



# Commercial Vendor Application

## San Bernardino County Fair

14800 Seventh Street ♦ Victorville, Ca 92395

(760) 951-2200 ♦ Fax: (760) 951-2419

[www.sbcfair.com](http://www.sbcfair.com)

**May 27 – June 4, 2023**

**Closed Tuesday - Thursday**

**Vendor Space Pricing for 2023**

**Full fair (6 days)**

**Inline-\$800.00 -- Corner-\$1,000.00**

**Dear Commercial Vendor,**

It is important your application be complete and include photos of your product(s) and booth set-up. Please do not send multiple mailings; this will only slow down the process. Only fully completed applications will be reviewed. **Incomplete applications are not returned for completion.**

Enclosed you will find an application, instructions for completing the application, and additional information about our fair. **We urge you to take a moment to read the entire packet of information prior to filing out the application.**

**Selection criteria is based on, but not limited to:**

- Product balance within the fair
- Ability to set up a professional/attractive display
- Uniqueness and appeal of product
- Application presentation
- Space Availability
- Reference

Again, thank you for your interest,

*Katherine Chamberland*

*kchamberland@sbcfair.com*

*760-951-2209*

## San Bernardino County Fair

14800 Seventh Street • Victorville, California 92395

Phone: (760) 951-2200 Direct Line: (760) 951-2209

Website: www.sbcfair.com ♦ Email: kchamberland@sbcfair.com

**Please review these instructions carefully as the application changes from year to year.**

**Instructions for completing the application follow.**

1. Please type or print legibly in ink only.
2. This application is neither an offer nor a guarantee of space.
3. All questions must be answered completely before consideration for space can be given. Incomplete applications will not be accepted or returned.
4. Be sure the information you give is accurate, as it will be representation of your business to the selection committee.
5. A current photo and/or drawing of your proposed booth in operational form are required with each application. All photos become property of the San Bernardino County Fair and will not be returned.
6. The list of products you are requesting to sell/display/promote/giveaway must be specific. Words such as “accessories”, “related products”, “gifts”, “etcetera”, and other vague descriptions are not acceptable. If a contract is issued, it will be assigned based on this list only, so please be thorough. We will verify items in your booth match your contract throughout the Fair.
7. Picture(s) or an informational brochure that visually describes each product must be included with your application. Please be certain to label all attachments with product name, company name, and price. (Please keep items to 8½” x 11” or smaller).
8. Samples of any handouts, brochures, catalogs, etc. must be attached and labeled with your name if you are planning to distribute them from your booth.
9. Sound transmissions such as radios, televisions sets, and voice amplification systems are subject to prior approval of the Fair. Volume in excess of conversational levels is strictly prohibited. The fair reserves all rights to turn down/ off. **This privilege may be revoked at any time during fair.**
10. **Please indicate your preferred space number, whether it is indoor or outdoor and size requested.** If you are selected as a Fair Vendor, Fair Management will do their best to accommodate your selection. **A \$200 rule deposit is required to secure your space.**  
Once we have confirmed your application and booth number we will respond in writing. There will be no changes to booth numbers allowed unless directed by SBC Fair management.
11. Make sure you sign the application where indicated.
12. Separate the completed application from these instructions and mail or email application with attachments to:

## San Bernardino County Fair

Attn: Katherine Chamberland

14800 Seventh Street Victorville, Ca. 92395

# 2023 San Bernardino County Fair Commercial Vendor Space Request Form

All information is required for consideration. Picture(s) of your product and booth set-up must be attached to this request.

We strive to be as "green" as possible; it is important to provide an e-mail address so we can provide you with the fastest service and most up-to-date information.

**Please Print**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contract signer: \_\_\_\_\_ Contact person (if different): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**A copy of your California State Sales Tax Permit, and the # listed below: If you are selling a product that requires a sellers permit you MUST include your sellers permit.**

# \_\_\_\_\_ for information or permit, contact the State of California at: (909) 680-6497  
(Example: SREH23-0000001)

**Important! If selected as a vendor, your Permit must have our address listed.**

Space needed: (Space cannot be guaranteed. List preference below)

1) \_\_\_\_\_ In-line or \_\_\_\_\_ Corner

2) \_\_\_\_\_ Inside or \_\_\_\_\_ Outside

3) \_\_\_\_\_ 10' X 10' or \_\_\_\_\_ Booth space requested  
(Specify size)

Electricity: \_\_\_\_\_ Yes - (One (1) 15 amp/110 volt service only included)

\_\_\_\_\_ Other: Please specify and we will call you: \_\_\_\_\_

Insurance: \_\_\_\_\_ I need to purchase State of California coverage for \$145.00, (\$185.00, if a food product).  
**(Money order or Cashier's check ONLY. Please make it payable to CFSA.)**

\_\_\_\_\_ I have my own insurance and will send you an original copy of my \$1,000,000 Liability  
**Coverage by April 1, 2023, with the following printed on it as additional insured:**

**"The State of California, the California Fair Services Authority, the District Agricultural Association, County Fair, the County in which the County Fair is Located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fair, or California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants and employees are made additional insured, but only insofar as the operations under this contract are concerned."**

\_\_\_\_\_ I am on the CFSA Master Insurance List # \_\_\_\_\_

**I use sound equipment:** \_\_\_\_\_ Yes \_\_\_\_\_ No

For the purpose of: \_\_\_\_\_

**Does your Organization, product, or service offer a money back guarantee or any buy back policy? Please explain.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete list or description of product or service - list every product to be considered. Use another sheet of paper if necessary:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* Please note: No Product can be added later without the SBC Fair Management Approval. \*\***

**Other Fairs I have vended with:**

Name: \_\_\_\_\_ Dates: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Dates: \_\_\_\_\_ Phone # \_\_\_\_\_

**\*\*\*Payments after February 28, 2023 will be charged a \$50.00 Admin Fee\*\*\*  
\*\*\*Insurance turned in after March 31, 2023 will be charged a \$50.00 Admin Fee\*\*\***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please Note:**  
The San Bernardino County Fair Management has the right and authority to arrange spaces or to move an exhibit to another location in the best interest of the Fair. Acceptance of this application does not guarantee a space at the fair. If approved, we will notify you by phone, email and/or by US mail. If your company is offered a booth space in our county fair a \$200 rule deposit will be required to secure the space within 10 business days of offer. The rule deposit is refundable 4-6 weeks after the fair, as long as there are no damages or incidents throughout the fair. If the deposit is not received in the 10 business days of offer, the space maybe offered to another vendor.