

Event: 2022 Solano County Fair

Event Dates: June 16-19, 2022

Thank you for your interest in participating as a Commercial Vendor at the Solano County Fairgrounds. Please review these instructions carefully. This application is neither an offer nor a guarantee of space. Participation is confirmed only after an agreement has been fully executed with the Solano County Fair Association. If you have any questions, please contact **Mike Ioakimedes** at **707.551.2004** or Vendors@SCFair.org.

INSTRUCTIONS FOR COMPLETING APPLICATION PACKET

1. 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.
2. If you are applying for more than one space, you must submit a separate application for each space.
3. We are seeking experienced Vendors with a quality presentation and equipment. Consideration will be given to those vendors with unique menu items. The sale of certain items is prohibited, including but not limited to 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 Commercial Vendors and menu items that are duplicated.
4. Please **DO NOT** send money with this application. Payment will be due at the time a contract is executed.
5. Ensure you sign your application where indicated. Submit completed applications to:

SOLANO COUNTY FAIR
ATTN: MIKE IOAKIMEDES
900 FAIRGROUNDS DRIVE
VALLEJO, CA 94589

Email: Vendors@SCFair.org
FAX: 707.642.7947

REQUIRED APPLICATION ITEMS

6. Submit a proposed list of the items you wish to sell. Be specific and include all of your items and their prices. Use the provided form on Page 3 or attach a separate page. 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.
7. Any brochures, handouts, catalogs, etc. that will best describe your product should be included with this application and must be pre-approved for distribution.
8. If you want space for an RV, bunk house, premium parking, stock truck or a refrigerated truck, please complete and return page 4.
9. Submit recent photos of your stand. Photos will not be returned.
10. Attach a copy of your Safe Food Handler's Certificate and provide your California Seller's Permit Number; if not applicable, provide a copy of your Business License.
11. Provide details on insurance. If a contract is issued, appropriate documentation (COI) containing SCFA's required indemnification language will be required.

IF CONTRACT IS AWARDED

12. Print and read the Exhibitor Handbook.
13. All Vendors are required to obtain a Temporary Business License from the City of Vallejo and a Health Permit (if applicable) from the Solano County Department of Resource Management.
14. The location of your booth will be determined by designated SCFA staff and locations are subject to change.
15. An executed contract, full payment and COI documentation are due prior to the start of the Event to guarantee your participation.

COMMERCIAL VENDOR APPLICATION

- CHECK ONE:** New Returning - If a returning Vendor:
- CHECK BOOTH REQUEST:** Inside Space Size: 10 x 10 10 x 20 In-line End/Corner
- CHECK ALL APPLICABLE:** Outside Space Size: 10 x 10 10 x 20 Other: _____ x _____
- Use Microphones Conduct Prize Drawings Direct Sales Leads
- Stock Merchandise Promotional Giveaways Custom Items Mail Order

VENDOR INFORMATION: (As it appears on your Insurance and/or Business License)

Business Entity Name & DBA (if different): _____

Owner/Operator Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Web Site: _____

Business Phone: _____ Cell Phone: _____ Fax: _____

How long in business? _____ Sole Proprietor Partnership Corporation Other (specify) _____

CA Seller's Permit No.: _____ (Number will be confirmed by SCFA)

On-site Contact: _____ On-site Contact Cell: () _____

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 the event.

My Own Carrier Carrier: _____

Policy No. & Expiration: _____

CFSA Master List CFSA No.: _____ Policy Expires: _____

I would like to buy insurance through California Fair Services Authority, if accepted by CFSA.

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

RV SPACES & REFRIGERATED/STOCK TRUCKS: Spaces will be allocated on a first-come, first-served basis. You must stay in your allotted space. If you will need a space, please fill out the more detailed application on page 4.

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

UTILITIES REQUESTS: The Fairgrounds will make all reasonable efforts to accommodate electrical, water and sewer needs. Unusual requests may require additional charges to be assessed.

Electrical Requests: 110/750W _____ Voltage/Phase/Amps: _____ / _____ / _____

Running Water Required? Yes No Audio/Video Equipment Used in Booth? Yes No

