

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 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

Food Concessions Application Packet INFORMATION PAGE

Thank you for your interest in providing food 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! (SIX PAGES)

Menu: list all food and drink items with sizes and prices (ONE PAGE)

Recent Photos of Stand (show different views in full-service mode). (ATTACH: photos will not be returned)

Diagram of stand including all dimensions of full set up (ONE PAGE . see page 4)

Copy of California Seller's Permit (ATTACH).
Solano County Health Permit.

Copy of Food Handler's Certificate (At least one server/handler must be certified) (ATTACH)

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 additional 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 concession location.**
- The Dixon May Fair is seeking experienced operators with quality presentation and equipment: consideration will be given to those with unique menu items, including value meals. **The Fair reserves the right to limit the number of concessions and menu items that are duplicated.**

FEES (if contracted total fees will show on contract dependant on space, and needs)

- Trailer/Stand: Front serve 10' or under \$700 minimum guarantee or 22% of gross sales less tax, whichever is greater**
- Trailer/Stand: Side serve 11' and over \$900 minimum guarantee or 22% of gross sales less, whichever is greater**
- \$50 charge for every 50 AMP hookups needed. (Be accurate)**
Number of 50 amp hookups: _____ X \$50 = _____

FAIR DATES: MAY 10-13 2012
Fair Hours: Daily 10:00 AM until CLOSING

Dixon May Fair: May 10-13 2012

Food Concessions Space Application

CHECK ONE

New Applicant **Returning Concessionaire:** **Same stand** **New stand**

PLEASE TYPE OR PRINT (IN INK)

Contract Signing Authority _____

On Site Contact Name _____ Cell # _____

Business Name _____

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 _____

BUSINESS TYPE: Sole Proprietor Partnership Corporation Other _____

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

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

FINANCIAL INTEREST

List names of all persons with financial interest (ownership) in your business or organization (if a corporation, list corporate officers). This is very important! Names are required!

Name(s) _____

GENERAL INFORMATION: Check membership in the following professional organizations:

- Western Fairs Association (WFA)
- National Independent Concessions Association (NICA)
- International Association of Fairs & Expositions (IAFE)
- Outdoor Amusement Business Association (OABA)
- Other: _____

Grease must be placed in the original containers and placed beside green garbage bins for pick-up. Cardboard must be broke down and neatly placed beside green garbage containers

MENU: Attach a typed or printed list of all *proposed* menu items.

List must include **sizes, descriptions and prices** for each item . prices must be **“plus tax, (7.375)”**
The Dixon May Fair retains the right to delete certain menu items from your menu in advance; this will be noted if a contract is issued. Be very specific. Items not listed in the application will NOT be allowed for sale. **Value meals and kids' deals are encouraged, as are heart-healthy items and other specialty foods.**

INSURANCE REQUIREMENTS

Completing this form does not constitute proof of insurance. Proof of Insurance is required once a contract has been sent. 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 fairtime:

My own carrier. Carrier _____
WFA Master List CFSA# _____ Policy Expires _____

Buy through California Fair Services Authority (CFSA) (**\$90.00, 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.

UTILITY REQUIREMENTS

Please provide ~~real~~ numbers running at maximum capacity. If we are not informed of proper requirements, we may not be able to provide service. **BE SPECIFIC. Vendor responsible for all adapters**

Stand/Trailer: Voltage _____ Phase _____ Amps _____
Refrigerator: Voltage _____ Phase _____ Amps _____
Other: _____ Voltage _____ Phase _____ Amps _____
Stock Truck: Voltage _____ Phase _____ Amps _____
Stand/Trailer requires: Running Water Sewer

DIMENSIONS

*Provide diagram of full set up as indicated on the next page to help us configure accurate layouts

Check all that apply: Cart Stand/Trailer: End Serve Side Serve Counter Service

Provide accurate dimensions of front & depth footage required when set up (including all awnings, counters and back area). Width _____ x Depth _____

Location of hitch must be marked on diagram

Special Request(s): Any special request(s) need to be submitted on a separate sheet of paper. Please be as detailed as possible. All requests will be reviewed. No guarantees will be made.

