

LOS RIOS COMMUNITY COLLEGE DISTRICT

14115 COMP
PURCHASE ORDER NO 0001081391

PURCHASING: (916) 568-3071 FAX: (916) 568-3145
ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
05/12/2015	1 - 05/12/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1006775 VANDAMD GALLARZOC	04ADMN EDC	

Vendor: 0000001703
EL DORADO COUNTY FAIR ASSOC
P O BOX 1537
PLACERVILLE CA 95667

Ship To: EL DORADO CENTER
RECEIVING
6699 CAMPUS DRIVE
PLACERVILLE CA 95667
United States

email:

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	BOOTH - FAIR RENTAL CHARGE	1.00 CHG	500.00	500.00	05/12/2015
2- 1	ADDITIONAL CREDENTIALS	14.00 CHG	6.00	84.00	05/12/2015

PREPAYMENT REQUIRED

no deliverables
will call
301 Credential Passes
from Fair Grounds.

Sub Total Amount	584.00
Sales Tax Amount	0.00
Total PO Amount	584.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5890	11	FL.VI.ELDO	60100	00000	041A	284.00	2015
GENFD	5890	11	FL.VS.DIVS	60100	00000	041A	300.00	2015

PAID
5/14/15

\$584.00

94-716023

0001006775KIRKLINK07-MAY-2015

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916) 568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

[Handwritten Signature] 5/13/15

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Haney, Brenda

From: Haney, Brenda
Sent: Thursday, May 14, 2015 3:38 PM
To: Gallarzo, Christina; Wong, Barbara
Cc: Kaldani, Jacqueline
Subject: FW: PO#0001081391 El Dorado County Fair Assoc.

Importance: High

Documentation and pricing is already provided and stated in the Contract:

See Page 1 – *Booth Fees* – last sentence of paragraph:

“The first sixteen (16) Vendor daily credentials will be included in the space rental fee. Additional credentials (up to 52) are available to purchase at the discounted rate of \$6.00 each. “

PO Line# 2 is for purchase of 14 Additional Credentials at \$6.00/EA - (for a total of 30 Vendor Daily Credentials: 16 free with booth rental, and 14 additional).

- o Vendor Daily Credentials – are pre-paid vendor passes – to allow EDC/FLC Staff – entrance to fairgrounds and access to FLC/EDC Vendor Booth during the four days of the El DoradoCountry Fair event.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Gallarzo, Christina
Sent: Thursday, May 14, 2015 10:52 AM
To: Haney, Brenda
Subject: PO#0001081391 El Dorado County Fair Assoc.
Importance: High

Accounting Operations needs the documentation supporting line item#2, “Additional Credentials, \$6.00/ each, quantity 14).

Thank you,
Christina

Requisition

Mailed to DO 5/7/15

Vendor: EL DORADO COUNTY FAIR ASSOC
 P O BOX 1537
 PLACERVILLE CA 95667
 United States

Ship To: RECEIVING
 6699 CAMPUS DR
 PLACERVILLE CA 95667

Business Unit: GENFD		APPROVED
Req ID: 0001006775 ✓	Date: 05/06/2015	Page: 1
Requester: Dale VanDam	Bldg#: EDC	
Requester Signature		
Buyer: Christina Gallarzo		
Approved: KIRKLINK 07-MAY-2015 ✓		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BOOTH - FAIR RENTAL CHARGE	1	CHG	500.00	500.00	05/20/2015
2-1	ADDITIONAL CREDENTIALS	14	EA	6.00	84.00	05/20/2015

Total Requisition Amount: 584.00

NO TAX
 PO TOTAL \$584.00

PREPAYMENT REQUIRED
 PLEASE ISSUE REVOLVING CHECK

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5890	11	FL.VI.ELDO	60100	00000	041A	284.00 ✓
GENFD	5890	11	FL.VS.DIVS	60100	00000	041A	300.00 ✓

Approval Signature	Approval Signature	Approval Signature
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LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET
(Except for Grants & Categorical Contracts)

ARC CRC DO FLC FM SCC OTHER _____

Agreement/Contract With: 2015 EL Dorado County Fair

State the business terms of agreement: For FLC's occupancy at the EL Dorado County fair from June 18-21, 2015; booth space rental. (to be 100% "staffed" with volunteers)

