



2022 Exhibitor Handbook

Information for all Food & Beverage and Commercial Exhibitors including retail vendors, amusement attraction providers, non-profit organizations and informational booths.

The Board, Management and Staff of the ***Solano County Fair Association (SCFA)*** are pleased to have you join us at one of the many events held throughout the year at the Solano County Fairgrounds. We anticipate these events will produce a solid return for all of us involved – the Commercial Exhibitors, Food & Beverage Exhibitors, our guests and attendees, and the Fair Association.

This Handbook is intended to acquaint you with the Solano County Fair Association's Policies and Guidelines for participating in an event at the Solano County Fairgrounds. We require you to read this Handbook and encourage you to have your employees read it as well. **The information contained in this Handbook is part of your contractual agreement with us.**

We look forward to working with you to make the upcoming event at the Solano County Fairgrounds a success!

Questions? Please contact:

Executive Director

Mike Ioakimedes

707-551-2004

mioak@SCFair.org



Solano County Fairgrounds
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IMPORTANT CONTACTS

PHYSICAL ADDRESS

SOLANO COUNTY FAIRGROUNDS
900 FAIRGROUNDS DRIVE
VALLEJO, CA 94589
(707) 551 - 2000

SOLANO COUNTY FAIR ASSOCIATION (SCFA) STAFF

Executive Director & CEO

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For the purposes of this Handbook, all Commercial Exhibitors and Food & Beverage Exhibitors may be collectively referred to as “Exhibitors”.

All information, dates, times and prices contained in this Handbook are subject to change without notice.

Individual event contract details, language and information may supersede this Handbook.

FAST FACTS

FAIR ADMINISTRATION OFFICE HOURS

Monday through Friday..... 7:30 am – 4:30 pm

GUEST SAFETY – (707) 551-2013

The Guest Safety Office is located in the Operations Annex adjacent to the Administration Office.

EXHIBITOR HOURS

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

First and foremost, if the Event is open for business, then you as our partner must also be open for business. You may choose to remain open longer to accommodate late patrons or open early to serve event personnel.

FAIRGROUNDS SAFETY REQUIREMENTS

To protect our attendees, staff and Exhibitors, the SCFA has adopted the following rules, regulations and procedures. These rules apply to all.

ITEMS PROHIBITED ON THE FAIRGROUNDS

- Glass beverage containers
- Pets (Service Animals welcome)
- Knives, guns, mace, toy guns, laser pointers or any other item that may be determined to be a weapon by SCFA's security personnel
- Alcoholic beverages may not be brought onto the Fairgrounds
- Illegal Drugs
- Bicycles, skateboards, roller blades or scooters

ACTIVITIES PROHIBITED ON THE FAIRGROUNDS

- Soliciting without an SCFA executed contractual agreement or outside of assigned space
- Distribution of leaflets, stickers, balloons or flyers without prior written approval from SCFA
- 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 all, the Solano County Fair Association works closely with the Solano County Sheriff's Department and other law enforcement entities. Metal detectors may be used at all public entrances.

FIRE SAFETY STANDARDS

All fire regulations as prescribed by the State Fire Marshal and the City of Vallejo Fire Department 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 an approved solution and process.

Except for fabric made of 100% glass fiber, a special permit from the City of Vallejo Fire Department shall 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

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.

GENERAL POLICIES FOR SPACE RENTAL

NEW EXHIBITOR APPLICATIONS

- Those who request information to participate as an Exhibitor will be sent an application form. The application must be returned by the specified date.
- Each Exhibitor must submit a new application for each event.
- The application does **not** constitute a commitment by the SCFA or prospective Exhibitor.

- After placement of returning Exhibitors, available spaces will be allocated based upon the type of product that would best suit the available area.
 - The SCFA reserves the right to select the mix of products selected.
 - Only applications completed in full will be considered.
 - 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.
- If the space is resold for the full balance, a refund will be made less \$100 Administration Fee.
 - If the space is resold for less than the total balance due, **a partial refund may be given** at the sole discretion of the SCFA's Executive Director.
 - If the space cannot be resold to a suitable replacement, **no refund will be given.**
- All requests for refunds must be made in writing and are subject to approval by the SCFA's Executive Director.

