



Commercial Vendor Application

Return Completed Applications to:

Email: aimee@atthegrounds.com

Mail: 451 Los Vegas Avenue, Roseville, CA 95678

This year, all vendors will be inside the Roebbelen Center with A/C! Thank you so much for being so interested in participating in the Placer County Fair.

Included below is some crucial information about being a part of our event; please take the time to read carefully and understand fully before applying.

The Fair hours are Thursday through Saturday from 5 p.m. – 11 p.m. and Sunday 12 p.m. – 9 p.m.

COMPLETION REQUIREMENTS

1. Photos of your products being sold, a previous setup, and a sketch of your intended layout.
2. Two (2) references with contact information.
3. Seller's Permit or California Board of Equalization 410D Form.
4. Proof of Insurance or opt to purchase through the Placer County Fair.
5. \$275 application deposit

50% of the total amount due is required with your vendor application. Applications will not receive approval until 50% of the total amount due has been paid. This payment is refundable until May 22, 2023. Applications placed and approved after May 22, 2023 will require total amount due and will not be eligible for a refund.

SELECTION PROCESS

Placer County Fair management considers all the following when evaluating all applications for vendor spaces.

1. Indoor availability
2. Quality standard, stand history, exhibit, signage, staff, and customer service.
3. Product balance on the fairgrounds.
4. Uniqueness and appeal of products to fairgoers.
5. Satisfactory history, or references, of cooperation with rules and regulations.
6. Fair Management may restrict duplication of brand names, trade name articles, products, or services in any given area, though exclusivity is not offered.
7. Ability to adapt to change, transition, technology, and quality standards.

The 2023 Placer County Fair takes place on **Thursday, June 22 – Sunday, June 25, 2023**. This is a limited four-day event that requires all booths to be open and manned for the duration of the Fair. Please consider these requirements before submitting an application. Thank you. – Fair Management



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FURTHER COMMERCIAL VENDOR REQUIREMENTS

If you are selected to receive a vendor contract, the following requirements will be placed on the applicant.

Deposit: Commercial vendors are required to turn in a \$275 deposit with this application. 50% of the total amount due is required with your vendor application. Applications will not receive approval until 50% of the total amount due has been paid. This payment is refundable until May 22, 2023. Applications placed and approved after May 22, 2023 will require total amount due and will not be eligible for a refund. . Checks can be made to @the Grounds and mailed to the administration office at 451 Los Vegas Avenue, Roseville, CA 95678. Vendors can also pay with Credit/Debit by calling (916) 701-8181.

Insurance: A certificate of insurance must be on file by May 22, 2023. Mandatory liability insurance is a minimum of \$1,000,000. Special Event Insurance is available through the Fair for the 2023 season at a nominal fee. If management has not received an insurance certificate by May 22, the vendor will be charged the price for coverage through the Fair.

Health Permit: All vendors sampling or selling consumable goods of any kind must have a Placer County Temporary Food Facility Health Permit issued by the Placer County Health Department.

Payments: All payments, deposits, additional services, and final payments must be made by May 22, 2023, or upon acceptance into the Fair if the application is placed after this date. Payments may be made by check, cash, cashier's check, money order, VISA, MasterCard, or American Express. If an application is not approved, the application deposit will be refunded.

Exhibit Maintenance: All exhibitors are required to be fully set up by 4 p.m. on opening day (the Fair opens at 5:00 p.m.). All vehicles are required to be off of the grounds no later than 3:00 p.m. Booths are to be kept attractive, clean, and staffed during all public hours of the Fair every day.

Exhibit Personnel: All personnel must remain inside the space designated by the contract, and soliciting outside this space is strictly forbidden. Violators are subject to contract cancellation.

Tear Down: Vendors are only allowed to begin breaking down after 9:00 p.m. on Sunday. **Absolutely no cars will be permitted on the fairgrounds until clearance has been given by Fair**

Management! Please be aware that the carnival does not close until 11:00 p.m. so clearance will not be given until the carnival has closed and guests have been cleared from the property. "Hand carting and carrying" is allowed after 9:00 p.m. If preferred, vendors may tear down on Monday, June 27, between 9:00 a.m. – 4:00 p.m. **Times are subject to change.**

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INDOOR OR OUTDOOR SPACE (SELECT ONE)

Indoor 10'x10' space: **\$550 (Space Limited – Roebbelen Center)**

Number of spaces being requested _____

Commercial vendors will have the opportunity to choose their preferred booth location inside of the Roebbelen Center. Final booth locations will be outlined in your 2023 Placer County Fair contract – if chosen to participate in the Fair. Please review the attached layout on the last page and list your top (3) three choices for booth locations:

