

# TULELAKE BUTTE VALLEY FAIR



**Physical Address:** 800 S. Main Street Tulelake, CA. 96134 **Mailing Address:** P.O. Box 866 Tulelake, CA. 96134

**Phone Number:** 530-667-5312 **Fax Number:** 530-667-3944

Dear Concession Vendor Applicant:

Thank you all for your interest in the 2025 Tulelake-Butte Valley Fair. The 2025 fair will be September 4<sup>th</sup> – 7<sup>th</sup> and we hope you can join us.

Please read and complete all of the enclosed forms and memos. **Applications will be accepted until all Concession Vendor space is sold out. Concessionaires will be selected by product line not by first-come, first-serve; however we do take into consideration our returning vendors who have continued to support us over the years.** When concessionaire space is sold out, applicants will be put on a waiting list in case of a cancellation. In order to be placed on the list you must provide a full application with all requirements.

If you are issued a contract for space at the 2025 fair you will need the following:

- Completed and Signed Contract.
- Application Returned by DUE DATE on contract
- PAYMENT IN FULL (by the date specified in the contract)
- INSURANCE CERTIFICATES OR WFA/CFSA NUMBER—These can be emailed to [megan@tbvfair.com](mailto:megan@tbvfair.com)
- CA SELLERS PERMIT
- California Department of Health Permit to Operate—Siskiyou County

***Failure to comply will result in your contract becoming null and void and your space may be sold to another applicant.***

Please direct any questions you may have to 530-667-5312 or email [megan@tbvfair.com](mailto:megan@tbvfair.com)

. We look forward to working with you and making the 2025 Tulelake-Butte Valley Fair successful.

# TULELAKE-BUTTE VALLEY FAIR

September 4<sup>th</sup>-7<sup>th</sup>, 2025

## Concessionaire Booth Space Application Packet

This application is for those businesses or organizations, who wish to have a space at the 2025 Tulelake-Butte Valley Fair to sell a product, distribute information, or promote their business or non-profit.

### INFORMATION PAGE

Thank you for your interest in space at the 2025 Tulelake-Butte Valley 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 the Fairgrounds Office at **530-667-5312**  
Mail Completed Application to: Tulelake-Butte Valley Fair, P.O. BOX 866 Tulelake, CA. 96134 or FAX to: 530-667-3944

**Deadline: Applications will be taken until space is filled**

#### THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR APPLICATION PACKET

- Completed application form (page 7 & 8) -- answer all questions & don't forget to sign the application!
- Complete list of Menu items & Pricing (use form on Page 8 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.
- Siskiyou County Department of Health Permit to Operate

#### 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 booth 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 Tulelake-Butte Valley 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:

**SEPTEMBER 4<sup>TH</sup>-7<sup>TH</sup>, 2025**

#### INSIDE VENDOR OPERATING HOURS:

**INSIDE VENDORS MUST REMAIN OPEN FROM OPENING TIME UNTIL CLOSING OF THE BUILDING**

**THURSDAY: NOON – 8PM**

**FRIDAY: NOON – 9 PM**

**SATURDAY: 10 AM – 9 PM**

**SUNDAY: 10:00 – 6:00 PM**

#### OUTSIDE & CONCESSION VENDOR OPERATING HOURS:

**OUTSIDE VENDORS MUST REMAIN OPEN FROM OPENING TIME UNTIL CLOSING OF THE FAIRGROUNDS**

**THURSDAY: 11:30 – 9 PM**

**FRIDAY: 11:30 – 10 PM**

**SATURDAY: 10:00 AM – 10 PM**

**SUNDAY: 10:00-7:00**

**\*\*IT IS AT THE DISCRETION OF THE VENDOR IF THEY WOULD LIKE TO OPEN EARLIER OR STAY OPEN LATER. PLEASE LET THE OFFICE KNOW AHEAD OF TIME IF YOU ARE PLANNING TO DO SO.**

Mail Completed Application & Photo of your Booth to: Tulelake-Butte Valley Fair - P.O. BOX 866 Tulelake, CA. 96134, or email with a photo of your booth to [megan@tbvfair.com](mailto:megan@tbvfair.com)

## **Concession Vendor Fees**

Renter shall pay Association the amount of 23% OF THEIR ADJUSTED GROSS SALES AT THE ANNUAL FAIR, which is due no later than MONDAY, SEPTEMBER 8<sup>th</sup>, 2025. Payments may be made by cash, money order, check or credit card. CONCESSIONAIRES WILL BE RESPONSIBLE TO COMPLETE REPORTS AND PROVIDE Z-TAPES ON A DAILY BASIS TO THE OFFICE.

