



38th District Agricultural Association

Stanislaus County Fair

900 N. Broadway

Turlock, CA 95380

(209) 668-1333 ext. 307

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July 05, 2024-July 14, 2024

Thank you for applying for Commercial Exhibit/Concession space at the Stanislaus County Fair. This application is not a guarantee of space. Please answer all questions completely so we can give full consideration to your application. This application is neither a commitment by the applicant nor an offer by the 38th District Agricultural Association, Stanislaus County Fair, to rent space.

DO NOT SEND MONEY WITH THIS APPLICATION.

Business name: _____

Contact person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website _____

Exhibit Space Information: Inside _____ Outside _____

Seller's Permit No: _____

Electrical Requirements (volts and amps): See attached Required information form

If you are an outdoor exhibitor, what size is your booth's footprint? _____

Do you intend to conduct a drawing? (Please see attached guidelines and procedures) _____

List products you wish to sell or promote and if you offer samples for human consumption: (be specific as your list of products will become part of your contract). Be complete. Attach additional pages if necessary.

List references (i.e., other fairs/festivals): _____

Please attach photos of prior exhibits and set-up specs. Your application will not be considered without a photograph of your booth. All exhibitors and concessionaires are required to submit a certificate of liability insurance or purchase a policy from CFSA (California Fair Services Authority), available through the fair. All exhibitors and concessionaires will require working credentials.

2023 Fees for Commercial Exhibits & Concessionaires

Food Concessionaires: pay a \$500.00 non-refundable guarantee against 25% of gross sales after sales tax. The fair will require a complete menu with prices and drink size.

Commercial Exhibitors Indoors:

10 x 10	\$700.00
20 x 10	\$1400.00

Commercial Exhibitors Outdoors: (fair does not provide tents)

10 x 10	\$700.00
20 x 20	\$1000.00

Liability Insurance through Fair:

Non-Food Vendor	\$155.00
Food Concession	\$195.00
Liquor Liability	\$1305.00

Additional fees that may apply:

Working Credentials: Book of 10 passes \$40.00
(One working credential per day, per employee is required. WFA credential holders do not need a working credential.)

RV Space for 13 days: \$450.00
Please indicate the footprint (length and width) of the RV and power requirements. Spaces are limited.

Stock Truck Parking: \$65.00
Dry storage: Please indicate the length of the stock truck.
Space is limited.

Stock Truck Parking: \$100.00
Power and water. Please indicate length of stock truck and power requirements. Space is limited.

Fair Food Booth Rental (stationary or portable): \$200.00

Cleaning Deposit for booths rented from fair: \$200.00

Guidelines & Procedures Stanislaus County Fair

Vendors & Concessionaires

July 05, 2024 – July 14, 2024

General:

1. Booth to be staffed during all open hours of the fair.
2. No sub-leasing is permitted. All assigned spaces are to be used by the contracted lessee only.
3. Fair Management will not be responsible for goods pre-shipped to the fair's address.
4. There is to be no sale or prizes of ANY item that portrays, depicts, exhibits or in any manner encourages or endorses the use of any drug, drug paraphernalia or other illegal substance.
5. No stickers (bumper or those applied to clothing) are to be handed out. There will be no helium balloon giveaways.
6. There are to be no alcoholic beverages consumed by vendors or concessionaires in their booths.
7. All displays, booth personnel, and soliciting activities must be confined to assigned areas. Moving down or leaning out into the aisles will not be permitted.
8. Concessionaires remaining in booths for clean up after closing time, must do so with subdued lighting, with flaps partially closed and without transacting any additional business.
9. Booths must remain in place until closing on the final day. Anyone leaving early will not be invited to participate in future fairs.
10. No plastic tarps are to be visible during opening hours.
11. All Exhibitors and Concessionaires are required to have professionally produced signage indicating their company name on their booth or stand.
12. Video presentations are to be approved by the Concessions Manager prior to the opening of the fair.
13. Amplified sound systems must not be a nuisance to other booth vendors and must be approved by the Concessions Manager.
14. All Exhibitors and Concessionaires are responsible for maintaining their booth's surrounding areas, including picking up and disposing of trash.
15. Tents or shade structures will be allowed in the Commercial Exhibits Building at the discretion of and approval of the Concessions Manager. At no time shall such structures obstruct other vendors. Must be fire resistive and labeled as such.
16. Booths selling food must close at the designated time. **No after-hour sales will be permitted.**
17. Fair Management and the Stanislaus County Health Department must approve food booths.
18. Handing out edible samples to promote a product requires approval of Stanislaus County Health Department.
19. Fair management reserves the right to assess fees for extraordinary electrical usage.
20. The Stanislaus County Fair will not be responsible for damage or loss of items.
21. No single use bags to be used in vendor booths.
22. Electrical extension cords shall be heavy duty three-wire (grounded), hard usage type and limited to 20 feet in length.
23. **No candy is to be given away in booths.**
24. **Indoor exhibitors will have access to building 2 hours prior to opening of Fair.**
Access will be from the EAST END of the building only. No exceptions will be made. All other doors are to remain shut and locked until the fair opens.

