow Vendors to finish clearing the building.
- Food concessionaire's final percentage payments must be made to the Fair Administration Office at the close of Fair, Sunday, August 6, 2017 starting at 11 pm on a first-come, first-serve basis.
- Food Vendors will be given a Concession Reconciliation Report from the Administration Office. They will be required to present this to the Sage Street Guard upon exiting the Fairgrounds.

All portable stands must be removed from the fairgrounds by 4 pm, Tuesday, August 7, unless otherwise specified in a written approval from the Fair Administration Office. Temporary Storage space may be made available for portable stands for a fee.

Upon authorization from the Security Manager, (generally after 11:30 pm) you will be allowed to enter the Fairgrounds to tear down. Do not block red zones, driveways or roads. Your vehicle will be subject to City of Vallejo Citation for parking illegally.

There will be dumpsters provided near the roll up door. **Please leave your space clean.**

On Behalf of the Solano County Fair we would like to
Thank you all for being our partners in the 2017 Solano County Fair!
See you again next Fair!

Arriving Vendors/RV's are to use Sage St. to enter the Fairgrounds. Vendors are to park in the Employee and walk to the Admin Office for load-in procedures. Unauthorized vehicles found parked inside the lot are to be cited and or towed at owner's expense. *Please provide your driver(s) with a copy of this map*

**** No Entry at the Main Gate – Use Sage Street****