SPACE ALLOCATION POLICY

- While there is no guarantee that a returning Exhibitor will be assigned the same space as in previous years, reasonable effort by SCFA staff will be made to assign the same space as in the prior year upon request.
- Consideration will be given to requests by Exhibitors on the location of their booths.
- Space shall be allotted on a first-come, first-serve basis.
- SCFA's Executive Director, at his/her sole discretion, retains the right to move Exhibitor to a different location if deemed to be in the best interest of the Event.

EXHIBITOR'S RESPONSIBILITY

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

RETURNED CHECKS

A \$35 fee will be charged on all checks returned by the bank. Exhibitor 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 Event space are non-refundable except in the following instances:

- If an Exhibitor is unable to participate and wishes to cancel their agreement, and the SCFA is notified in advance, the SCFA will attempt to resell the space.

PRODUCT SALES/RESTRICTIONS

Only those products listed and approved 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 express approval of the SCFA's Executive Director.

The SCFA's Executive Director may restrict duplication of brand names, trade name articles, products or services in any given area. An Exhibitor contract does not grant the Exhibitor any exclusive rights for the sale of any product unless the SCFA so states in the contract.

Misrepresentation of product or business on the application may result in cancellation of contract and exclusion of the Exhibitor from the Fairgrounds.

CITY OF VALLEJO BUSINESS LICENSE

The City of Vallejo requires that our Exhibitors obtain a Business License from them. Please contact the City of Vallejo Business License Office at (707) 648-4310 or www.ci.vallejo.ca.us.

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

BOOTH SIZE & 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. Exhibitors, their 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.

SIGNAGE

Exhibitors are responsible for their own booth identification signs. Signs must be professional in appearance in the sole judgement of the SCFA's Executive Director. Signs must be placed in a prominent position on the booth.

Where price signs are utilized, signs must be small, neat and inoffensive. The SCFA's Executive Director, at his/her sole discretion, may require an Exhibitor to remove any price sign, which is considered undesirable. Under no circumstances will any Exhibitor be allowed to place any sign or advertising materials outside of their contracted space on the Fairgrounds at any time.

The Solano County Fairgrounds does not permit:

- Handmade, felt pen or stencil signs
- Signs on cardboard or paper
- Any signs over the height of the back drape or booth top
- Merchandise hanging from booth which obstructs the view of adjacent booths or exhibits
- Exhibit modules or furnishings that are not in good repair
- Exhibits extending beyond the contracted space

HEALTH DEPARTMENT RULES

All Exhibitors shall cooperate with representatives of the Solano County Environmental Health Department.

Exhibitors such as food blender demonstrators, cookware dealers, health food demonstrators, etc. may be required to have a **Solano County Environmental Health Department Permit**.

It is the responsibility of Exhibitors preparing to do something in their booth that would fall under the jurisdiction of Environmental Health to determine if a permit is needed and make sure that all necessary

approvals and permits are in place 30 days prior to the Event.

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. Website: www.solanocounty.com.**

ELECTRICITY

Each Exhibitor must have its own electrical service. The SCFA's House Electrician will oversee the hook-up on a first-come, first-serve basis. Please make an appointment at the Administration Office.

The SCFA's House Electrician is both empowered and directed by the SCFA's Executive Director to refuse to connect electrical service equipment or immediately disconnect any Exhibitor's equipment not considered safe.

Exhibitor's electrical needs will be accommodated based on information supplied on the application. Should those needs not prove to be accurate or adequate, additional charges may apply at the sole discretion of the SCFA's Executive Director.

All electrical extension cords shall be of 10 gauge or greater, heavy-duty three-wire (grounded) construction. 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. The SCFA does not loan or provide extension cords at any time. 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.

