



## Solano County Fairgrounds Events 2022 Food and Beverage Commercial Exhibitor Application Packet

**Event:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_

**Application Deadline:** \_\_\_\_\_

Thank you for your interest in participating as a Commercial Exhibitor at a Solano County Fairground's Event. 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 **Heather DeGroot at 707-551-2016 or [hdegroot@scfair.org](mailto:hdegroot@scfair.org)**.

### **INSTRUCTIONS FOR COMPLETING APPLICATION PACKET**

1. Print & read the Commercial Exhibitor Handbook.
2. Sign and return the Handbook acknowledgement page.
3. 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.
4. If you are applying for more than one space, you must submit a separate application for each space.
5. We are seeking experienced Commercial Exhibitors with a quality presentation and equipment. Consideration will be given to those vendors with unique 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 Exhibitors and product items that are duplicated.
6. Please **DO NOT** send money with this application. Payment will be due at the time a contract is executed.
7. Ensure you sign your application where indicated. Submit completed applications to:

**SOLANO COUNTY FAIR**                      **EMAIL: [HDEGROOT@SCFAIR.ORG](mailto:HDEGROOT@SCFAIR.ORG)**  
**ATTN: HEATHER DEGROOT**              **FAX: 707.642.7947**  
**900 FAIRGROUNDS DRIVE**  
**VALLEJO, CA 94589**

### **REQUIRED APPLICATION ITEMS**

8. Submit a detailed list of the menu items you wish to sell. Include all your menu items and their prices.
9. Any brochures, handouts, catalogs, etc. that will best describe your product should be included with this application and must be pre-approved for distribution.
10. If you want space for an RV, bunk house, premium parking, stock truck or a refrigerated truck, please complete and return page 4.
11. Submit recent photos of your booth. Photos will not be returned.
12. Provide your California Seller's Permit Number; if not applicable, provide a copy of your Business License.
13. Provide proof of insurance. If a contract is issued, appropriate documentation (COI) containing SCFA's required indemnification language must be provided at contract execution.

### **IF CONTRACT IS AWARDED**

14. 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.
15. The location of your booth will be determined at the sole discretion of the SCFA's General Manager and locations are subject to change.
16. An executed contract, full payment and COI documentation are due prior to the start of the Event to guarantee your participation.



FOOD AND BEVERAGE COMMERCIAL EXHIBITOR APPLICATION

FEES: Outside Space Food & Beverage Concessionaire 20% Commission
\$100 deposit required, to be applied to final reconciliation

IF A CONTRACT IS AWARDED

FULL PAYMENT & SIGNED CONTRACT WILL BE DUE BEFORE EVENT
TO GUARANTEE PARTICIPATION AS A COMMERCIAL EXHIBITOR

CHECK ONE: [ ] NEW [ ] RETURNING

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 Commercial Vendor 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): \_\_\_\_\_

[ ] CFSA Master List CFSA No.: \_\_\_\_\_ Policy Expires: \_\_\_\_\_

[ ] Buy insurance through California Fair Services Authority, if accepted by CFSA. The \$40.00 cost is subject to change.

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.

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 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 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**



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 General Manager. Requests for specific spaces will be considered, but assignment of requested space is not guaranteed.

FEES: Weekly rate of \$200/week (partial use is \$40/day). Note that you may be required to relocate your vehicle as directed by the SCFA's General Manager. Hook-ups are not guaranteed. Electrical service is limited to a maximum of 20 amps/110 volts per stall. (If you need to store a stock or refrigerated truck ask for fees.)

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 - \$20 per day.
REFRIGERATOR and STOCK TRUCK NEEDING ELECTRICITY - \$40 per day.

SUBMIT COMPLETED APPLICATIONS TO:

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

Email: MIOAK@SCFAIR.ORG
PH: 707-551-2004
FAX: 707.642.7947