



# Commercial Vendor Application

Return Completed Applications to:

Email: [aimee@atthegrounds.com](mailto:aimee@atthegrounds.com)

Mail: 451 Los Vegas Avenue, Roseville, CA 95678

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. – 11 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. \$100 application deposit

Applications and all applicable documents should be turned in no later than May 30<sup>th</sup>. 100% of your total fees are due on May 30<sup>th</sup>. If placing your application after this date, 100% of your total costs will be due upon acceptance into the Fair.

## SELECTION PROCESS

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

1. Indoor and outdoor space 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 2022 Placer County Fair takes place on **Thursday, June 23 – Sunday, June 26, 2022**. 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 \$100 deposit with this application.**

Applications will not be considered until this deposit has been paid. This deposit is refundable until May 30, 2022. Any applications turned in after May 30 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 30, 2022. Mandatory liability insurance is a minimum of \$1,000,000. Special Event Insurance is available through the Fair for the 2022 season at a nominal fee. If management has not received an insurance certificate by May 30, 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 30, 2022, 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. No fee is required until your application has been approved. 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 8:00 a.m. – 4:00 p.m.

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## INDOOR OR OUTDOOR SPACE (SELECT ONE)

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

Outdoor 10'x10' space:  **\$350 (Spaces located throughout the Fairgrounds)**

Number of spaces being requested \_\_\_\_\_

Additional requests or comments \_\_\_\_\_

**Please Note:** All space requests will be considered, but Fair Management will determine final placement.

## 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)

Sales

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

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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## TYPE OF BOOTH (CHECK ALL THAT APPLY)

SETUP TYPE:

Trailer

Pop-Up Tent

Display Table

(Please attach a sketch or drawing of what your intended space will look like.)

## ELECTRICAL REQUIREMENTS

Will your booth require the use of electricity?  Yes  No

Please Note: The sun will go down before the Fair closes each evening, and there is limited overhead lighting. Please note if you need ANY electricity. **A 20-amp electrical outlet is \$50.00 per booth for outdoor vendors. Indoor vendors are provided (1) one 20-amp electrical outlet.**

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.**

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## 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](http://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 30, 2022, or along with your signed contract if the application is placed after May 30.

\$100 Application Deposit

\$125 Insurance through @the Grounds

\$550 Indoor Booth

\$50 20-amp electricity (outdoor vendors only)

\$350 Outdoor Booth

\$150 50-amp 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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