Outdoor Set-up:

1. Outdoor Exhibitors and Concessionaires can begin setting up on **Monday, July 01, 2024 from 8:00 a.m. to 8:00 p.m. Prior arrangement must be made if setting up on Thursday, July 4, 2024.** It is expressly understood that there is no security on the grounds prior to the Thursday before opening day and any exhibitor or concessionaire who sets up prior to this date does so at his or her own risk.
2. Exhibitors and Concessionaires must provide booths that are painted, professional looking, in finished condition, neat, and clean.
3. All stored items must be housed **NEATLY** within booths or fenced in areas. No exceptions so plan ahead for proper enclosures behind stands.
4. Due to underground utilities, Exhibitors and Concessionaires must seek approval of the Concession Manager and maintenance personnel before fencing or driving stakes into the ground.
5. Sewer drains are to be used. Hose drains must not drain onto the grounds.

Indoor Set-up:

1. Indoor Exhibitors and Concessionaires can begin setting up on **Tuesday, July 02, 2024 from 8:00 a.m. to 8:00 p.m. and Wednesday, July 03, 2024.** Booths must be completed and ready to open no later than 3:00 p.m. on opening day, **July 05, 2024.** The booths will be made-up with drape covered pipe frames. The back is 8 feet high; the sides are 3 feet high. **Installation of displays in excess of the height of the side walls provided is permitted, as long as that portion of the display does not protrude more than forty-eight inches from the back wall.** Nothing can be attached to the drapes or frames. Fair management reserves the right to bill the vendor or concessionaire for damage done to the drapes or frames in his/her booth.
2. Booths must contain all flameproof furnishings.
3. Each booth must have at least one clamp on light (LED only) illuminating their booth.

Payments for Concessionaires Paying a Percentage:

Daily Sales Reporting Procedures:

1. Each vendor is responsible for emailing PDFs of daily sales journals and summary reports to the auditor by 10am the following morning once the machine is tagged and opened by the auditor regardless of the total amount of sales that day.
2. Late reporting may be subject to a fine of \$50 per late day per POS.
3. Pre-event sales occurring before the first date of an event **MUST** be sent and received by 10am the following day of sales.
4. All early sales will be added to and reflected in the first day or sales' totals by the Auditor.
5. Daily sales journals and summaries must be in PDF format. Screenshots, photos, or other formats will not be accepted.
6. PDF reports emailed from the POS directly must come from a vendor specific email address, no "noreply@" emails.
7. If needed, sales and summary reports may be first sent to the vendor and then forward to the auditor from their contracted email address.
8. Voids are NOT allowed.
9. Refunds and Overrings must be individually reported to the auditor each night with the transaction ID, the refunding/overring reason, charged amount, and the correct total via email or physical over ring slip.
10. Corrections to the gross sales will be applied by the Auditor.
11. No Sales must be limited to 1 per hour that the grounds are open. 8 No Sales are allowed Monday-Friday. 12 No Sales are allowed Saturday-Sunday.
12. Excessive No Sales will result in fines added to your commission payments up to 15% of that day's gross sales.

Commission Calculations & Payments:

1. Commission rates are set at the discretion of the 38th District Agricultural Association prior to the event and shall be listed in the agreed upon contract.
2. The auditor will automatically deduct reported tips from the gross sales when tips are specifically totaled and recorded in the sale journal and summary report submit by the vendor.
3. Transaction and vendor fees accrued from the vendor's bank or POS machine's manufacturer will not be removed from Gross Sales.
4. Taxes based on current local tax rates will be backed out by the 38th DAA's accounting software before calculating commission.
5. Concessionaires must complete all commission payments required by the contract within 24 hours of the close of all events.
6. Fair time specific concessionaires will make two commission payments throughout the event by appointment.
7. The Mid-Fair commission payment will be collected on the 5th day for the first 4days of sales.
8. Then, the final payment will be collected after the grounds close on the final day of the event or the following business day.
9. Concessionaires can make payments via cash, check, debit, or credit card.

Selling and Give-aways:

1. Give-aways must be exactly that. If Exhibitors and Concessionaires are giving away something but are asking for a donation, then selling is taking place and a selling contract will be required.
2. The Concessions Manager must approve free drawings in advance. The time of the drawing and the winner of the drawing must be conspicuously posted. The actual drawing must be done during fair hours. A list of winners **must** be presented to the Concessions Manager.
3. Handouts are to be given out by booth personnel and not to be stacked for random pick-up.
4. Handouts are to be approved by the Concessions Manager prior to the opening of the fair.

