



75th ANNUAL SOLANO COUNTY FAIR
Thursday, June 13th through Sunday, June 16, 2024
Application Deadline: Friday, May 31, 2024

Thank you for your interest in joining us as a Food and Beverage Concession at the 75th Annual Solano County Fair. The Solano County Fair Association (SCFA) is seeking experienced Food & Beverage Concessionaires with professional Presentations, as well as quality food and beverage products to play our fair.

Please review these instructions carefully and please note that we shall give preference to Food & Beverage Concession Applications submitted via email, including any required accompanying documents. Legible scans or photographs of the Application and accompanying documents submitted by email are acceptable. Applications submitted by facsimile shall not be accepted. If the application is approved by the SCFA, a Contract shall be sent for execution by the Concessionaire via the internet-based "DocuSign" tool.

Important: This application is not a contract. It is neither an offer nor a guarantee of space. The submission of this Application shall not be construed by the Applicant as a guarantee of Concession Space at the 75th Annual Solano County Fair. Concessionaire participation shall be confirmed only after a Contract has been fully executed between the approved Concessionaire and the SCFA, including payment in full of all fees due by the Concessionaire on execution of the Contract.

If you have any questions, please contact vendors@scfair.org

INSTRUCTIONS FOR COMPLETING APPLICATION PACKET

1. Read the Food and Beverage Concession Handbook.
2. Complete the application form by answering all questions completely and accurately. This application is the sole representation of your business for the selection process. Incomplete applications will not be considered, or if considered, will be considered only on the basis of the information provided.
3. If you are applying for more than one concession location, you must submit a separate application for each location.
4. We are seeking experienced Food and Beverage Concessions with quality presentation and equipment. Consideration will be given to those vendors with unique items. We reserve the right to limit the number of Food and Beverage Concessions and product items that are duplicated.
5. Please DO NOT send money with this application. Payment will be due at the time a Contract is executed.
6. Save the application as a PDF to your computer. Email completed application as an attachment to vendors@scfair.org or Mail to: Solano County Fair Association, Attn: Food & Beverage Application, 900 Fairgrounds Drive, Vallejo, CA 94589.
7. Submit a detailed list of the menu items you wish to sell on page 4. Include all your menu items and their prices. All menu items and price points are subject to the SCFA's revocable approval at the sole discretion to the CEO or designee.
8. If you want space for an RV, bunk house, stock truck or a refrigerated truck, please complete and return page 5.
9. Submit recent photos of your booth.
10. Provide your California Seller's Permit Number; if not applicable, provide a copy of your Business License.
11. Provide proof of insurance. If a contract is issued, appropriate documentation Certificate of Insurance (COI) containing SCFA's required indemnification language must be provided at contract execution.

IF AGREEMENT IS EXECUTED

- All F&B Commercial Exhibitors are required to obtain a Temporary Business License from the City of Vallejo and a Temporary Food Vendor Permit (health permit) from Solano County Resource Management.
- The location of your booth will be determined at the sole discretion of the SCFA's CEO or Designee and locations are subject to change.
- An executed contract, full payment and COI documentation are due prior to the start of the Event to guarantee your participation.



FOOD AND BEVERAGE CONCESSION APPLICATION

FEES: Food & Beverage Trailer/Stand/Cart – 23% of Gross Sales
\$500 deposit required to be applied to final reconciliation.

IF A CONTRACT IS AWARDED

FULL PAYMENT AND SIGNED CONTRACT DUE BEFORE FAIR TO GUARANTEE EXHIBITOR SPACE

Check one: [] NEW EXHIBITOR [] RETURNING EXHIBITOR – Last year of participation _____

COMMERCIAL EXHIBITOR 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: _____

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

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

INSURANCE REQUIREMENTS: Each Food and Beverage Concession must provide proof of general and product liability insurance of at least \$1,000,000. Certificates of Insurance will be required if you are awarded a contract. Please check the form of insurance that will cover you during the event:

[] My Own Carrier Carrier: _____
Policy No. & Expiration (attach copy of policy): _____

[] California Fair Services Authority (CFSA):
Master List CFSA No.: _____ Policy Expires: _____

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

NOTE: You must provide Workers Compensation Insurance coverage for all employees or volunteers working on the 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 more detailed applications on page 5.

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

Type of Stand: [] Trailer [] Tent/Canopy [] Cart

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

Running Water Required? [] Yes [] No Sewer Required? [] Yes [] No



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 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 is very important to appropriately locate your stand.

DIAGRAM: ONE SQUARE FOOT PER BOX



RV SPACE REGISTRATION APPLICATION

Applications for RV trailer spaces must accompany your Commercial Exhibitor application. All RV trailer spaces will be assigned at the sole discretion of the SCFA’s CEO or Designee. Requests for specific spaces will be considered, but assignment of requested space is not guaranteed.

FEES: Weekly rate of \$250/week (7 nights - Monday 6/10, 12 Noon through Monday 6/17, 12 Noon) partial use is \$45/day. Note that you may be required to relocate your vehicle as directed by the SCFA’s CEO or Designee. Hook-ups are not guaranteed. Electrical service is limited to a maximum of 20 amps/110 volts per stall.

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 5th 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.)

REFRIGERATOR AND STOCK TRUCKS

FEES:

- STOCK TRUCK – \$25 per day.
- REFRIGERATOR and STOCK TRUCK NEEDING ELECTRICITY – \$45 per day.

SUBMIT COMPLETED APPLICATIONS TO: SOLANO COUNTY FAIR ASSOCIATION
ATTN: FOOD & BEVERAGE APPLICATION
900 FAIRGROUNDS DRIVE
VALLEJO, CA 94589

Email: vendors@scfair.org
PH: 707-551-2000