

Commercial Vendors and Concessionaires

Dear Vendors,

Thank you all for your interest in the Dixon May Fair. Another exciting fair is quickly on its way. There are a few changes that will be put into place for 2012. To receive necessary applications and other important forms that need to be completed in order to comply with the different departments, go to www.dixonmayfair.com . Please direct any questions to 707-678-5529 or dixonvendor@dixonmayfair.com. Emanuel or Judy will directly work to answer any questions or concerns.

Please read and complete all enclosed forms and memos. Return to us by deadline printed on application. Any late applications may be denied and anyone on our waiting may be moved into place. We appreciate your patience and cooperation in making this process run as smoothly as possible. Once we have received your application and enclosed forms and have selected you as a vendor we will be sending out your contracts.

- Payment options this year will only be as follows: CASH, CASHIERS CHECK or CREDIT CARD. **NO PERSONAL CHECKS WILL BE ACCEPTED.**
- With your contract we will need the following: Full payment due with signed contract. Return by DUE DATE on contract, PAYMENT IN FULL, INSURANCE CERTIFICATES OR WFSA NUMBER, SELLERS PERMIT, SAFE SERVE CERTIFICATES. Failure to comply will result in your contract becoming null and void and your space may be given to another vendor.
- Fair hours for 2012 will be as follows:
 - Thursday May 10, 2012 through Sunday May 13, 2012.
 - Outside Hours: Open at 10:00 AM until Closing. Closing hour will be according to the activity and set by the General Manager and or assistant manager each night.
 - Building hours will be 10:00 AM until 10:00 PM.
 - Inside vendors must remain with their booths from 10:00 AM until 10:00 PM.
 - Outside vendors must remain with their booths from 10:00AM until Close of Fair.
- Food vendors will be required to turn in Daily Register Tapes. Tapes must be turned in by 10:00AM the following day settling up of percentages will be on Sunday from close of the fair until Midnight and on Monday from 8:00 AM until 10:00 AM. Z tapes will be retained by the fair so if you need one print 2 of them.
- Set up dates will be Sunday May 6, Monday May 7 and Tuesday May 8.
- Fire department and county health will be on grounds Tuesday evening and Wednesday morning to check your paperwork and trailers, be available and ready **(Those not available for inspection will not be allowed to open until inspection has been completed.)**

We look forward to working with you and making the 2012 Dixon May Fair successful.

Sincerely,

Concessions and Commercial Exhibits Manager Dixon May Fair

Emanuel Lorenzana

Revised 11-14-11

DIXON MAY FAIR
May 10- 13, 2012
Commercial Vendor Application Packet
INFORMATION PAGE

Thank you for your interest in providing commercial concessions at the 2012 Dixon May Fair. Please review these instructions carefully. This application is neither an offer nor a guarantee of space. If you have any questions regarding this application, please contact Vendor Office.

e-mail: dixonvendor@dixonmayfair.com or leave message at Phone:707- 678- 5529 Mail: Dixon May Fair Vendors office, P.O. BOX 459 Dixon CA. 95620-0459; FAX: 707.678-4765

Deadline: February 1, 2012 or when full

THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR APPLICATION PACKET

Completed application form -- answer all questions & don't forget to sign the application! (FIVE PAGES)

Complete list of items to sell or promote (use form on Page 3 or attach separate page)

Recent Photos of Sales Presentation Exhibit (ATTACH: photos will not be returned)

Copy of California Seller's Permit (ATTACH) and # placed on application

Insurance and Workers Compensation coverage: provide info on application; if and when a contract is issued, proof of insurance coverage in the form of certificates will be required.

Include promotional materials, reference letters, etc. as desired (OPTIONAL)

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

IMPORTANT NOTES

- All questions must be answered completely and accurately . the information you give is the sole representation of your business for the selection process.

- **If a contract is issued, fair management will select the exhibit space; special requests considered but not guaranteed.**
- **DO NOT** send money with this application. You will be billed at the time a contract is issued.
- The Dixon May Fair is seeking experienced operators with quality presentation; consideration will be given to those with unique items. The sale of certain items including but not limited to the following is prohibited: weapons, paraphernalia, provocative or suggestive items, graphic images that may offend a family-friendly audience.

FAIR DATES:

MAY 10 – 13, 2012

INSIDE COMMERCIAL VENDOR OPERATING HOURS:

Dixon May Fair Attn. Vendors office, 655 South First Street P.O. BOX 459 Dixon CA. 95620-0459;
FAX: 707.678-4765

FEE STRUCTURE:

Inside Space: Inline: each 10x10 inline \$345. 10x10 corner space: \$395.

Outside Space: each 10x10 space \$600.

