

Board of Directors

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Redwood Empire Spring Fair

TO: All commercial exhibitors and food concessionaires

FROM: Redwood Empire Fair

If you are interested in participating in the Redwood Empire Spring Fair June 2-4, 2023, please complete our application packet and return it to the 12th DAA, **along with appropriate fees, or call to make other arrangements.**

****If you have not been an exhibitor/concessionaire at the 12th DAA before, please attach informational literature, brochures, or descriptions of your product and/or a photograph of your set up booth. All items to be given away during the Fair must be given prior approval. ****

If your application is accepted, your check will be cashed and a contract sent to you as soon as possible. If your application is not accepted for the Fair, your check for fees will be returned to you.

Liability Insurance is required. If you do not have your own insurance through private, business, or CFSA Master List, you may purchase it from this Fair. Cost of the insurance is \$45.00 per booth for food related concessions, \$35.00 per booth for non-food concessions/exhibits.

If you provide your own insurance, it must be for \$1,000,000 listing the 12th District Agricultural Association as additional insured, with the EXACT wording as follows: “That the State of California, the California Fair Services Authority, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fair, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned.”

If you have any questions, please call **Jaylene Sisneros**. I look forward to seeing you at the Redwood Empire Spring Fair.

Sincerely,

Jennifer Seward
Manager/CEO



APPLICATION FOR COMMERCIAL EXHIBIT/CONCESSION SPACE

Redwood Empire Spring Fair

June 2 – 4, 2023

1055 North State Street, Ukiah, CA 95482

Phone 707 462-3884

APPLICATION MUST HAVE COMPLETE INFORMATION AND FULL PAYMENT IN THE FORM OF CHECK, MONEY ORDER OR CREDIT CARD TO BE CONSIDERED (partial payments rarely accepted & MUST have prior approval)

Please complete, sign and return as soon as possible. This application is not a guarantee of space. (Please type or print). We will contact you via email if your application is accepted.

EMAIL ADDRESS MANDATORY: _____

COMPANY _____ PHONE _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Person signing contract: _____

Please print or type

CA Seller's Permit # (fill in attached form BOE-410-D) CA Business license # _____

PRODUCT/S: _____

TYPE AND SIZE: Indicate choice below

Outdoor Commercial Outdoor
(Non Food) (Food)

Table with 2 columns: Outdoor Commercial (Non Food) and Outdoor (Food). Rows: 10'x10' \$220, 10'x20' \$430, 10'x30' \$610.

*Price indicated guarantee deposit, or 25% of gross sales (less sales tax) whichever is greater.

*Use of our kitchen or a permanent concession stand is an additional \$100.00 each.

**Booths MUST be open and staffed ALL building hours.

The Exhibitor/Concessionaire agrees to abide by the rules and regulations stipulated in the actual Contract Agreement and vendor "Rules Booklet". The Redwood Empire Fair reserves the right to refuse any application and may refuse to execute a contract without giving reason for same or to relocate an exhibit at any time for the betterment of the Fair.

Exhibitor understands that any fees or deposits paid are non-refundable unless a written cancellation is received by May 1 and approved by the Board of Directors of the 12th DAA. (All refunds are subject to a 20% admin fee).

Fees Due: Space \$ _____ Passes, equip, etc. (from order form): \$ _____ Amt Included \$ _____

If paying by credit card, include CC number, exp date, security code, billing address (if other than address listed above). Accepting MC, Visa, Discover Card.

CC # _____ Exp date: _____ CRV Code: _____

Billing Address: _____

Signature (Must be signed)

ORDER FORM
For
REDWOOD EMPIRE SPRING FAIR
June 2 – 4, 2023

To: All June Fair Concessionaires and Exhibitors

From: Redwood Empire Fair

This event will not require admission passes from vendors for their employees. Limited camping and parking spaces are available on a first-served basis. **(Please indicate your order below, then FORWARD PAYMENT, along with your Rental Agreement).** NO parking or camping passes may be purchased without a fully executed rental agreement.

Parking (Duration of Spring Fair) passes
Number of vehicles _____ @ \$15.00 each _____ = \$ _____

Camping:
Number of spaces/vehicles _____ @ \$40.00/day each
Number camping days _____ x \$40.00 per space = \$ _____
Indicate dates: _____

Equipment (None provided unless rented)
*Tables _____ @ \$10.00 each = \$ _____
*Chairs _____ @ \$1.00 each = \$ _____

Spring Fair Liability Insurance (if purchased through us)
Food @ \$45.00 = \$ _____
Non-Food @ \$35.00 = \$ _____

TOTAL AMOUNT DUE: \$ _____

Don't forget to include total from this form with application page totals

NOTE: IT IS IMPORTANT THAT THIS FORM BE COMPLETED AND RETURNED WITH APPLICATION AS SOON AS POSSIBLE.

Vendor Name: _____

If you are a first time vendor at the REFG or you have a new trailer/booth set-up, you MUST include a sketch with measurements (footprint) or photos of your fully set-up booth.

If you are bringing a trailer, is the tongue removable? NO _____ Yes _____