

The San Mateo County Fair recognizes the efforts of local non-profits benefiting San Mateo County. The Fair provides an established non-profit rate for those San Mateo organizations.

2017 NON-PROFIT EXHIBITOR APPLICATION

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

Please fill out application completely. **APPLICATION IS DUE MAY 10th, 2017**

Dates of Fair: Saturday, June 10th- Sunday, June 18th (9 days)

This form must be completed in full to be considered.

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

Company Name: _____

Person to sign contract: _____

On site contact name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Residence: _____

Cell Phone: _____

Business Website: _____

Email: _____

California Seller's Permit # / Resale #: _____

(You must have a seller's permit # in order to sell your product at the Fair AND must include the San Mateo County Fair as a sub-location. Will be required to provide documentation if contracted.)

REFERENCES: Please list (3) recent county fairs or events at which you have exhibited.

Please list Year, Name of Fair / Event, Contact Person, Phone Number, etc.

1. _____
2. _____
3. _____

PROPOSED PRODUCTS & PRICES:

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. Not all products proposed will be allowed on the 2016 contract. Please be SPECIFIC. It is unacceptable to list general items (e.g. accessories, clothing, jewelry, toys, etc.)

No product can be added later without the Fair Management Approval. Percentages will be listed on contract.

1. _____ % of booth _____
2. _____ % of booth _____
3. _____ % of booth _____

CHECK THE ITEMS WHICH APPLY TO YOUR EXHIBIT BOOTH

DO YOU PLAN TO:

Give away product(s): YES _____ NO _____

If so, describe item(s): _____

Sell food / beverage products: YES _____ NO _____

Offer free food sample(s): *Samples must be 2 ounces or less* YES _____ NO _____

*(If yes, you will need a **health permit** to hand out or sell food samples/products)*

Do you have an annual permit with San Mateo County Health Department?: YES _____ NO _____

Does your staff currently wear uniforms when operating?: YES _____ NO _____

Use a pitch product and/or any sound devices (T.V., Radio, P.A., Etc.)? If so, describe item(s):

Conduct a drawing? (Describe method & prizes):

Require use of water and/or drain for operation. If so, describe:

LIABILITY INSURANCE

(Completing this form does not constitute proof of insurance. You must provide proof of general and product liability of insurance of \$1,000,000.00 per occurrence; \$2,000,000.00 per occurrence for hazardous activities.)

Do you have your own insurance carrier? YES NO

If yes, please **make sure your insurance carrier adds the following description to your Certificate “before” sending it to us:**

June 8th – June 20th, 2017 "The State of California; The San Mateo County Exposition and Fair Association; San Mateo County; entities (public or non-profit) operating as California designated agricultural fairs; their agents, directors, officers, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."

Are you on the California Fair Service Authority (CFSA) Master list? YES _____ NO _____

CFSA# _____ Policy Expires: _____

Or, will you purchase insurance through CFSA? YES _____ NO _____

ELECTRICITY REQUIREMENTS

Each booth will receive one 110 volt / 500 watt outlet at no cost to the exhibitor. Additional electrical needs will be subject to fees. Please indicate additional needs below:

Standard Volt/Watt/Amp _____ Additional Volt/Watt/Amp Needed _____

Special Electrical Requests _____

RV/STOCK TRUCK/DEAD STORAGE REQUIREMENTS

If RV, stock truck or dead storage is needed please indicate type and number of space(s) needed. *Example: Water, Sewage, Electricity, Electricity Only or No Utilities.*

Limited space available

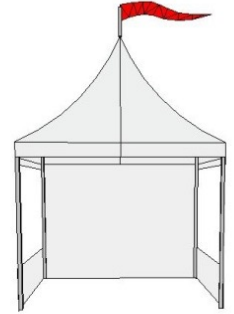
RV _____ Stock Truck _____ Dead Storage _____
(For RV Reservations, please contact **Ryan Perich** at 650-574-3247 Ext. 345)

LOCATION | COMMUNITY CORNER

Vendor Space is sold in increments of 10'x10'.

Size of Booth(s) Requested: _____ Friday, June 10th thru Sunday, June 18th.

Tents will be provided by the Fair at no additional cost due to the possibility of high wind conditions. Tents: 2 half side walls and 1 full back wall. *See sample on the right.* **Please consider bringing your own tent cover-ups for closing the booth each evening.** Contents are to remain inside the tent.



501-C3 Non-Profit Organization located in & serving residents of San Mateo County

RATE: _____ (\$750; must be present for all 9 days of Fair)
(You must submit a copy of Federal Non-Profit Status. Your organization must be incorporated in San Mateo County and service San Mateo County Citizens. Booth location may be assigned by the Fair)

***Please provide and attach a photo of your booth and products to this application.**

Please note any additional requests or comments here:

The deadline for submitting your application is **May 10, 2017. Any applications received after May 10, 2017 will be put on the waiting list until space becomes available. Communication and flexibility becomes imperative for last minute applicants. If you are selected to participate you will be issued a contract. It is mutually important to understand that space is offered based on product of service, display, and needs of the Fair.**

I agree to and abide by any future rules and regulations in the Participant's Handbook and any future contract, should space become available. **I understand this is not a commitment by the applicant nor is it an offer of space by the San Mateo County Fair.**

Printed Name: _____

Date: _____

Signature: _____

Title: _____

Please return this application to:

Sarah Pence | Fair & Event Coordinator
San Mateo County Event Center
2495 South Delaware St. San Mateo, CA 94403-0627
Phone: 650-574-3247 | Fax: 650-574-3985
spence@smeventcenter.com
www.SanMateoCountyFair.com