THURSDAY: 10 AM – 10 PM

FRIDAY: 10 AM – 10 PM

SATURDAY: 10 AM – 10 PM

SUNDAY: 10 AM – 10 PM

OUTSIDE VENDORS DAILY 10:00 AM UNTIL CLOSING

COMMERCIAL VENDOR SPACE APPLICATION

CHECK ONE: New Returning *Same Location not guaranteed* *New Location:* _____

CHECK REQUIREMENTS (must include photo of exhibit)

Inside Space Size: 10 X 10 Other: _____ X _____ In-line Corner

Outside Space Size: 10 X 10 Other: _____ X _____

Trailer: _____ (Length) X _____ (Width) **Awning:** _____ (Length)x_____ (Width)

Total Trailer Height: _____ Special Needs: _____

Check all that apply:

- Use microphone
- Conduct prize drawings
- Promotional Giveaways
- Direct Sales
- Leads
- Mail order
- Custom items
- Stock merchandise

BUSINESS INFORMATION

Business Name _____

Name of Applicant _____ Owner? Yes No

On-site Contact _____ **On-site Contacts Cell #** _____

Address _____

City _____ State _____ Zip _____

Business Phone () _____ Residence Phone () _____

Cellular Phone () _____ Pager () _____

Other Phone () _____ Fax () _____

E-mail address _____ Web Site _____

Federal Taxpayer's ID # _____ **CA Seller's Permit#** _____

Located on your federal tax return

Attach copy to application

How long in business _____ Sole Proprietor Partnership Corporation Other _____

Have you ever conducted business with the Dixon May Fair? Yes No

If yes, what year(s)? _____ Company _____

UTILITIES REQUIRED

A standard 110v/750w outlet is provided per booth space; many spaces are limited to this. If the Fair can accommodate other electrical needs, **additional charges may be assessed.**

Electrical Requirements: _____ 110v/750w Other: _____

Audio/visual Equipment Used In Booth _____

**** Any audio/visual equipment must be approved in writing by fair management**

Running Water? Yes No Other: _____

Will you need an RV / refrigerated truck / Stock truck space? Yes No See RV application.

Additional vehicle parking needed: _____

INSURANCE REQUIREMENTS

Proof of Insurance is required with your 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 covers you during fair time:

My own carrier Carrier _____

WFA Master List CFSA# _____ Policy Expires _____

Buy through California Fair Services Authority (CFSA) (\$115.00, if accepted. Price may change.)

Workers Compensation coverage: if you hire employees for fair time operations, you must provide workers compensation coverage. If the business is solely owner-operated and no outside employees are hired, you MUST submit a letter to the Dixon May Fair stating this fact.

REFERENCES

List 2 fairs, festivals or shows you have recently participated in:

Event #1 _____

Contact person _____ Phone () _____

Event #2 _____

Contact person _____ Phone () _____

PRODUCTS & SERVICES PRICING (complete or attach separate list)

TYPE OF ITEM (Example: Baskets, Music, Clothing, etc)	PRICING (range by type)

CERTIFICATION OF APPLICANT

I have read and understand the instructions and any additional information attached. I understand that this form is an application for space only, and is not an offer by the Dixon May Fair to rent space. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature _____ Date _____

Printed Name _____ Title _____

Dear Vendor, Concessionaire and Exhibitor:

As a state agency, the Dixon May Fair must comply with Assembly Bill 75, in which requires a 50% reduction of all waste material generated by the fair. Recycling of material such as cardboard and cooking oil will help the fair comply with this mandate. Post fair cleanup of the buildings and grounds often yields large amounts of the above mentioned material as well as batteries, fluorescent light tubes, and other items. These materials are labor intensive to collect and pose an additional expense to the facility. The select materials can not just be "thrown in a dumpster." The fair will assess the following additional fees to help off-set the rising cost of collection and recycling for the fair.

- 1) Any outside food or beverage Vendor: \$25.00
- 2) Any other outside display or merchandise Vendor: \$15.00
- 3) Inside commercial exhibitor: \$10.00

GREASE OR COOKING OIL MUST BE PLACED IN THE ORIGINAL CONTAINERS AND PLACED NEXT TO THE GREEN DUMPSTERS OR THE BLUE BARRELS. CARDBOARD MUST BE BROKEN DOWN FLAT AND NEATLY PLACED IN THE SAME LOCATION AS THE COOKING OIL.

Thank you,

Management and Staff

(One application per each type of vehicle)

RV, Stock & Refrigerator Trailer

May 10-13, 2012

APPLICATION

(Please Print Clearly)

All RV trailer spaces will be assigned by fair Vendors office.
Requests for specific spaces will be considered, but not guaranteed. No tents allowed in RV Camping area.

