

DIXON MAY FAIR WAITING LIST

MAY 6-9, 2010

Commercial Vendor Application Packet INFORMATION PAGE

Thank you for your interest in providing commercial concessions at the 2010 Dixon May 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 Emanuel Lorenzana.

e-mail: dixonvendor@comcast.net **or leave message at Phone:707-678-5529** Mail: Dixon May Fair Vendors office attention Emanuel, P.O. BOX 459 Dixon CA. 95620-0459; FAX: 707.678-4765

Deadline: December 21, 2009

THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR APPLICATION PACKET

- Completed application form -- answer all questions & don't forget to sign the application! (FIVE PAGES)
- Complete list of items to sell or promote (use form on Page 3 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.
- Include promotional materials, reference letters, 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 is the sole representation of your business for the selection process.
- **If a contract is issued, fair management will select the exhibit 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 Dixon May 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:
MAY 6-9, 2010**

INSIDE COMMERCIAL VENDOR OPERATING HOURS:

THURSDAY: 2 PM – 10 PM.

FRIDAY: 12 NOON – 10 PM

SATURDAY: 10 AM – 10 PM.

SUNDAY: 10 AM – 10 PM

OUTSIDE COMMERCIAL VENDOR OPERATING HOURS:

THURSDAY: 2 PM – 10 PM.

FRIDAY: 12 NOON – 12 PM

SATURDAY: 10 AM – 12 PM.

SUNDAY: 10 AM – 10 PM

FEE STRUCTURE:

Inside Space: Inline: each 9x10 inline \$345. 9x10 corner space: \$395.

Outside Space: each 10x10 space \$600.

Dixon May Fair: May 6-9, 2010
COMMERCIAL VENDOR SPACE APPLICATION

CHECK ONE: New Returning Same Location *not guaranteed* New Location: _____

CHECK REQUIREMENTS (must include photo of exhibit)

Inside Space Size: 10 X 10 Other: _____ X _____ In-line Corner

Outside Space Size: 10 X 10 Other: _____ X _____

Trailer: _____ (Length) X _____ (Width) **Awning:** _____ (Length)x _____ (Width)

Total Trailer Height: _____ Special Needs: _____

Check all that apply:

- Use microphone Conduct prize drawings Promotional Give aways
- 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 () _____ Pager () _____

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 _____ Sole Proprietor Partnership Corporation Other _____

Have you ever conducted business with the Dixon May 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 See RV application.

Additional vehicle parking needed: _____

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 fairtime:

- My own carrier Carrier _____
- WFA Master List CFSA# _____ Policy Expires _____
- Buy through California Fair Services Authority (CFSA) (\$84.00, if accepted. Price may change.)**
- Workers Compensation coverage: if you hire employees for fairtime 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 Dixon May 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 Dixon May 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 _____

Dear Vendor, Concessionaire and Exhibitor:

As a state agency, the Dixon Mayfair must comply with Assembly Bill 75, which requires a 50% reduction of all waste material generated by the fair. Recycling of material such as cardboard and cooking oil will help the fair comply with this mandate. Post fair cleanup of the buildings and grounds often yields large amounts of the above mentioned material as well as batteries, fluorescent light tubes, and other items. These materials are labor intensive to collect and pose an additional expense to the facility. The select materials can not just be "thrown in a dumpster." The fair will assess the following additional fees to help off-set the rising cost of collection and recycling for the fair.

- 1) Any outside food or beverage Vendor: \$25.00
- 2) Any other outside display or merchandise Vendor: \$15.00
- 3) Inside commercial exhibitor: \$10.00

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.

Thank you,

Management and Staff

(One application per each type of vehicle)

RV, Stock & Refrigerator Trailer

APPLICATION

(Please Print Clearly)

May 6-9, 2010

All RV trailer spaces will be assigned by fair Vendors office.
Requests for specific spaces will be considered, but not guaranteed. No tents allowed in RV Camping area.