REFERENCES (will be checked – please make sure the info is current)

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

Event #1 _____

Contact person _____ Phone () _____

Event #2 _____

Contact person _____ Phone () _____

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 _____

DIAGRAM OF CONCESSIONS STAND

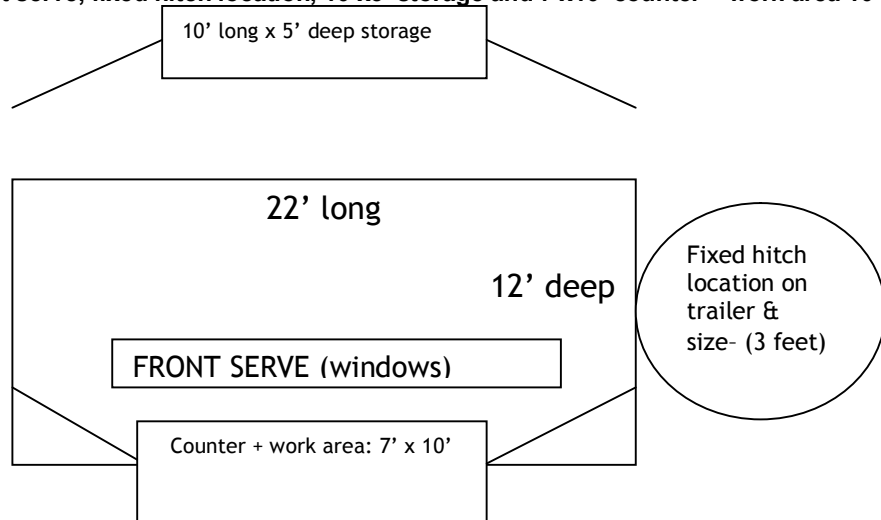
Please create a diagram of your stand layout, including storage area, refrigerator unit, counters, etc. Overhead view only, please! This helps us to better understand your layout, and to ensure that we are able to provide adequate space.

EXAMPLE

12' X 22' STAND, front serve, fixed hitch location, 10'x5' storage and 7'x10' counter + work area 10 ft

Total length: 24'
(22q+ 2qhitch)

Total depth: 25'
(12q+ 5qstorage + 7q
counter & work area)



YOUR STAND DIAGRAM HERE (include location of hitch and needed back of house area. may attach separate page) I NEED TOTAL MEASUREMENTS, IF YOU GIVE INCORRECT MEASUREMENTS YOU WILL BE PLACE WERE SPACE ALLOWS NO EXCEPTIONS

Dear Vendor, Concessionaire and Exhibitor:

As a state agency, the Dixon Mayfair must comply with Assembly Bill 75, 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:** _____

SPACE # _____
AMT PAID: _____
CASH : _____
CHECK # _____
RECEIPT # _____

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 6-14

**ANY ADDITIONAL DAYS \$20 PER DAY. HOOK-UPS NOT GUARANTEED
RV'S/TRAILERS/TRUCKS MUST BE OFF GROUNDS BY MAY 14TH. UNLESS PRIOR
ARRANGEMENTS ARE MADE WITH VENDOR 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 Department 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+~~) 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.

DIXON MAY FAIR
May 10-13, 2012

DEAR CONCESSIONAIRE'S

**WE ARE GLAD TO ANNOUNCE WE HAVE
COCA COLA FOR THE 2012 BEVERAGE SPONSOR**

THEY HAVE THE EXCLUSIVE ON SODA

WATER IS OPEN

**PRICES:
BAG IN A BOX- "TO BE ANNOUNCED"**

**CONTACT INFO;
JOHN LONG 916-928-3886**