



Stanislaus County Fair

CONSESSIONS & COMMERCIAL VENDOR DEPARTMENT

38TH DISTRICT AGRICULTURAL ASSOCIATION • 900 N. BROADWAY, TURLOCK, CA 95380

2025 Commercial Vendor Application

Stanislaus County Fair, 38th District Agricultural Association

Concessions Manager: Apryl Azevedo

aazevedo@stancofair.com

July 11th – July 20th, 2025

Thank you for applying for Commercial Exhibit/Concession space at the Stanislaus County Fair. Please note that submitting this application does not guarantee space. Complete all sections thoroughly for full consideration. This application is not a commitment by the applicant or the Stanislaus County Fair to enter into a rental agreement.

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Exhibit Space information: Inside _____ Outside: _____

(select one)

Sellers Permit No: _____

If you are an outdoor exhibitor/vendor, what size is your Booth's footprint?: _____

Required Information:

Electrical Requirements (volts and amps)

Liability Insurance or Purchase CFSA Insurance

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 of references (i.e., other fairs/festivals, farmers markets)

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

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 CSFA (California Fair Services Authority) available through the fair. All exhibitors and concessionaires will require working credentials.

***** DO NOT SEND MONEY WITH APPLICATION*****

2025 Commercial Exhibits & Concessionaire Fees

Commercial Exhibitors Indoors:

10x10	\$700.00
20x10	\$1400.00

Commercial Exhibitors Outdoors: (Fair Does Not Provide Tents)

10x10	\$700.00
20x20	\$1000.00

CFSA Liability Insurance:

Non-Food Vendor	\$195.00
Food Concessions	\$245.00
Liquor Liability	*Ask for Quote

Additional Fees that may apply:

Working Credentials: Book of 10 passes. One working credential per day, per employee is required. WFA credential holders do not need a working credential	\$50.00
RV Space for 13 Days: Please indicate the footprint (length x width) of the RV and power requirements. Spaces are limited. RVs ONLY.	\$450.00
Stock Truck Parking: Power and Water. Please indicate length of stock truck and power requirements. Space is limited.	\$100.00
Fair Food Booth Rental (stationary or portable)	\$200.00

Guidelines & Procedures
Stanislaus County Fair, 38th Agricultural District Association
Vendors & Concessionaires
July 11th- July 20th, 2025

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 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 after 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 open 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. All Exhibitors and Concessionaires are responsible for maintaining their booth's surrounding areas, including picking up and disposing of trash.
14. 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.
15. Booths selling food must close at the designated time. **No after hour sales will be permitted.**
16. Fair Management and the Stanislaus County Health Department must approve food booths.
17. Handing out of edible samples to promote a product requires approval of Stanislaus County Health Department.
18. Fair management reserves the right to assess fees for extraordinary electrical usage.
19. The Stanislaus County Fair will not be responsible for damage or loss of items.
20. No single use bags to be used in vendor booths.
21. Electrical extension cords shall be heavy duty three-wire (grounded), hard usage type and limited to 20 feet in length.
22. **No candy is to be given away in booths.**
23. **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 fair opens.**

Outdoor Set-up:

1. Outdoor Exhibitors and Concessionaires can begin setting up on **Tuesday & Wednesday prior to Fair from 8:00 a.m. to 8:00 p.m.** 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 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 & Wednesday prior to Fair from 8:00 a.m. to 8:00 p.m.** Booths must be completed and ready to open no later than 3:00 p.m. on opening day. 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 more than 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:

1. Percentages from sales are to be paid at the Concessions Office in two payments, midweek, on Wednesday and at the closing of the fair. Office hours are from 10:00 a.m. to 2:00 p.m.
2. All cash registers must be inspected and approved prior to opening.
3. **All registers MUST BE POS** (See Requirements on POS Policies and Procedures-attached)
4. Fair personnel will issue a receipt to Concessionaires for payment of percentages.

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.
 - a. 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 3:00 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 any time 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 public.
4. Working Credentials can be purchased from the fair office at the price of \$50.00 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.

Point of Sales (POS) & Daily Sales Reporting Requirements, Policies and Procedures

The following requirements, policies and procedures are in regards to the Point of Sales (POS) machines that vendors may use to sell products on the 38th District Agricultural Association's properties where a pre-agreed upon contract requires commission on daily sale to be paid to the Stanislaus County Fair.

All concessionaires and concession auditing employees shall perform their business and duties in accordance with the policies set forth below and shall be executed regardless of specific commission percentage. Deviation from these policies may result in fines, loss of deposit, permanent removal from grounds, and/or other corrective actions levied by the Auditor, Concessions Manager, CEO or Board of Director of the 38th DAA.