WATER

Fairgrounds' rental buildings do not have water connections or drains available. Outside availability is determined on each Exhibitor'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

A valid California State Sales Tax Number is required for any entity making sales on the Solano County Fairgrounds. Please contact the California Department of Tax and Fee Administration at (800) 400-7115 or www.cdtfa.ca.gov. Permits may be obtained from this website and your ability to make sales in California will be confirmed by SCFA.

SOLICITATIONS

Begging or soliciting is expressly prohibited. No roving Exhibitors or solicitors, regardless of affiliation, shall be permitted at any time on the Fairgrounds.

DEMONSTRATIONS

Demonstrations are limited to and require the prior written approval of the SCFA's Executive Director. When performing a demonstration, please ensure that spectators do not block aisles and walkways.

GIVEAWAYS

Please submit your list of giveaways for approval by the SCFA's Executive Director by completing the form on page 19 and returning it with your executed agreement. No stickers or other material capable of being glued or stuck to walls, automobiles, etc., may be given away.

FREE DRAWINGS

Exhibitors may generate leads by offering prizes/giveaways within the confines of the exhibit space only. The Exhibitor 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.).

Exhibitors may conduct free drawings from their contracted booth provided the following.

- All parts of drawing tickets used shall have printed on it the name of the company conducting the drawing, and list prize or prizes and value. (Attach sample and completed form on page 19 to executed agreement).

- 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.
- Exhibitor shall provide to the SCFA all prize winner's names, mailing and email addresses, telephone numbers and description of prizes upon request.
- A sample of drawing tickets and a list of the prize(s) to be offered must be submitted to the SCFA prior to the Event start.
- Names and contact information of drawing participants are for the exclusive use of the Exhibitor and may not be sold, transferred or distributed to any other person or entity for any purpose at any time.
- Winners of gift prizes shall not be required to leave their domicile area to receive prizes. The Exhibitor shall mail, ship or deliver prizes to winners.

CUSTOMER RETURNS

Exhibitors must post their policy for credit check, refunds, and exchanges so that it is visible to the patrons.

SOUND DEVICES

Radios, video displays, PA devices, etc., are subject to the approval of the SCFA's Executive Director at his/her sole discretion. If these systems are used, they must not interfere with other Exhibitors.

All Exhibitors who desire to use P.A. Systems or other noise-making devices must have the prior written approval of the SCFA's Executive Director. Please complete and return the form on page 19 with your executed agreement.

Exhibitors with approved noise-making devices may have their privileges revoked at any time at the sole discretion of SCFA's Executive Director.

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 not less than

30 minutes prior to the fair opening to the public. 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. Unauthorized vehicles on grounds may be towed at the owner's expense. No Exhibitor carts will be allowed on the Concourse or Broadway during the Event operating hours.

Failure to follow these policies may, at the sole discretion of the SCFA's Executive Director, result in revocation of driving privileges.

DELIVERIES

During allowed delivery times, please do not impede building access and/or designated fire lanes.

Deliveries may be made at the SCFA's Administration Office. For "COD" deliveries please leave the exact amount due with the Administration Office Staff. If the payment is not received before delivery, the delivery will be refused.

CLEANLINESS

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

Debris must be removed from inside and around your stand/booth and placed in trash containers. The Fairgrounds 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's Anti-Smoking Policies.

CONDUCT

Exhibitors, their employees and representatives shall operate strictly within the limits of their contracted

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

SECURITY

The SCFA 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.

If you have questions regarding security, please call the Guest Safety Office at (707) 551 – 2013.

EXPENSES

Exhibitors are responsible for all expenses related to the decoration, equipment or sub-contracted services pertaining to their space.

EVALUATIONS

It is the objective of the SCFA to produce a quality, attractive, family-oriented Event for our guests and attendees. Exhibitor locations shall be evaluated periodically during the Event by SCFA's Executive Director.

Evaluations are based on the general appearance of the booth, personnel, management practices, and compliance with the contractual agreement executed between the Exhibitor and the SCFA.

