

MERCED COUNTY SPRING FAIR COMMERCIAL / CONCESSION VENDOR APPLICATION

Thank you for applying for Commercial Vendor/Concession space. The dates for the 2018 Merced County Spring Fair will be May 2 - 6, 2018. If you would like to participate, we ask that you please complete and return the application below to the Fair office. **This application will be reviewed and is not a guarantee of space.** All questions must be answered completely before consideration for space can be given. **Please do not send money with this application.** This application is neither a commitment by the applicant or an offer by the Merced County Spring Fair to rent space. If your application is accepted, we will forward contracts for your signature, along with required insurance and space fees.

Please attach photos of prior exhibits and/or set-up specs. If you have a trailer, indicate size and whether you conduct business from front or side and tongue location and length. Is tongue removable?

Business Name: _____

Contact Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

State Board of Equalization Permit Number: _____

C.F.S.A. Insurance Number (if applicable): _____

Please list products/services to be offered: _____

Square footage required: _____ Water: _____ Sewage: _____

Desired Space: Commercial Indoor: _____ Corner: _____ Commercial Outdoor: _____

Food Concessions: _____

Power Requirements: _____

Direct Inquiries To: Merced County Spring Fair
P.O. Box 71
Los Banos, CA 93635
Phone: (209) 826-5166
Fax: (209) 826-8737
lalberti@co.merced.ca.us

2018 SPACE RATES

Food Concessions Guarantee:	\$785.00	Fair to receive 23% of gross sales, less tax (whichever is greater)
Commercial: Indoor:	\$285.00	10' x 10" In line space
	\$320.00	Corner space (if available)
Outdoor:	\$320.00	Approximately 200 sq. ft. as assigned by Management.
Liability Insurance through Fair	Food Concession	\$125.00
	Non-Food Concession/Commercial	\$100.00

ADDITIONAL FEES THAT MAY APPLY

Health Permit through County for Food Vendors		\$92.00
Additional One-day Work Pass per day per person		\$6.00
R.V. per night (no hookups)		\$25.00
Stock trailer per night		\$25.00
Stock/Living Combo		\$30.00
County Business License:	Annual	\$65.00
	Temporary (30 days)	\$21.00

GENERAL INFORMATION

Set up/Closing

1. The grounds and buildings will be available for set up starting Monday, April 30, 2018 from 8:00 A.M. to 10:00 P.M. Vendors must check-in prior to 5:00 P.M. on Tuesday. Vendors must be in place and set-up prior to 10:00 P.M. on Tuesday. **NO SET UP ON WEDNESDAY**. There will be security on the grounds; the buildings will be secured at 10:00 P.M.
2. All Outdoor Commercial/Concession Stands must be set back from walkways.
3. Before staking out fencing, check with Concession Manager for exact dimensions to be fenced. Due to underground utilities, any display requiring stakes to be driven into the ground must be supervised by Maintenance Personnel during the driving of stakes.
4. All sides of booths visible to public must be in a finished condition as to paint, covering, etc.
5. Indoor booths: The booths consist of drape covered pipe frames. The back drape is 8 ft. high and the side drapes are 3 ft. high. Nothing may be attached to the drapery frame, except for support rods and other small area items that do not hinder the view of adjoining booths, the height of the front of the booth must not exceed 3 ft. All furnishings must be flameproof.
6. Fair Management **WILL NOT** accept or be responsible for pre-shipped goods. UPS will arrive between 11:30 A.M. and 1:00 P.M. They will pull up to the F Street Gate; you must sign for your items at that time. They are on a limited time frame and will not wait.
7. **Without exception**, Vendor and Concession booths must remain in place until closing time of fair, 9:00 P.M. Sunday, May 6, 2018.

Use Of Booth

1. NO SUB-LEASING IS ALLOWED. An assigned space is to be used by original lessee only.
2. Items to be sold will be confined to items on contract. We are trying to control duplication of items.
3. Define your give-away policy. If you give away something and ask for donations, you are selling and therefore have a Concession Selling Contract.
4. Any free drawing must be approved in advance by Management. If there is a drawing to be done during the Fair, time of drawing must be posted conspicuously and the name of the winner(s) must be posted, as well as submitted to the Fair Office before Fair closes. All drawings must be done PRIOR to closing date of the Fair.

5. All beer and wine concessionaires will be responsible for carding all prospective customers for proof of legal drinking age.
6. Booths serving alcohol must announce “LAST CALL” 15 minutes prior to closing.
7. Food booths must close down at designated time and no “after hours” sales.
8. Any percentages due the Fair must be reported the following day, after the close of each business day.
9. Video projections are subject to prior approval of Manager.
10. No balloons or bumper stickers may be given away. Manager must know before run of Fair what is to be handed out.
11. Amplified sound systems must not be so loud as to distract from other booths.
12. Use sewer drains provided, **DO NOT** overflow hoses onto grounds surface.

Conduct Of Booth Personnel

1. All displays, booth personnel and soliciting activities will be confined to their assigned space. No moving down aisles or leaning out into aisles to seek patronage.
2. Booths must be manned at all times during Fair open hours.
3. Working credentials will be issued by the Fair Office. Each commercial concession will be issued two (2) passes per day. Food Concessions will be issued four (4) passes per day. Re-sale of these worker passes is strictly prohibited. Beer booth worker passes will be issued as per arrangements with Management. Commercial and Food booths requiring additional worker passes may purchase passes at the Fair Office.
4. Insurance Certificates, County Seller’s Permit, and California State Board of Equalization approval must be on record in the office prior to your booth opening.

Vendor Hours of Operation

Commercial Building will be open, to vendors only, one (1) hour prior to opening daily.

	Wednesday	Thursday	Friday	Saturday	Sunday
Beer/Wine Booths					
Open	Noon	Noon	Noon	10 a.m.	11 a.m.
Close	11 p.m.	11 p.m.	11 p.m.	11 p.m.	10 p.m.
Outside Exhibits/Concessions					
Open	Noon	Noon	Noon	10 a.m.	11 a.m.
Close	12 a.m.	12 a.m.	12 a.m.	12 a.m.	12 a.m.
Commercial Building					
Open	2 p.m.	2 p.m.	Noon	11 a.m.	11 a.m.
Close	10 p.m.	10 p.m.	11 p.m.	11 p.m.	9 p.m.

Concessionaires remaining in booths after closing time for clean-up, etc. are expected to do so with subdued lighting, with flaps at least partially closed and to transact no business.

Sunday night we ask that you stay in place until 10:00 P.M. so we can control traffic and safety.

Food Vendors Only – We will have Livestock Exhibitors on the grounds beginning on Monday, April 30, 2018. You will be allowed to sell on Monday and Tuesday as long as you report these figures to the Fair Office daily.

The Grounds Rules Policy Is

ALL VEHICLES MUST BE OFF THE GROUNDS BY 10:00 A.M., NO EXCEPTIONS.

Special arrangements may be made for perimeter parking and hand deliveries for after 10:00 A.M. Vehicles without proper credentials **WILL BE** ticketed or towed away at the owner’s expense.