

SACRAMENTO COUNTY FAIR
MAY 23-27, 2024

Commercial Exhibit Application Packet
\$25 non-refundable Application Fee



Thank you for your interest in being a commercial vendor at the Sacramento County 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 call the Sacramento County Fair Office at (916) 263-2975 or e-mail to info@sacfair.com

Application can be mailed to:
Sacramento County Fair, P.O. Box 15028 Sacramento, CA 95851

THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR APPLICATION PACKET

- Complete application form – answer all the questions & don't forget to sign the application.
- A complete list of items to sell or promote as required on the application. Include additional sheets as needed.
- Recent photos of your exhibit/booth (attach, photos will not be returned).
- Copy of California Seller's Permit (attach).
- Insurance and Workers compensation coverage: provide your provider information on application. If a contract is issued, proof of insurance coverage in the form of certificates is required.
- Include promotional materials such as reference letters, promotional brochures, etc, as desired (optional).

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED OR RETURNED

IMPORTANT NOTES

- All questions must be answered completely and accurately – the information you give us the sole representation of your business for the selection process.
- If a contract is issued, fair management will assign the exhibit space upon receipt of payment. Special requests will be considered, but not guaranteed.
- Applications for Returning vendors requesting the same location are due February 1, 2024. All other applications are due February 28, 2024 with a non-refundable application fee of \$25.00. After February 28, 2024 non-refundable application fee will be increased to \$50.00. Full payment is due at the time the contract is due. Make checks payable to the Sacramento County Fair.

The Sacramento County 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, drug paraphernalia, provocative or suggestive items, graphic images that may offend a family-friendly audience.

Sacramento County Fair
P.O. Box 15028 Sacramento, CA 95851
Telephone: (916) 263-2975

SACRAMENTO COUNTY FAIR

MAY 23-27, 2024

Commercial Exhibits Space Application

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Fair Office (916) 263-2975 or e-mail info@sacfair.com

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**BUILDING HOURS 10AM -10PM DAILY THURSDAY –SUNDAY
10AM -7PM MONDAY CLOSING NIGHT**

CHECK ONE: New Applicant Returning Commercial Exhibitor **MUST INCLUDE PHOTO OF EXHIBIT**

SPACE FEES

Inside Space - Corner: 10 X 10 \$650.00 or Inline 10 X 10 \$550.00

Outside Space - Outdoor Spaces 10 X 10 \$725.00

Premium Space - Starts at \$1,500 (call for details and availability)

SELECT SPACE YOU'RE APPLYING FOR:

Indoor 10 X 10 20 X 10 In-line Corner Premium Sponsor Space
 Outside 10 X 10 20 X 10 Other: _____X_____ Premium Sponsor Space

Please confirm the following activities. Be sure to check all that apply:

Lead Generation Use Microphone Promotional Give-A-Ways Direct Sales Conduct Prize Drawing

BUSINESS INFORMATION - INFORMATION MUST AGREE WITH INSURANCE CERTIFICATE

Business Name _____

Name of Applicant _____

On-Site Contact _____ On-Site Contact Cell _____

Address _____

City _____ State _____ Zip _____

Business Phone () _____ Residence Phone () _____

Cellular Phone () _____ 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? _____

Is your business: Sole Proprietor Partnership Corporation Other _____

UTILITY REQUIREMENTS

If needed, a standard 110v/500w electrical outlet is provided per contracted space. Additional electrical may be available for an additional fee.

Do you require power? YES NO If yes how much _____

Do you need running water? YES NO (not all spaces have access)

Do you sample food? YES NO (permit fee \$86.00)

INSURANCE REQUIREMENTS

Proof of Insurance to be sent with contract. Please check which form of insurance will cover you during the fair.

My own carrier

WFA Master List CFSA# _____ Policy Expires _____

Purchase through California Fair Services Authority. **\$125 will be added to your contract**

Each exhibitor must provide proof of general liability insurance of at least \$1,000,000. Certificates of Insurance with required endorsements will be required with each contract. If a contract is issued, you will receive insurance requirements with additional insured verbiage.

PRODUCTS/ SERVICES

Please list items/services and prices that you wish to sell, promote, display or give away. **BE SPECIFIC.** Only approved items will be allowed. (Attach product list if necessary)
The Sacramento County Fair **DOES NOT** offer exclusivity to vendors.

REFERENCES (New Applicants Only!)

List 2 fairs, festivals or shows you have participated in during the last 9 months:

#1 _____ Contact _____ Phone# _____

#2 _____ Contact _____ Phone# _____

Will you be distributing food samples to promote your product? YES NO
Approval is required and food sampling requires a temporary health permit

Please indicate here if you are not selling during the fair and are only taking leads for future business. Even if only taking leads, the State Board of Equalization requires you to file for a Seller's Permit.

Megan's Law Form

One of the fundamental responsibilities of Cal Expo is to protect the public. The Sacramento County Fair, in cooperation with Cal Expo, has subsequently implemented a policy requiring that all persons conducting business with, employed by, or volunteering at the Fair during the course of the annual Sacramento County Fair shall provide the necessary personal information to enable their names to be searched through the Department of Justice's Megan's Law files. This file consists of records of individuals convicted of specified sex offenses who are required by Penal Code Section 290 to register as sex offenders.

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, is not a contract and is not an offer by the Sacramento County Fair. I certify all information contained in this application to be true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed name: _____ Title: _____