Point of Sales (POS) Machine Requirements:

1. Concessionaires must use electronic, internet based POS that can complete cash, check, credit, and debit card transactions through a single POS device. No secondary credit card machines will be allowed.
2. Individual POS daily sales reports must total and record gross sales, net sales, total cash sales, total check sales, total credit sales, total debit sales, total refunds, number of voids and no sales.
3. Each POS must produce an individual PDF of the daily sales journal and summary report clearly displaying the vendor's contracted name **AND** a unique POS identifier; i.e. "StanCoFair_POS 1"
4. Each POS must produce individual electronic daily sales journals and summaries that are time stamped as midnight to midnight with the start date listed as the day of sales being reported.

Opening a POS for Sales:

1. The auditor must tag and open each POS **BEFORE** any sales are allowed to occur.
2. Wifi information can be obtained at the time of check in at the administrative office. Only use the wifi information for POS to allow for plenty of bandwidth for all vendors.
3. Set the local tax rate to 0%. Taxes will be backed out by the 38th DAA's accounting software.
4. Name each POS with the following format **before** the auditor tags and opens the POS: "Vendor Name_Unique POS ID Number", ex: "StanCoFair_POS 1"
5. All POS must be tagged and ready to open no later than an hour before the start of the event's first day.
6. Pre-event sales are permissible if: 1) it is pre-approved by Concessions Manager; 2) vendor receives clearance by the health department officials; and 3) POS is tagged and opened by the auditor.
7. POS tags must be attached to the POS and be visible from the front of the concessionaire's stand at all times throughout the contracted event.
 - POS covers are only permissible if the unique POS tag is still visible.
8. In the case an additional POS is needed after the start of the event, the vendor must contact the auditor to first tag and open the POS.
 - Operating a POS not yet tagged and opened by the auditor may result in fines being added to your commission less than or equal to the average of your highest grossing POS from each day of prior sale, closing of your stand, and/or permanent removal from grounds.

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.
 - Late reporting may be subject to a fine of \$50 per late day per POS.
2. Pre-event sales occurring before the first date of an event MUST be sent and received by 10am the following day of sales.
 - All early sales will be added to and reflected in the first day or sales' totals by the Auditor.
3. Daily sales journals and summaries must be in PDF format. Screenshots, photos, or other formats will not be accepted.
4. PDF reports emailed from the POS directly must come from a vendor specific email address, no "noreply@" emails.
 - If needed, sales and summary reports may be first sent to the vendor and then forward to the auditor from their contracted email address.
5. Voids are NOT allowed.
6. 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.
 - Corrections to the gross sales will be applied by the Auditor.
7. 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.
 - 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 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.
 - The Mid-Fair commission payment will be collected on the 6th day for the first 4 days of sales (Wednesday, 7/10/24).
 - Then, the final payment will be collected after the grounds close on the final day of the event or the following business day.
7. Concessionaires can make payments via cash, check, debit, or credit card.

2025 Stanislaus County Fair Hours

July 11th – July 20th, 2025

Fair & Carnival Hours	Monday-Friday: 4:00pm	Saturday & Sunday: 12:00pm Noon
Buildings Open	Monday-Friday: 4:00pm	Saturday & Sunday: 12:00pm Noon
Buildings Close	Every night 11:00pm	Saturday & Sunday: 12:00pm Noon
Booths serving alcohol close	Every night 10:30pm	
Outdoor Exhibits Close	Sunday-Thursday 11:30pm	Friday and Saturday 12:00am
Outdoor Concessions close	Sunday-Thursday 11:30pm	Friday and Saturday 12:00am
Carnival Closes/ Grounds Cleared	Sunday- Thursday 1:00am midnight	Friday and Saturday 12:30am

SCF CONCESSION MENU

Business Name: _____

Food/ Drink Items	Price	Price of Small	Price of Medium	Price of Large
1. _____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____	\$ _____	\$ _____
Drinks				
Sodas	\$ _____	\$ _____	\$ _____	\$ _____
Hot Chocolate	\$ _____	\$ _____	\$ _____	\$ _____
Coffee	\$ _____	\$ _____	\$ _____	\$ _____
Lemonade (must have approval to sell)	\$ _____	\$ _____	\$ _____	\$ _____
Tea	\$ _____	\$ _____	\$ _____	\$ _____
**If you need more space, please use another paper				

Sketch of your set up or attach pictures of your set up