Prior to or upon execution of a contractual Agreement, Renter shall pay the Association a **deposit in the amount of \$250.00**. THIS DEPOSIT WILL GO TOWARDS THE BALANCE DUE ON THE AGREEMENT AND IS DUE NO LATER THAN AUGUST 8<sup>TH</sup>, 2025. IF A VENDOR CANCELS MORE THAN 30 DAYS PRIOR TO THE EVENT, A REFUND WILL BE ISSUED IF THE SPACE CAN BE FILLED. IF IT IS LESS THAN 30 DAYS THERE WILL BE NO REFUND.

## **Vendor Admission Policy**

**ADMISSION FEES:** Each Concessionaire Vendor contract will be given no more than 6 season admission vendor wristbands. Additional vendor bands can be purchased for a discounted price from regular fair admission and will allow purchaser access in/out of the vendor parking lot/gate. Additional bands can be purchased by the contracted vendor in the fair office.

**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**

## **OVERNIGHT CAMPING, REFRIGERATOR TRUCK AND STOCK TRUCK**

### **PARKING FEES**

RV (OVERNIGHT CAMPING – NO TENTS) PLEASE FILL OUT THE SEPARATE RV APPLICATION THAT WILL BE AVAILABLE ON OUR WEBSITE.

**STOCK & REFRIGERATED TRUCKS--PLEASE LET THE OFFICE KNOW AHEAD OF TIME IF YOU ARE BRINGING ADDITIONAL TRAILERS SO THAT WE CAN PLAN ACCORDINLY—SPACE IS LIMITED.**

RV'S/TRAILERS/TRUCKS MUST BE OFF GROUNDS BY SEPTEMBER 11<sup>TH</sup>,2025. UNLESS PRIOR ARRANGEMENTS ARE MADE WITH VENDORS OFFICE ANY ADDITIONAL DAYS \$45 PER DAY.

## **HOOK-UPS NOT GUARANTEED**

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**California Fair Services Authority  
2025 Insurance Requirements**

**California Fair Services Authority (CFSA) Exhibit C**

**I. Evidence of Coverage**

The contractor/renter shall provide a signed original evidence of coverage form for the term of the contract or agreement (hereinafter "contract") protecting the legal liability of the State of California, District Agricultural Associations, County Fairs, Counties in which County Fairs are located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fairs, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, 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:**

**This needs to be listed on the insurance certificate word for word as follows:**

**"That 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, 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, per written contract and subject to policy wording and conditions."**

2. Dates: **For individual events, the specific event dates must be listed, along with all set-up and tear down dates.**

3. Coverage's:

- a. General Liability - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CGL 001. Limits shall be not less than \$5,000,000 per occurrence for Fair Time Carnival Rides; \$3,000,000 per occurrence for Motorized Events All Types except arena or track motorcycle racing and go-cart racing; \$3,000,000 per occurrence for Rodeo Events with a paid gate and any Rough Stock events; \$2,000,000 per occurrence for Rodeo Events without a paid gate and with any Rough Stock events; \$1,000,000 per occurrence for Rodeo Events All Types without any Rough Stock Events; \$2,000,000 per occurrence for Interim Carnival Rides, Fair Time Kiddie Carnival Rides of up to 6 rides, Concerts with over 5,000 attendees, Rave Type Events All Types, Cannabis Festivals/Trade Shows, Mechanical Bulls, Extreme Attractions All Types that require a DOSH permit to operate, Simulators, and Motorized Events of arena or track motorcycle racing and go-cart racing; \$1,000,000 per occurrence for all 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 # CA 0001, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.
- c. Workers' Compensation - Workers' Compensation coverage shall be maintained covering contractor/renter's employees, as required by law.
- d. Medical Malpractice - Medical Malpractice coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving medical services.
- e. Liquor Liability - Liquor Liability coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving the sale of alcoholic beverages.