Dixon management use only
SPACE # _____
AMT PAID: _____
CASH : _____
CHECK # _____
RECEIPT # _____

Vendor Name: _____

Address: _____

Street City Zip

Phone Home: _____ **Cell:** _____

Date & time of arrival: _____

Date & time of departure: _____

TRAILER SPECIFICATIONS:

Mark One: RV _____ Refrigerator Truck _____

Stock truck _____ Stock truck with electrical _____

Year: _____ **Make:** _____ **Model:** _____

RV License Number: _____

Insurance Carrier: _____ **Policy #:** _____

Style of RV (Circle): Pull Trailer 5th Wheel Motor home

- Total Length of Unit: _____ feet
- Slide Out (Must fit within 14 foot space. Circle one): YES NO

FEES: RV \$140 RUN OF THE FAIR TUESDAY MAY 4TH THROUGH MAY 11TH

STOCK & REFRIGERATED TRUCKS HOOKED TO ELECTRICAL \$75 MAY 5TH – MAY 11

DRY STOCK TRUCKS NO ELECTRICAL= \$50 MAY 5TH – MAY 11TH

**ANY ADDITIONAL DAYS \$20 PER DAY. HOOK-UPS NOT GUARANTEED
RV'S/TRAILERS/TRUCKS MUST BE OFF GROUNDS BY MAY 11TH. UNLESS PRIOR
ARRANGEMENTS ARE MADE WITH EMANUEL CONCESSIONS MANAGER.**

ANY ADDITIONAL DAYS \$20 PER DAY. HOOK-UPS NOT GUARANTEED

California Fair Services Authority INSURANCE REQUIREMENTS

I. Evidence of Coverage

The contractor/renter shall provide a signed original evidence of coverage for the terms of the agreement protecting the legal liability of the State of California, District Agricultural Associations, County Fairs, Citrus Fairs, or California Exposition and state fair, their 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:** “That the State of California, the District Agricultural Association, County

Fair, Citrus Fair, or California Exposition and State Fair, their agents, officers, servants, and employees are made additional insured but only insofar as the operations under this contract are concerned.”

2. **Dates:** The dates on inception and expiration of the insurance. **For individual events, the specific event**

Dates must be listed, along with all set-up and tear down dates.

3. **Coverages:**

a. **General Liability** - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG0001. Limits shall be not less than \$5,000,000 combined single limits per occurrence for Fairtime Carnival Rides: \$3,000,000 combined single limits per occurrence for Motorized Events and Rodeo Events All Types: \$2,000,000 combined single limits per occurrence for Interim Carnival Rides, Concerts and Raves with over 5,000 attendees, Mechanical Bulls, Extreme Attractions All Types, Orbitrons, and Simulators: \$1,000,000 for all other 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 #CA0001, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving extensive use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.

c. **Workers’ Compensation** – Workers’ Compensation coverage shall be maintained whenever contractor/renter has employees, as required by law.

4. **Cancellation Notice:** A statement by the insurance company that it will not cancel said policy or policies

Without giving 30 days prior written notice to the named certificate holder.

5. **Certificate Holder:**

- For individual Events Only – Fair, along with fair’s address, is listed as the certificate holder.
- For Master Insurance Certificates Only – California Fair Services authority, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.

5. **Insurance Company:** The company providing insurance coverage must be acceptable to the California

Department of Insurance.

OR

B. **CFSA Special Events Program** – The contractor/renter obtains liability protection through the California Fair Services authority (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 California Fair Services Authority (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 (CFSA).

II. **Maintenance of Coverage**

The contractor/renter agrees that the commercial general liability (and automobile liability and/or workers' compensation, 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 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 evidencing insurance coverage as provided for herein for not less than 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 performed 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, terminate this contract upon the occurrence of such event.

III. **Participant Waivers**

For hazardous participant events, the contractor/renter agrees to obtain a properly executed Release and Waiver of Liability Agreement (CFSA Form "Release. Lib") from each participant prior to his/her participation in the events sponsored by contractor/renter. Hazardous participant events include but are not limited to any event within the following broad categories: 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.