



## Commercial Vendor Application & Information Form

### 74<sup>th</sup> Annual Solano County Fair

### Thursday, June 15 thru Sunday, June 18, 2023

Thank you for your interest in joining us as a Commercial Vendor at the [74<sup>th</sup> Annual Solano County Fair](#). The Solano County Fair Association (SCFA) is seeking experienced Vendors with professional presentations and quality merchandise to play our fair this year.

Please review these instructions carefully and please note that we shall give preference to Commercial Vendor Applications (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, the Rental Agreement (Agreement) shall be sent for Execution by the Vendor via the internet-based “DocuSign” tool.

**Important: This Application is not a contract. The submission of this Application to the SCFA shall not be construed by the applicant as a guarantee of Vendor Space at the 74th Annual Solano County Fair.** Vendor’s participation shall be confirmed only after an Agreement has been fully Executed between the approved Vendor and the SCFA, including payment in full of all Fees due by the Vendor on Execution of the Agreement.

Questions? Please contact **Commercial Vendor Coordinator Alejandra Tejano** at **707.551.2016** or [atejano@scfair.org](mailto:atejano@scfair.org).

### Notes & Instructions

1. Please complete this Application completely and accurately. This Application is the sole representation of your business for the selection process. Incomplete applications may not be considered or if considered, will be considered only on the basis of the information provided.
2. If applying for more than one Vendor location, please submit a separate application for each location.
3. Please do not send money with this Application. Payment will be due and payable at the time an Agreement is fully Executed.
4. Please ensure you sign and date your Application as indicated. Submit completed Application to:

**Solano County Fair Association**  
**Attn: Alejandra Tejano**  
**900 Fairgrounds Drive**  
**Vallejo, CA 94589**  
**(707) 551 – 2016**  
[atejano@scfair.org](mailto:atejano@scfair.org)

### Required with Application Submittal

1. Please submit a complete list of the proposed merchandise, brochures, handouts, etc for sale and/or distribution. Be specific and include proposed price points of merchandise to be sold. Submission of recent photos of the proposed merchandise is encouraged (taken no earlier than January 1, 2022).
2. If you need space for an RV, Bunk House or Dry Stock Truck/Trailer, please complete and return page 3 below.
3. Submit photos of your setup (taken no earlier than January 1, 2022), along with an overhead sketch showing the dimensions of your setup.



## Commercial Vendor Applicant Information

Business Entity Name: \_\_\_\_\_

California (or other state) Entity Number & Entity Type: \_\_\_\_\_

Authorized Name & Title of Person who may Execute a Commercial Vendor Agreement with the SCFA:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

On-Site Contact & Title: \_\_\_\_\_ On-Site Contact Cell: \_\_\_\_\_

Vendor Location Desired (Inside/Outside): \_\_\_\_\_

Vendor Location Size: \_\_\_\_\_ Utilities Requested: \_\_\_\_\_

**Notes:** The standard sizes of our Commercial Locations are 10' x 10' or 10' x 20'. Larger sizes may be available on request. Inside spaces will be in Exposition Hall and be comprised of Pipe & Drape Booths provided by the SCFA. Outside Commercial Locations **does not** include canopies provided by the SCFA. Fees per location will be determined by size, specific location, merchandise on offer and utility requirements. All locations will require a refundable Damage, Cleaning & Security Deposit. For most locations, a flat fee will be applied. In special cases, at the sole discretion of the CEO or his/her Designee, a flat fee plus commission may be imposed. In those cases, the use of approved cash registers or POS systems are required and subject to audit at any time.

**Approval of Merchandise and Price Points:** Please note that all merchandise and price-points are subject to the SCFA's revocable approval at the sole discretion of the CEO or his/her Designee.

**Permitting & Regulatory Requirements:** All Vendors must present documentation of compliance with the requirements of the City of Vallejo's Business Licensing Requirements no later than 4 pm on Tuesday, June 13, 2023.

**General Liability Insurance Requirements:** A Certificate of Insurance (COI) with the appropriate coverages (including, but not limited to, Automobile and Workers' Comp), indemnifications, amounts and compliant Additional Insured Language will be required if an Agreement is Executed between the Applicant and the SCFA. The California Fair Services Authority shall review and approve/disapprove of the submitted COI.

**RV/Bunk House, Dry Stock Truck/Trailer:** 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 3.

**Megan's Law:** The SCFA requires that all Commercial Vendors playing the 74<sup>th</sup> Annual Solano County Fair shall provide their employee's personal information (first name, last name, city/state of residence) to enable these names to be searched through the Department of Justice's Megan's Law database by the SCFA.



**RV SPACE REGISTRATION APPLICATION**

RV, Bunk House and Dry Stock Truck/Trailer spaces will be assigned at the sole discretion of the SCFA’s CEO or his/her Designee. Requests for specific locations shall be taken into consideration.

**Fees:** Weekly Rate of **\$225/week (7 nights – Mon 6/12 12 pm thru Mon 6/19 12 pm)** or Daily Rate of **\$45/day**. Please note that you may be required to relocate your vehicle as directed by SCFA staff. Hook-ups are available but not guaranteed. Electrical service is limited to a maximum of 20 amps/110 volts per stall.

**Date & Time of Arrival:** \_\_\_\_\_

**Date & Time of Departure:** \_\_\_\_\_

**Total Number of Nights:** \_\_\_\_\_

**RV/Bunk House Specifications:**

**RV Type:**       Pull Trailer       5<sup>th</sup> Wheel       Motor Home       Bunk House

**Length:** \_\_\_\_\_ feet      **Slide Out:**     YES     NO

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Towing Vehicle Make/Model:** \_\_\_\_\_

*(One towing vehicle may be in space; however, it must fit within your assigned RV space.)*

**Septic Pump Out:**

Septic Pump Out service available for an additional fee.

**Dry Stock Truck/Trailer**

**Fees:**

- Dry Stock Truck/Trailer – \$25 per day

**Please describe Stock Vehicle Type, Dimensions & Accessibility Needs:**

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