INSURANCE REQUIREMENTS

For the purposes of this section, "Exhibitor" refers to all Commercial Exhibitors and Food & Beverage Exhibitors, with the following Insurance Requirements applying to all.

A. General Provisions:

1. Coverage Limits – Exhibitor shall maintain, at its sole cost, Broad Form Public Liability Insurance, including Product Liability Coverage if Exhibitor 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 #CGL 001. Limits shall be not less than: \$5,000,000 per occurrence for Fairtime Carnival Rides; \$5,000,000 per occurrence for Motorized Events all types; \$5,000,000 for All Freefall/Elevated jumps involving air bags; \$3,000,000 per occurrence for Rodeo Events all types with a **paid gate** and any Rough Stock events; \$2,000,000 per occurrence for Rodeo Events All Types **without a paid gate** and with any Rough Stock events; Swap Meets/Flea Markets; \$1,000,000 per occurrence for Rodeo Events All Types without any Rough Stock Events; \$2,000,000 per occurrence for Interim Carnival Rides, Fairtime Kiddie Carnival Rides of up to 6 rides; \$2,000,000 per occurrence for Concerts with over 5,000 attendees, Rave Type Events All Types, Cannabis Festivals/Trade Shows, Mechanical Bulls, Extreme Attractions All Types that require a DOSH permit to operate, and Simulators; \$1,000,000 per occurrence for all other contracts for which liability insurance (and liquor liability, if applicable) is required.

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 Exhibitor's vehicles (autos, trucks or other licensed and/or motorized vehicles) on Fairgrounds.

c. Workers' Compensation - Workers' Compensation coverage shall be maintained covering Exhibitor'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 Exhibitor 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, Exhibitor 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 Exhibitor agrees that no occupancy or activity shall be performed prior to the giving of such approval. In the event the Exhibitor 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 Exhibitor and terminate this contract; (2) deny occupancy and/or withhold all payments due to Exhibitor 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 Exhibitor under the terms of this contract.

3. Exhibitor's Responsibility & Indemnification - Nothing herein shall be construed as limiting in any way the extent to which Exhibitor may be held responsible for damages resulting from Exhibitor's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve Exhibitor 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 Exhibitor's indemnity obligations. Exhibitor further agrees to defend, indemnify and save harmless the SCFA and the State of California, their officers, agents, servants and employees from any and all claims, causes of action and suits accruing or resulting from any damages, injury or loss to any person or persons, including all persons to whom the Exhibitor may be liable under any Workers' Compensation law and Exhibitor himself and from loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of or in any way connected with the exercise by Exhibitor of the Privileges herein granted. **The Exhibitor's indemnity obligation shall survive the expiration, termination or assignment of this contract.**

4. Certified Copies of Policies - Upon request by SCFA, Exhibitor 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 and any separate coverage or protection available to the SCFA or any other additional insured shall be secondary.

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, the California Fair Services Authority 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. Evidence of Coverage:

Prior to the commencement of any operations pursuant to this Agreement, Exhibitor 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, the California Fair Services Authority 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.

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 Drive
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 Exhibitor must be specifically listed as the Insured.

2. CFSA Special Events Program – Non-hazardous Activities & Events

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

C. Participant Waivers:

For hazardous participant events, the Exhibitor agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter. Hazardous participant events

include but are not limited to any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Extreme Attractions; Mechanical Bulls; Simulators; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority at (916) 921-2213 for further information.

ADMISSION & PARKING

ADMISSION CREDENTIALS

Exhibitors and/or employees must have appropriate Event credentials.

Exhibitors and/or their employees who are not in possession of their credentials when required may, at the sole discretion of the SCFA's Executive Director, be issued replacement credentials on receipt of appropriate fees and/or documentation from the Exhibitor.

PARKING CREDENTIALS

Parking credentials will be issued for applicable events.

The number of credentials, parking passes and/or temporary grounds passes will be determined on an event by event basis.

Consideration will be given to the length and nature of the event as well as concurrent Fairgrounds activities when determining the amount of parking credentials to be issued.

