



2019 Non-Profit Exhibitor Application

**This application for Non-Profit Vendor Space is not a contract nor a guarantee of acceptance.*

Fair Dates: June 6th – 16th

Read the below information very carefully

- Application must be filled out COMPLETELY. Incomplete applications *WILL NOT be considered*
- Please print or type clearly- application that cannot be read *WILL NOT be considered*
- Please take time to review our **Commercial Vendor Information** and **Vendor Handbook**
- Photos of your booth set-up is required
- You will be notified if your application is accepted or denied.
- Make sure all your information is correct and current.
- DO NOT send payment with your application
- Insurance is REQUIRED for participation – refer to you *Commercial Vendor Information*.
- Please know vendors must be FULLY self-sufficient. No help is provided with move in/out.

Company Name: _____

Person to sign contract: _____ Phone: _____

On site contact name: _____ Phone: _____

Email: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Residence: _____

Business Website: _____

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. - Must attach to application)

Have you participated in the San Mateo County Fair Before? Yes No

If Yes, What Year(s)? _____

REFERENCES: Please list (3) recent fairs or events at which you have participated in:

1) Event Name _____

Contact Name: _____ Phone/Email _____

2) Event Name _____

Contact Name _____ Phone/Email _____



Check the items that apply to your booth:

Give away product (s)? YES _____ NO _____

If **yes**, describe item(s) below in detail (attach photos):

Sell item(s)? YES _____ NO _____

- If **yes**, describe below in detail (attach photos):
- List **ALL** items that you would like to **SELL, EXHIBIT** or **PROMOTE** – with prices and percentage of booth each item will be occupying.
- Item lists must be **SPECIFIC**, no general categories will be accepted (see example below).
- Items must be listed or they will not be considered, attach additional, **TYPED**, pages as necessary.

Example: Women’s Blouses- Tank Tops and T-Shirts \$25-50 (50%), Women’s Shoes- Sandals, Slippers, Loafers & Clogs \$60-90 (25%), and Sterling Silver Jewelry- Necklaces, Bracelets, Earrings and Sets \$20-300 (25%).

Simply stating “Women’s Clothing 30%” is not acceptable & will be considered as INCOMPLETE.

Sell food / beverage products?: YES _____ NO _____

Offer free food sample(s)?: YES _____ NO _____

Samples must be 2 ounces or less (If yes, you will need a **health permit**)

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

Conduct a drawing? YES _____ NO _____

(Describe method & prizes) *Drawing must be conducted by the last day of Fair:*

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

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.

| | | |
|-----------|----------|-------|
| 120 Volt: | 20 Amps | \$100 |
| | 30 Amps | \$150 |
| 240 Volt | 50 Amps | \$225 |
| | 100 Amps | \$400 |

If you require more power, please see the table to select your requirement. (Fee will be added to total cost)

Additional Electricity Requested: _____

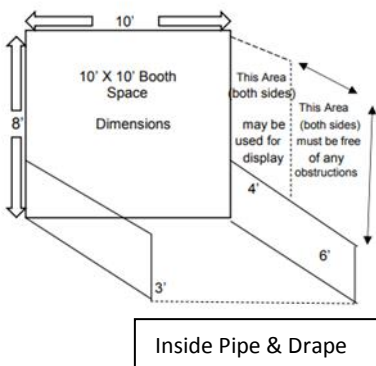
VENDOR DESIRED SPACE: \$750.00 per 10X10

please know while your request is important, final booth location is determined by fair management.

Size of Booth(s) Requested: _____

(10x10, 10x20, 10x30, 20x20, etc.) *Booths are sold per 10X10 space*

Location Request: _____ **Indoor Expo Hall** _____ **Outdoor Location** _____ **Any Available**



We do not provide any booth equipment. No chairs, tables or decorations. You must be completely self-sufficient for your move and move out. In addition your booth must be completely maintained by you.

Required documents: *The following documents are required to be on file (as needed) before any set up can occur.*

- Sellers Permit:** if you are selling anything this must be provided and attached to this application.
- Insurance:** Please select below
 - I have my own insurance**
 - **Must provide proof of insurance:** general and product liability of insurance of **\$1,000,000.00** per occurrence; **\$2,000,000.00** per occurrence for hazardous activities.
- BEFORE** you send over your policy please have your carrier add the following statement: *"June 4th – June 17th, 2019 "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."*
- If insurance is NOT received by May 20th, 2019 a charge of **\$135.00** will be added to your account.
- I am on the **CFSA Master List:** Number _____ Exp. Date _____
- I will purchase CFSA Insurance through San Mateo County Fair (\$135.00)
- Health Permit:** if you are selling food or providing samples of food. (\$115.00)



Please note any other special request or comments here:

The deadline for submitting your application is May 06, 2019. Any applications received after then 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:

Erin Kelly | Fair Coordinator

San Mateo County Event Center

2495 South Delaware St. San Mateo, CA 94403-0627

Phone: 650-574-3247 | Fax: 650-574-3985

Ekelly@smcec.co

www.SanMateoCountyFair.com