1. _____
2. _____
3. _____

BUSINESS INFORMATION

Business Name _____

LLC or DBA Name (If Applicable) _____

Business Contact _____ Phone Number _____

Name of Contract Signer _____

Email Address _____

Address _____ City, State, Zip _____

WEBSITE AND SOCIAL MEDIA (LIST ALL THAT APPLY)

Website _____ Facebook _____

Instagram _____ Etsy _____

PLACER COUNTY FAIR PAST EXPERIENCE

Has this business ever participated in the Placer County Fair? Yes No

If yes, how many years? _____

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REFERENCES

1. Venue _____ Capacity _____ Attendance _____
Contact _____ Phone _____ Email _____
2. Venue _____ Capacity _____ Attendance _____
Contact _____ Phone _____ Email _____

BOOTH ACTIVITY (CHECK ALL THAT APPLY)

Are you selling or sampling consumable goods such as food or drinks? Yes No

Please Note: Any exhibitor selling or sampling consumable goods must obtain a Temporary Food Facility Permit from the Placer County Health Department for the event. Please visit <https://www.placer.ca.gov/3418/Food-Vendor-Details> for more information.

- Lead Generation Business/Organization Promotion Sales
- Other (Describe) _____

LEGAL DOCUMENTS AND PRODUCTS (ATTACHMENT REQUIRED)

You MUST attach a copy of your California Seller's Permit OR:

If you are not selling any services or products, you must complete and attach Form 410D from the California Department of Tax and Fee Administration.

(Please include the attached document as a separate item)

WESTERN FAIRS ASSOCIATION MEMBER

Are you a member of the Western Fairs Association? Yes No

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INSURANCE

Each stand must provide proof of no less than \$1 million general liability insurance. The name of the insured business must match the business name on the application.

Please check the form of insurance you will provide during the Placer County Fair:

- My Carrier
- Purchase through @the Grounds for \$125
- CFSA Master List

Your insurance certificate must include the following statement:

"@the Grounds, Placer Valley Sports Complex, Placer Valley Tourism, The County of Placer, its officers, agents, employees, and volunteers are to be covered as insured for all liability arising out of the operations by on or on behalf of the named insured in the performance of this Agreement."

(Please attach your insurance certificate if you have chosen to use your carrier. If you have not turned in an acceptable proof of insurance by the due date, a charge for insurance through @the Grounds will be applied to your overall total.)

PRODUCTS

Please Note: The Placer County Fair does not grant exclusivity for commercial vendors' products, services, or exhibits. As the Fair approaches, and as booth spaces become limited, vendors with similar products may be placed near each other.

Complete list of products or services to be sold, demonstrated, or promoted:

(Please be specific. Only approved items will be listed on the contract [Rental Agreement] and permitted at the Fair.)

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ELECTRICAL REQUIREMENTS

Will your booth require the use of electricity? Yes No

Please note if you need ANY electricity. **A 110v electrical outlet is \$50.00 per booth.**

In Space Below: Please indicate all appliances used in your exhibit. Electrical appliances are allowed with prior approval from Fair Management. Devices for personal use are not permitted due to limited electrical capacity. **Absolutely no generators are permitted per Fire Marshal regulations.**

EXHIBIT BOOTH PHOTOS (ATTACHMENT(S) REQUIRED)

Required: Your application will not be considered complete without photos displaying your full exhibit/booth setup. Please provide pictures of your products and a sketch/drawing of your proposed booth setup

(Please attach photos as a separate item when submitting this form)



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CUSTOMER CONTACT INFO

All vendors must provide a phone number and/or email on this application for inquiring fairgoers. This information will go on the vendor highlight page on www.placercountyfair.org.

Public Business Email and/or Phone Number: _____

APPLICABLE FEES CHECK OFF

Please check off all applicable fees. All fees – except the application deposit, which is due with this application – will be due before May 22, 2022, or along with your signed contract if the application is placed after May 22.

___ \$275 Application Deposit

___ \$125 Insurance through @the Grounds

___ \$550 Indoor Booth

___ \$50 110v Electricity

CONFIRMATIONS

I understand that rates are subject to change, and any pricing provided here is not guaranteed.

By checking this box, I confirm I understand rates are subject to change.

I understand the submission of this application is not a guarantee of space and, due to time constraints, I may not be notified about being placed on a waitlist.

By checking this box, I confirm that space is not guaranteed until a contract is sent and returned signed.

Please Note: If you are selected to be a vendor for this season, the Vendor Manager will contact you once you have been selected. All other applicants will be placed on a waitlist. Due to time constraints, not all applicants will be notified when placed on the waitlist.

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