OVERNIGHT PARKING

A limited number of RVs may be accommodated within the Fairgrounds. **There is no guarantee of electrical or water hook ups (no sewer). The fee is \$40-\$50 per night per RV. You may apply for an 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.

MAKE RESERVATIONS IN-ADVANCE: RV locations are allocated on a first-come, first-serve basis. Indicate 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 \$20-\$40 per day per truck. **Please make reservations in advance.**

Parking for non-refrigerated trucks is behind McCormack Hall along Hwy 37 or as otherwise directed by SCFA staff. 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. No overnight sleeping is allowed in Stock Truck parking locations outside of the RV lots. Sleeping in booths, stock trucks outside of designated area and autos is prohibited. Extended storage or RV stays will be at year-round RV rate (\$40/night) by separate arrangement and with necessary insurance.

ARRIVAL & SET UP

ARRIVAL

All Exhibitors must check in at the SCFA's Administration Office prior to loading-in and setting up. Trailers are not to be unhooked prior to authorization by SCFA staff.

SET UP DATES & TIMES

No set up or placement of your stand is allowed until after check-in at and receipt of credentials from the SCFA's Administration Office.

All Exhibitor load in and setup must be completed prior to the Event start time. Exhibitors who have not completed their setup on time may, at the sole discretion of the SCFA's Executive Director, be required to wait to open for business until the following Event day.

CLOSING & LOAD OUT

CLOSING

Prior to the removal of property and equipment from the Fairgrounds you must have paid all fees due the SCFA and be in possession of the receipt issued by the SCFA to this effect.

Food & Beverage Exhibitors final reconciliation and payment of commissions due the SCFA shall take place in the SCFA's Administrative Office immediately after the close of the Event or at a time designated by SCFA. Reconciliation appointments will be taken on a first-come, first-serve basis.

All Exhibitors are expected to remove their property from the Fairgrounds after the close of the Event. Exhibitors failing to remove their property risk incurring penalties as determined at the sole discretion of the SCFA's Executive Director.

LOAD OUT FORKLIFT & ELECTRICIAN SERVICES

Forklift & Electrician services post-close load out may be arranged with the SCFA's Administration Office. Reservations will be taken on a first-come, first-served basis for both Forklift & Electrician services.

Any location requiring the SCFA to clean and/or repair will be invoiced for immediate payment from the Exhibitor.

FOOD & BEVERAGE EXHIBITORS

FOOD PREPARATION

All persons working in food preparation shall conform to Solano County Environmental Health regulations. See the Environmental Health Permit Application included with your contract and on the Solano County Fair Association's website (www.scfair.com). Any Exhibitor in violation will receive a written citation or may be closed.

Each concession area must be kept clean and all waste removed or deposited in the proper locations. The SCFA's Executive Director will periodically inspect areas during the run of the Event.

Grease must be stored in sealed containers. Grease containers will be collected by the SCFA's

Maintenance Staff upon request. Sealed grease containers can be left at each stand location after load out. Do not dispose of grease into sanitary sewers or deposit containers of grease into trash containers or bins at any time.

Exhibitors 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 may be permitted on a case-by-case basis with the prior written permission granted at the sole discretion of the SCFA's Executive Director.

Any location requiring the SCFA to clean and/or repair will be invoiced for immediate payment from the Exhibitor.

SKIRTING

All stands & tables must have appropriate and attractive skirting, as determined at the sole discretion of the SCFA's Executive Director, to cover the bottom of the stand and/or table to the ground.

AUDITING & RECONCILIATION

- Every Food & Beverage Exhibitors' unit shall have a cash register that has a printable, legible and removable tape to record all transactions. The SCFA requires all Exhibitors to use a "dual receipt" system that enables a receipt to be given to the customer. The register and register's display shall be clearly visible to customers when they are placing an order. The provision, programming and maintenance/repair of registers are the Exhibitor's responsibility. Exhibitors are required to report malfunctions and downtime to the SCFA's Administration Office immediately on discovery of the problem.
- All sales must be rung up on the cash register. Cash drawers must be closed following each sale. Continuously opening cash drawer or use of separate cash box is prohibited.
- Cash registers must have consecutive "Z" numbers.
- Electronic "Z" readings will be discussed individually.

