



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

Thank you for your interest in joining us as a Commercial Vendor at the 75th Annual Solano County Fair. The Solano County Fair Association (SCFA) is seeking experienced Commercial Vendors with professional presentations and quality merchandise to play our fair.

Please review these instructions carefully and please note that we shall give preference to Commercial Vendor 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 Vendor Space at the 75th Annual Solano County Fair. Vendor participation shall be confirmed only after a Contract 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 Contract. If you have any questions, please contact 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 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 inventory 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, by mail or email, to:
Email: vendors@scfair.org
Mail to: Solano County Fair, Attn: Vendor Application, 900 Fairgrounds Drive, Vallejo, CA 94589

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 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 Certificate of Insurance (COI) containing SCFA's required indemnification language will be required.

IF CONTRACT IS AWARDED

- 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.
- The location of your booth will be determined by designated SCFA staff 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.



COMMERCIAL VENDOR APPLICATION

FEES: Outside, 10' x 10' space: \$300 10' x 20' space = \$450
\$100 deposit required, to be applied to final reconciliation

IF A CONTRACT IS AWARDED

FULL PAYMENT & SIGNED CONTRACT DUE BEFORE EVENT TO GUARANTEE EXHIBITOR SPACE

- CHECK ONE:** New Returning - If a returning Exhibitor, date of last exhibit _____.
- CHECK BOOTH REQUEST:** Outside Space Size: 10' x 10' 10' x 20' Other: _____ x _____
- CHECK ALL APPLICABLE:** 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 Exhibitor 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 purchase insurance through California Fair Services Authority, if accepted by CFSA.

NOTE: You must provide Workers Compensation coverage for any employees & volunteers 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.

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



PRODUCTS & SERVICES PRICING: Please list below, or on an attached page, the items you wish to sell and their respective prices. Only items specifically listed in the application and approved may be sold. **NO TOY GUNS may be sold.** We do not offer exclusives to Vendors and you may be required to remove items at the sole discretion of the SCFA's Chief Executive Officer or Designee.

PRODUCTS & SERVICES (Examples: baskets, music, rings, necklaces, clothing, toys - type, etc.) NO TOY GUNS	PRICE

MEGAN'S LAW FORM: One of the fundamental responsibilities of the Solano County Fair Association is to protect the public. The Solano County Fairgrounds has subsequently implemented a policy requiring that all persons conducting business with, employed by, or volunteering at the Fairgrounds during the course of any Event shall provide the necessary personal information (first and last name, and city they live in) to enable their names to be searched through the Department of Justice's Megan's Law files. This file consists of records of individuals of specific sex offenses who are required by Penal Code Section 290 to register as sex offenders. **By initialing, you agree to check all your staff.**

Initial here: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____



RV SPACE REGISTRATION APPLICATION

Applications for RV trailer space will be accepted beginning with your Vendor application. All RV trailer spaces will be assigned by designated SCFA staff. Requests for specific spaces will be considered but are not guaranteed.

FEES: Weekly rate of \$250/week (7 nights – Monday, June 10, Noon through Monday, June 17, Noon) or a 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.

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.)

SEPTIC: Sewer pump service may be available at an additional fee. If available, information will be given to you upon arrival.

REFRIGERATOR AND STOCK TRUCKS

FEES:

- DRY STOCK TRUCK/TRAILER – \$25 per day
- REFRIGERATOR and STOCK TRUCK NEEDING ELECTRICITY – \$45 per day

SUBMIT COMPLETED APPLICATION TO: SOLANO COUNTY FAIR Email: vendors@SCFair.org
ATTN: VENDOR APPLICATION 707-551-2000
900 FAIRGROUNDS DRIVE
VALLEJO, CA 94589