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## Limits

Each Occurrence--\$1,000,000, Damages to Rented Premises Each Occurrence \$300,000, Medical Exp Any one Person \$5,000, Personal & Adv injury \$1,000,000, General Aggregate \$2,000,000, Products-Comp/op Agg \$2,000,000, Empl. Benefits A \$2,000,000.

4. Cancellation Notice: Notice of cancellation of the listed policy or policies shall be sent to the Certificate Holder in accordance with policy provisions.

5. Certificate Holder: For Individual Events Only - Fair, along with fair's address, is listed as the certificate holder. For Master Insurance Certificates Only - CFSA, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.

6. Insurance Company: The Company providing insurance coverage must be acceptable to the California Department of Insurance.

7. Insured: The contractor/renter must be specifically listed as the Insured.

OR

B. CFSA Special Events Program - The contractor/renter obtains liability protection through the 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 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.

## General Provisions—

**Maintenance of Coverage—The contractor/renter agrees that the commercial general liability (and automobile liability, worker's compensation, medical malpractice and/or liquor liability, 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 or is cancelled 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 evidence insurance coverage as provided for herein for not less that 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 preformed 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, take any of the following actions: (1) declare a material breach by contractor/renter and terminate this contract; (2) withhold all payments due to contractor/renter until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to contractor/renter under the terms of this contract.**

**B. Primary Coverage—The contractor/renter's insurance coverage shall be primary and any separate coverage or protection available to the fair or any other additional insured shall be secondary.**

**C. Contractor's responsibility—Nothing herein shall be construed as limiting in any way the extent to which contractor/renter may be held responsible for damages resulting from contractor/renter's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve contractor/renter of liability in excess of such minimum coverage, nor shall it preclude the fair from taking other actions available to it under contract documents or by law, including, but not limited to, actions pursuant to contractor/renter's indemnity contract.**

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**D. Certified Copies of Policies—Upon request by fair, contractor/renter shall immediately furnish a complete copy of any policy required hereunder, with said copy certified by the underwrite to be a true and correct copy of the original policy. Fair Time Carnival Ride Contractors must submit copies of actual liability insurance policies, certified by an underwriter, to California Fair Services Authority (CFSA).**

### **III. Participant Waivers**

For hazardous participant events, the contractor/renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter. Hazardous participant events include but are not limited to: 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.

### **Inside Booth Set-up/Configuration**

Each inside booth has an 8 foot high back and 3 foot high convention style pipe and drape walls unless there is an open corner or a wall bordering one side of the booth.

**Tulelake-Butte Valley Fairgrounds  
P.O Box 866, Tulelake, CA 96134  
Phone: 530-667-5312 Fax: 530-667-3944  
Website: [www.tbvfair.com](http://www.tbvfair.com) Email: [megan@tbvfair.com](mailto:megan@tbvfair.com)**

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# EXHIBIT SPACE APPLICATION

This application is for those businesses or organizations, who wish to have a space at the 2025 Tulelake-Butte Valley Fair to sell a product, distribute information or promote their business or non-profit.

## CHECK REQUIREMENTS (must include photo of exhibit)

- Inside** Space Size:  10 X 10  10 X 20  10 X 30  Corner  Other: \_\_\_\_\_
- Outside** Space Size:  10 X 10  10 X 20  10 X 30  Other: \_\_\_\_\_
- 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 ( ) \_\_\_\_\_ 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 Tulelake-Butte Valley 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 (Additional fees apply)

Additional vehicle parking needed: \_\_\_\_\_

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**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 \_\_\_\_\_
- CFSA Master List      CFSA# \_\_\_\_\_ Policy Expires \_\_\_\_\_
- Buy through California Fair Services Authority (CFSA) (add. paperwork required. Fees Vary)**
- 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 Tulelake-Butte Valley 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 Tulelake-Butte Valley 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 \_\_\_\_\_

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## DID YOU REMEMBER TO INCLUDE THESE IN YOUR APPLICATION?

### THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR APPLICATION PACKET

- Completed application form (page 8 & 9 ) -- answer all questions & don't forget to sign the application!
- Complete list of menu items and pricing (use form on Page 9 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.
- Siskiyou County Department of Public Health Permit to Operate

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

If you have any additional questions, or concerns please reach out to the fair office—530-667-5312.