



GENERAL INFORMATION FOR COMMERCIAL VENDORS

**2019 CLOVERDALE CITRUS FAIR
“MAKING OF AMERICA”
FEBRUARY 15-18, 2019**

ADDRESS

Cloverdale Citrus Fair
1 Citrus Fair Drive
Cloverdale, CA 95425
(707) 894-3992
vendors@cloverdalecitrusfair.org

OFFICE HOURS

8:00 am – 12 pm; 1:00 pm - 5:00 pm

Fair time: Friday: 8:00 am - 9:00 pm
Saturday/Sunday: 8:00am to 9:00pm
Monday: 8:00am to 6:00pm

TICKET PRICES

General (ages 13 + up)	\$8.00	General Season Pass.....	\$22.00
Seniors (62+).....	\$5.00	Senior/Jr. Season Pass.....	\$12.00
Juniors (6-12 yrs)	\$5.00		
5 + under... ..	Free		

FAIR HOURS

Friday, Opening Day 12:00 pm - 9:00 pm
Saturday..... 10:00 am - 9:00 pm
Sunday..... 10:00 am - 9:00 pm
Monday 10:00 am - 5:00 pm

RULES AND REGULATIONS

Thank you for your interest in the Cloverdale Citrus Fair. **Please read this information carefully.** These rules and regulations have been established for the benefit of all involved in the Citrus Fair. By following these Rules and Regulations, we can ensure everyone an enjoyable and successful show.

These rules apply to all exhibitors, concessionaires, sponsors, food and novelty operators and all other individuals, corporations, associations, fairgoers, etc. while on the Cloverdale Citrus Fair grounds.

By signing this form, you are acknowledging you have read and know these Rules and Regulations. It is your responsibility to know these rules. It is important that any representative or employee working in your exhibit be aware of the rules set forth in this package. These Rules and Regulations will be strictly enforced.

The management of the Cloverdale Citrus Fair reserves the right to amend, add to and interpret the following Rules and Regulations and to determine finally all questions and differences with respect thereto, arising out of, connected with or incident to the Fair. This package summarizes the rules and conditions published annually governing the use and conduct of exhibit space.

RATES

*Indoor 8'x 10' booth space	\$300.00
*Indoor 10'x10' booth space (limited).....	\$400.00
Outdoor 10' x 10' booth space	\$250.00
Food Vendors, regardless of placement	\$400.00
Guarantee against 20% of gross proceeds, whichever is greatest	
Local, non-profit service groups selling food	\$200.00
Guarantee against 15% of gross proceeds, whichever is greatest	
Local, non-profit youth groups selling food:.....	No guarantee, 15% of gross proceeds
Insurance** (food booths)	\$125.00
Insurance** (non-food items)	\$100.00
Refrigeration/stock trucks.....	\$80.00
Electricity fee--110v (0-30 amps)	\$40.00
Electricity fee--220v (30-50 amps)	\$60.00
<u>Bad Checks:</u> A charge of \$25.00 will be made on any returned check	

Payment by credit card now available. To pay by credit card, please complete our “Credit Card Authorization Form” and submit with your completed application. Please note any cancellation/refund of a processed credit card order is subject to a 5% fee.

***A limited number of 10’x10’ spaces are available in the Commercial Room - \$400.00 for booth. No 10’x10’ pop-ups allowed in 8’x10’ Commercial Room spaces.**

**Proof of insurance, in the amount of \$1,000,000.00, naming the Cloverdale Citrus Fair and State of California their agents, officers, servants and employees, entities(public or non-profit) operating california designated agricultural fairs as additional insureds, must be provided with signed contract or purchased.

Previous exhibitors in good standing will be given first opportunity for exhibit space. FAIR MANAGEMENT HAS FINAL DECISION IN PLACEMENT OF ALL BOOTHS.

CREDENTIALS

Two (2) credentials per day for a total of eight (8) will be issued to each Concessionaire and Commercial Vendor upon completion of all paperwork. Additional daily credentials may be purchased through the Fair office prior to the opening of the Fair. NO ONE will be permitted to enter the Fairgrounds without a credential. All credentials are to be picked up at the Fair office prior to first day of fair opening.

REFUND INFORMATION

If a vendor cancels, a refund will be made **ONLY** if the space is resold. **No refunds after January 15.**

EXHIBIT SET UP

Exhibits may be installed starting on Thursday, February 14, from 8:00 a.m. thru 8:00 p.m. (No security will be provided before this.) All preparation for vendors must be completed by 11 am on opening day. Vendor will be responsible for the installation and disassembling of their own display.

FIRE AND SAFETY REGULATIONS

The Health and Safety Code of California will govern all exhibits. All draperies, awnings, tents, coverings, decorations, etc., must be certified flameproof. You must bring proof or have article labeled "**FLAME PROOF**". Inspection may be conducted by the State Fire Marshall.

ELECTRICAL

All exhibitors and concessionaires must declare the amount of electricity required for the stand/booth. Failure to do so could result in our inability to connect you into our facility and you will forfeit your rental fee and/or guarantee. All electrical connections will be checked during fair.

Electricity charges will be adjusted if concessionaire requires more or less electricity than declared on application. Please list your electricity requirement accurately. All exhibitors are supplied with one electrical outlet. Extension cords used to distribute power to electrical apparatus shall be rated for 15 amps minimum and contain a ground wire. Cords not meeting these requirements shall be confiscated for duration of fair.

PARKING

Limited parking is available for refrigeration/stock trucks only (based on availability).

Food Concessionaires: If you desire to bring an additional unit such as a refrigeration truck or trailer which will require electricity, there will be a charge of \$80.00 per unit. This space is for refrigeration units only. To ensure your space, reservations and money must be returned with agreement. These reservations are on a first come basis. Everyone must post their electrical requirements (i.e. volts, amps).

HEALTH DEPARTMENT REQUIREMENTS

It is the responsibility of all temporary food facilities participating in the Citrus Fair to comply with the current Food Booth Requirements & Procedures set forth by the Sonoma County Department of Environmental Health. A health permit is required. Inspections will be conducted by a Health Department representative. Please contact the Fair office for further information and a copy of the "Requirements and Procedures".

SOUND DEVICES

Radios, television sets, loud speakers, organs, etc. are subject to the approval of the Fair management, and if used, they must be so controlled as to not interfere with other exhibitors.

THIS PRIVILEGE MAY BE REVOKED AT ANY TIME.

DEMONSTRATIONS

Are limited and subject to the approval and regulation of the management. Where a demonstration of product is involved, it will be necessary to place the exhibit so that those watching will not block the aisles.

FOOD SAMPLES

Exhibitors selling or giving samples of food (candy, ice cream, coffee, etc.) must receive written approval from Fair management. **All booths handling food will be inspected by the Sonoma County Health Department and are required to have a Health Permit.**

PRODUCTS SOLD

ALL PRODUCTS TO BE DISPLAYED OR SOLD MUST BE LISTED ON THE CONTRACT. NO SUBSTITUTIONS can be made without prior approval of management. No products of pornographic or drug related nature will be permitted. No weapons (guns, knives, etc) or lighters may be sold. Management will determine whether a product is offensive or in bad taste. Due to security purposes, **Food Concessionaires must sell soft drinks in plastic cups.**

PERSONNEL

Displays, to be effective, should be well planned and attractively decorated. An **UNOCCUPIED BOOTH HAS VERY LITTLE VALUE TO YOU OR OUR FAIR PATRONS.** Insist on smart appearance, no loafing. Emphasize courtesy and avoid all offensive situations. Intoxication, use or possession of any controlled substance, or impolite, discourteous or obscene language or conduct toward or in hearing range of the public shall be sufficient grounds for termination of this contract at the sole discretion of Management, with no refund.

PROTECTION FROM THEFT

There is 24 hour security on the grounds, but it is impossible to prevent thievery completely. Plan to lock up any valuables or items that may be carried away by hand. Also, small items should be placed to the rear of booth or under counters each night. Fair management will not be responsible for any loss, damaged or stolen merchandise.

RUBBISH

PLEASE DO NOT THROW OR SWEEP RUBBISH INTO THE AISLES. Trash containers are provided for this purpose in or near all exhibit areas and buildings. Those demonstrations that require food or vegetables must provide their own clearly marked garbage cans. These must be large enough to handle a full day's operations. All cans must be emptied each night for early morning pickup. **COOKING OILS AND GREASE MUST BE REMOVED BY VENDORS. ANY VENDOR THAT LEAVES BEHIND CONTAINERS OF OIL OR GREASE WILL BE CHARGED \$25.00 PER CONTAINER. ANY CONTAINERS OF OIL OR GREASE PLACED OR Poured INTO FAIR GARBAGE BINS OR DRAINS IS A VIOLATION OF HAZARDOUS WASTE CODES AND VIOLATIONS WILL BE REPORTED.**

NOVELTIES

Distribution of certain novelties is permissible; however, approval in writing from fair Management is necessary as to the article to be given away. **LITERATURE SHALL NOT BE DISTRIBUTED OUTSIDE OF THE BOOTH, IN COMPLIANCE WITH THE FIRST AMENDMENT POLICY.**

MAILING LISTS

Solicitation will not be permitted except by special arrangement with Management, and any such permission will be revoked if conditions are misrepresented or not strictly adhered to.

I have read the above information and agree to abide by same.

Signature

Date