- A “Z” register reading shall be generated prior to the start time of the Event. SCFA’s staff, as authorized by the Executive Director, shall stop by all Exhibitors’ locations to collect the opening “Z” reading and to tag each register with an SCFA identifier.
- “X” register readings may be taken by SCFA’s staff, as authorized by the Executive Director, at any time over the run of the Event.
- Exhibitors are required to turn in the previous day’s Gross Sales Report and “Z” tape to the SCFA’s Administration Office no later than 30 minutes prior to the Event’s opening each day.
- Your signature or initials on the Gross Sales Report shall verify that you agree with the readings as noted. If you are unsure of the amount noted, you should not sign or initial the report until you are confident that the amount is correct.
- An audit of the “Z” tapes may be performed at any time at the sole discretion of the SCFA’s Executive Director.
- “Z” and “X” readings generated by Point-Of-Sale systems may be audited and reconciled on a case-by-case basis as directed by the SCFA’s Executive Director.
- “Over Rings” must be circled on the detail tape and re-rung correctly.
- “No Sales” must be kept to a minimum. Excessive “No Sales” will be investigated and resolved to the satisfaction of the SCFA’s Executive Director. The SCFA’s Executive Director may, at his/her sole discretion, assess an amount to each “No Sale” recorded, equal to that day’s average sale transaction.
- “*Secret Shoppers*” may be used at the SCFA’s Executive Director’s sole discretion to verify individual Food & Beverage Exhibitor operations and methods. Possible issues identified may be further investigated and resolved at the sole discretion of the SCFA’s Executive Director.
- **Final settlement & payment of commissions due shall be made at the SCFA’s Administration office immediately after the close of the Event. Appointments will be taken on a first-come, first-serve basis.**

VIOLATIONS & PENALTIES

Violations of or non-cooperation with these Audit & Reconciliation Policies may, at the sole discretion of the SCFA’s Executive Director, result in the immediate closure of the Food & Beverage Exhibitor location(s), punitive penalties of up to \$500 per incident and immediate expulsion from the Fairgrounds.

**REQUEST TO GIVE AWAY PRODUCTS, CONDUCT FREE DRAWINGS
OR USE A PUBLIC-ADDRESS SYSTEM**

EXHIBITOR: _____

EVENT: _____

REQUEST:

Give away the following products or samples:

1) _____

2) _____

3) _____

4) _____

Conduct a free drawing for:

1) _____

2) _____

3) _____

4) _____

I understand the names and contact information of all winners from any drawing must be provided to the SCFA upon request.

For the use of a Public-Address System in the space assigned: I agree to keep the volume controlled so it will not interfere with other Exhibitors and activities. The SCFA's Executive Director may, at his/her sole discretion, revoke this privilege.

Type of PA System: _____

Exhibitors Signature: _____

Date: _____

Print Name: _____

SCFA GM Signature: _____

Date: _____

Application Approved/Denied: _____

Date: _____

Application Revoked: _____

Date: _____



CREDIT CARD AUTHORIZATION FORM

Please fax this form to (707) 642-7947 or email it to mioak@scfair.org

Exhibitor: _____ Event: _____

Cardholder Name: _____

Billing Address: _____

City/State/Zip: _____

Phone/Email: _____

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

Credit Card - **Last 4 digits Only**: _____

Expiration Date: _____

Authorized Amount: \$ _____

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

Cardholder Signature: _____ Date: _____

For your protection and ours, please do not write your full credit card number on this form!

Instead, please contact Exhibits Coordinator by phone at (707) 551-2002 with the complete credit card information.

Complete CC #: _____

CC CVC #: _____

The complete CC & CVC numbers above will be eliminated after payment processing is complete.



I have read, understood, and agree to abide by the regulations and information contained in this handbook.

AUTHORIZED SIGNATURE

NAME & TITLE