Vendor Name: _____

Address: _____

Street City Zip

Phone Home: _____ **Cell:** _____

Date & time of arrival: _____

Date & time of departure: _____

TRAILER SPECIFICATIONS:

Mark One: RV _____ Refrigerator Truck _____

Stock truck _____ Stock truck with electrical _____

Year: _____ **Make:** _____ **Model:** _____

RV License Number: _____

Insurance Carrier: _____ **Policy #:** _____

Style of RV (Circle): Pull Trailer 5th Wheel Motor home

- **Total Length of Unit:** _____ feet
- **Slide Out (Must fit within 14 foot space. Circle one):** YES NO

FEES: RV \$140 RUN OF THE FAIR SUNDAY MAY 6TH THROUGH MAY 14TH

STOCK & REFRIGERATED TRUCKS HOOKED TO ELECTRICAL \$75 MAY 6TH – MAY 14TH

**DRY STOCK TRUCKS NO ELECTRICAL= \$50 MAY 6TH – MAY 14TH
ANY ADDITIONAL DAYS \$20 PER DAY. HOOK-UPS NOT GUARANTEED**

Dixon management use only SPACE # _____
AMT PAID: _____
CASH : _____
CHECK # _____
RECEIPT # _____

RV'S/TRAILERS/TRUCKS MUST BE OFF GROUNDS BY MAY 14TH. UNLESS PRIOR ARRANGEMENTS ARE MADE WITH VENDORS OFFICE.

ANY ADDITIONAL DAYS \$20 PER DAY. HOOK-UPS NOT GUARANTEED

**California Fair Services Authority
INSURANCE REQUIREMENTS**

I. Evidence of Coverage

The contractor/renter shall provide a signed original evidence of coverage for the terms of the agreement protecting the legal liability of the State of California, District Agricultural Associations, County Fairs, Citrus Fairs, or California Exposition and state fair, their officers, agents, servants, and employees, from occurrences related to operations under the contract. This may be provided by:

A. Insurance Certificate – The contractor/renter provides the fair with a signed original certificate of insurance (the

ACORD form is acceptable), lawfully transacted, which sets forth the following:

1. List as the Additional Insured: “That the State of California, the District Agricultural Association, see attached for correct wording. County Fair, Citrus Fair, or California Exposition and State Fair, their agents, officers, servants, and employees are made additional insured but only insofar as the operations under this contract are concerned.”
2. Dates: The dates on 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.**
3. Coverages:
 - a. General Liability - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG0001. Limits shall be not less than \$5,000,000 combined single limits per occurrence for Fair time Carnival Rides: \$3,000,000 combined single limits per occurrence for Motorized Events and Rodeo Events All Types: \$2,000,000 combined single limits per occurrence for Interim Carnival Rides, Concerts and Raves with over 5,000 attendees, Mechanical Bulls, Extreme Attractions All Types, Orbitrons, and Simulators: \$1,000,000 for all other contracts for which liability insurance (and liquor liability, if applicable) is required.
 - b. Automobile Liability. Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO policy form #CA0001, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving extensive use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.
 - c. Workers' Compensation. Workers' Compensation coverage shall be maintained whenever contractor/renter has employees, as required by law.
4. Cancellation Notice: A statement by the insurance company that it will not cancel said policy or policies
Without giving 30 days prior written notice to the named certificate holder.
5. Certificate Holder:
 - For individual Events Only . Fair, along with fair's address, is listed as the certificate holder.

- For Master Insurance Certificates Only . California Fair Services authority, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.

5. **Insurance Company:** The company providing insurance coverage must be acceptable to the California Dept. of Insurance.

OR

B. **CFSA Special Events Program** . The contractor/renter obtains liability protection through the California Fair Services authority (CFSA) Special Events Program, when applicable.

OR

C. **Master Certificates** . A current master certificate of insurance for the contractor/renter has been approved by and is on file with California Fair Services Authority (CFSA).

OR

D. **Self-Insurance** . The contractor/renter is self-insured and acceptable evidence of self-insurance has been approved by California Fair Services Authority (CFSA).

II. **Maintenance of Coverage**

The contractor/renter agrees that the commercial general liability (and automobile liability and/or workers compensation, 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 at any time or times prior to or during the term of this contract, contractor/renter agrees to provide the fair, 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 contractor/renter agrees that no work or services shall be performed prior to the giving of such approval. In the event the contractor/renter fails to keep in effect at all times insurance coverage as herein provided, the fair may, in addition to any other remedies it may have, terminate this contract upon the occurrence of such event.

III. **Participant Waivers**

For hazardous participant events, the contractor/renter agrees to obtain a properly executed Release and Waiver of Liability Agreement (CFSA Form ~~Release. Lib-4~~) 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; 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.