Vehicles:

1. All service vehicles permitted on the fairgrounds must abide by fair rules. Violation of these rules will be grounds for removal of violator's vehicle at owner's expense.
2. All Exhibitors and Concessionaires must honor the rules issued on parking permits.
3. On normal weekdays, all Exhibitor and Concessionaire vehicles must be removed from the fairgrounds by 4:00 p.m.
4. On weekends all Exhibitor and Concessionaire vehicles must be removed from the fairgrounds by 11:00 a.m.
5. Unattended vehicles without proper credentials will be ticketed and towed at the owner's expense.
6. Exhibitors and Concessionaires with golf carts on grounds must have golf cart liability insurance in addition to general liability coverage.
7. **There is NO parking at anytime along the inside fence, facing the canal, without a permit. Violator's vehicles will be removed at vehicle owner's expense.**

Working Credentials:

1. **10 x 10 spaces will include one 10-day pass and 20 x 10 spaces/food concessionaires will receive two 10 day passes.** The pass is good for one entrance per day so be sure to get your hand stamped before exiting.
2. Working credential reduced-rate passes are available for booth workers and owners only. Misuse of the working credential passes will result in contract cancellation.
3. **Each worker is required to have a pass each day to enter the fairgrounds. NO PASS = NO ENTRY. There are three vendor entrance gates. Gate 5** in the North parking lot (enters through Carnival and open 24 hours) or **Gate 3** (Floriculture gate) or **Gate 1** (next to admin office and open 24 hours). If a vendor enters through the Livestock gate they will be subject to the same lines as the general public.
4. Working Credentials can be purchased from the fair office at the price of \$40.00 for 10 passes.
5. Your allocation of Working Credentials will be noted on your work sheet. Should you need additional passes, they can be purchased at the regular daily admission rate.
6. WFA passes will be honored.
7. **For workers parking in the North parking lot, vendor entrance will be through Gate 5 by the Carnival.**

Removal of Booths and General Displays:

1. Exhibitors and Concessionaires will not be allowed on the fairgrounds to tear down exhibits and booths until after closing on the final day of the fair and after receiving permission from the Concessions Manager and the fairgrounds law enforcement officer.
2. The fairgrounds will be open Monday and Tuesday from 8:00 a.m. to 4:00 p.m. immediately following the fair for removal of booths and displays. **The exhibit building will only be open until 4:00 on Monday for removal of booths and displays.**

Violations: Violations of any of these guidelines will be grounds for removal from the fair for current and future years.

Schedule of Fair Hours

Fair & Carnival opens	Monday- Friday	5:00 p.m.	Saturday & Sunday	12:00 noon
Buildings open	Monday-Friday	5:00 p.m.	Saturday & Sunday	12:00 noon
Buildings close	Every night	11:00 p.m.		
Booths serving alcohol close	Every night	10:30 p.m.		
Outdoor Exhibits close	Sunday-Thursday	11:30 p.m.	Friday & Saturday	12:30 a.m.
Outdoor Concessions close	Sunday-Thursday	11:30 p.m.	Friday & Saturday	12:30 a.m.
Carnival Closes/grounds cleared	Sunday-Thursday	12:00 midnight	Friday & Saturday	1:00 a.m.



Exhibit H

Business Name: _____

PLEASE LIST OF ALL FOOD AND DRINK ITEMS AND YOUR PRICES

Food and Drink Items	Price of Item	Price of Small	Price of Medium	Price of Large
Drinks				
Soda				
Water				
Hot Chocolate				
Coffee				
Lemonade- Must have approval to sell.				
Tea				

- If you need more space, please use another piece of paper.

SCF Concession Stand Info.

Electrical Information Required:

1. Size of Electrical needs:
 - a. How many 208 V 50amp plugs/ needed: _____
 - b. How many 110 v 20amp plugs/ needed: _____
2. Total Amp Load: _____
3. Working Amp Load: _____
4. If possible, a wiring diagram or picture of your breaker panel?
5. How many friers? Gas or Propane _____
6. Any additional outside electrical needs? _____
7. Power supply cord Specs? gauge wire _____

Other info:

1. How many Outdoor Grills Wood/Charcoal/Gas? _____
2. Trailer Size not set up. Width/Length and Height: Include hitch

3. Trailer size SET UP. Width/Length and Height:

4. Serving Side of trailer: Right or Left (Standing at the Hitch looking at the trailer) **Circle one**
5. Stand footprint: All setup ready to sell please include in your sketch: backyard, counter space, and storage area.

Fire Marshal Info:

1. Fire Hood Suppression System: _____
2. Extra Fire Extinguishers? How many? _____

Sketch your set up here: