



2017 NON-PROFIT COMMERCIAL EXHIBITOR APPLICATION

THIS APPLICATION FOR VENDOR SPACE IS NOT A CONTRACT NOR A GUARANTEE FOR SPACE

Please fill out application neatly and completely.
Fair Dates: August 3rd – August 6th, 2017

Please select the one that apply: New Applicant Returning vendor from 2016

Complete this application in full to be considered.

Company Name: _____

Owners Name: _____

On Site Contact Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: (____) _____ Alternate Phone (____) _____

Email: _____

Business Website: _____

CHECK THE ITEMS WHICH APPLY TO YOUR EXHIBIT BOOTH

DO YOU PLAN TO:

Give away product(s)?: YES NO

If so, describe item(s):

DO YOU PLAN ON SELLING ITEMS: YES NO

CA Seller's Permit # (Must be displayed in your booth space): _____

CA Seller's Permit is **required** in order to sell your products at the Fair AND must include the Santa Clara County Fair as a sub-location. You will be required to provide documentation if contracted.



Proposed Products/ Services

ALL items must be listed or they will not be considered. Attach additional sheet if necessary. The products allowed per 10' x 10' space will depend on product mix. Only items/services approved on the contract can be placed in booth. Please be SPECIFIC.

It is unacceptable to list general items (e.g. accessories, clothing, jewelry, toys, etc.)

Space Requirements: (Location is a REQUEST, not a Guarantee)

Location: _____ Outdoor non Esplanade _____ Indoor – Pavilion Hall

Size needed: All Non- Profit Organizations receive a 10'x10' booth space, any organization requesting larger space may acquire additional fees.

(All spaces are in 10'x10' increments)

Size needed: _____

Liability Insurance

(Completing this section does not constitute proof of insurance. You must still provide proof of insurance.)

For all Insurance requirements, please reference the Vendor Handbook.

Do you have your own carrier? Yes _____ No _____ If Yes, please attach a copy of insurance.

Are you on the CFSA Master List? Yes _____ No _____ CFSA# _____

Do you plan to purchase through CFSA? Yes _____ No _____



Utilities Requested: ____ Water ____ Sewer ____ None

Electricity Requirements:

Requests are not guaranteed, additional charges may apply.

For more information please reference Vendor Handbook or call the Fair Office.

Voltage/Wattage/Amperage: _____

Special Electrical Requests: _____

Additional Information:

Any information we need to know that has not been addressed on this application.

Table and Chairs:

\$10.00 per table and \$2.00 per chair

____ Tables ____ Chairs Total \$ _____

RV Space: Do you need an RV space for the duration of the fair: \$200.00 YES NO

Spaces are limited and will be assigned as a first come first serve basis

NOTE: This application is NOT a contract and completing it does NOT guarantee space.



Fair Rules and Regulations

Please read these rules carefully as this section is a new addition to our application process this year.
No exceptions will be made.

1. Incomplete applications will be returned. All sections of the application must be completed. Please call the Fair Office if you need assistance. An incomplete application will be returned which could hinder your first come first served booth location priority.
2. This document represents an Application for booth space, it is not a contract.
3. Once the Fair Office reviews and approves the completed application, a License Agreement will be sent to you confirming your attendance and booth location.
4. A \$50.00 processing fee is due with the submission of the License Agreement. This amount will be used towards the final booth fee.
5. **All Fair vendors are required to staff their 10x10 booth for all four days the Fair is open.** For all Non-Profit vendor booths, the Fair Office will refund \$25 of the processing fee for those who staff their 10x10 booth for the full four days. A Fair Office staff person will do a site inspection daily to validate the daily attendance.
6. Esplanade and other premium locations are limited. So, in an effort to assign booth locations fairly, all applications are processed in the order they are received in the Fair Office. Please send in your application as soon as possible.
7. Returning vendors are encouraged to apply by **April 28th, 2017** to be considered for their space from the previous Fair. However, this is not a guarantee the same space will be available.
8. Spaces are appointed in the order the application is received and are based on availability.
9. Applications will continue to be accepted until all space is filled. However, applications received **after July 7th, 2017** will have a \$50.00 non-refundable late processing fee in addition to the general booth fee.



10. The Santa Clara County Fair will not guarantee locations or approval of products requested. **Only items/services listed on the contract are approved.** The list of items/services on the contract cannot be changed or altered.
11. Violation of the contract will result in a monetary fine or further consequences if necessary. These will be determined by the Santa Clara County Fair based on severity.
12. All vendors selling products will need to provide a California Seller's Permit or Resale number by **July 7th, 2017**. Failure to do so may result in the dismissal of the vendor contract as well as participation in the Fair.
13. All vendors must provide liability insurance by **July 7th, 2017**. Failure to do so may result in the dismissal of the vendor contract as well as participation in the Fair. If a vendor wishes to purchase insurance through the Fair with California Fair Services Authority (CFSA), please contact the Fair office no later than **July 7th, 2017**.
14. Tables and chairs are **NOT** included in your booth fee. The Santa Clara County does rent tables (8') for \$10.00 and chairs for \$2.00 each. Preordering is a must since there is a limited availability. The last date to preorder will be **July 7th, 2017**.
15. Licensees shall pay for all required fees, taxes, and deposits by **June 30th, 2017**. Licensee shall obtain licenses applicable to the operation of said exhibit and shall be responsible for any city, county, state, and federal permits and licenses required by law. Failure to do so will result in the reserved space being sold to another vendor.
16. **The Santa Clara County Fair Will Not Accept Personal Or Company Checks After June 30th, 2017**
17. All payments submitted after June 10th must be in the form of cash, cashier's check, money order, VISA or MasterCard.
18. All vendors **MUST** abide to the Vendor Handbook Rules and Regulations as provided on the Fair website (www.thefair.org).



The undersigned is authorized to sign on behalf of the company/organization.

It is understood that this application proposal is not a commitment by the application nor is it an offer by The Fair.

The undersigned further has fully read and understood the Fair Rules and Regulations and will further abide by the Vendor Handbook.

Signature of Authorized Individual

Date

Printed Name of Signature Above

Please return the application to:

Dolores Piñon-Llanes, Commercial Exhibits Coordinator
Santa Clara County Fair
344 Tully Road
San Jose, CA 95111
Phone: 408-494-3134
Email: info@thefair.org
Website: www.TheFair.org