This agreement consists of the following documents: Application, vendor guidelines, application checklist

Funding Source: GENFD 5890 II FL VI ELDO Amount \$ 500.00
6010000000 2015 041A

I have read and agree with the terms of this agreement:

** Certificate of Insurance Required*

By: *[Signature]*
Area Manager/Supervisor

Date: 4/22/15

Dale A. van Dam
(Print Name)

College VPA, DO, FM, Director
I approve as to Substance

By: _____
(Print Name)

Date: _____

General Services

By: _____
Director, General Services

Date: _____

General Counsel (When necessary)

- Changes necessary as specified on the document or on the attached memorandum.
- Approved as to form.

By: _____
General Counsel

Date: _____

Los Rios Community College District

By: _____
 Deputy Chancellor Vice Chancellor, Ed & Tech.

Date: _____

Memo

To: Kathleen Kirklin
From: Vonnie Shane
Cc: Dale van Dam, Melanie Dixon, Kim Carrillo
Date: April 22, 2015
Re: El Dorado County Fair Application

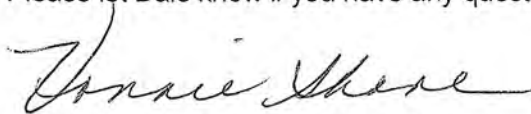
Hi Kathleen,

Please see the attached routing sheet along with the application packet for the El Dorado County Fair. Please notice that the top portion of the application has been left blank where the company information needs to be filled out. I am not sure which address for FLC should be used for this "purchase". Thank you for completing the application and providing a certificate of insurance.

Do let me know if a requisition should be filled out for payment.

Though Sarah Aldea will graciously supply us with some handout materials, Dale and Melanie have discussed and agreed not to burden her or Outreach staff with the logistics of this activity this year or use her hours to cover the booth. Dale and I will make arrangements to set up, take-down and staff the booth. The booth will be staffed entirely with volunteers including faculty, Student Embassadors and Student Activity Club Members.

Please let Dale know if you have any questions. Thank you for your support.



COMMERCIAL VENDOR REQUIREMENTS AND FEES REQUIREMENTS

- Booth spaces are sold in 10'x10' increments (10'x10', 10'x20', etc.), except for Outdoor Areas, Breezeway 1 & Breezeway 2.
- Vendor spaces have access to 20 amp 120 volt power. **Specify any special needs on the application. Additional power requires additional fees (See fee schedule).**
- All vendors will be required to provide \$1,000,000 public liability insurance naming the County of El Dorado, El Dorado County Fair, and the State of California as additionally insured. You may purchase insurance through us for \$90.00 (Rate subject to change)

FEES

Mark D. Forni Building (Sleep Train Mattress Centers' Commercial Building)

- Indoor commercial space is located only in the Sleep Train Mattress Center Commercial Building.
- Spaces are draped with 3' sidewalls and 8' back walls. Signs, banners, and product may not extend above the 8' height. Back wall drapes provided only in the center of the building unless prior arrangements made with management.

	<u>Rental Rates</u>	<u>Cash Discount Price</u>
El Dorado County businesses:	\$525	\$500
Out-of-county businesses:	\$550	\$525
Corner spaces:	\$ 50 additional	\$ 45 additional

OPEN-AIR TENT AREAS (PLAZA, PAVILION TENT, FOOD COURT & AVENUE)

- The Plaza Area is located inside the Green Gate (on Placerville Dr). Canopies must have straight legs.
- The Pavilion Tents are located near the horse arena. (We provide tent and lighting).
- Food Court (next to Sleep Train Mattress Center Commercial Building) and Avenue (along road coming in through Blue Gate (near Raleys) spaces are required to provide own canopy and lighting.

	<u>Rental Rates</u>	<u>Cash Discount Price</u>
El Dorado County businesses:	\$375	\$350
Out-of-county businesses:	\$400	\$375
Corner spaces:	\$ 50 additional	\$ 45 additional

THE BREEZEWAY

- Breezeway 1** is located between the Sleep Train Mattress Center Commercial Building and Cooking Stage Buildings. **Most of these spaces are 9' x 10' so vendors with soft setups will fit better.** **Breezeway 2** is located past Breezeway 1 to the Avenue. Most of these spaces are 10' x 10' and require straight-legged canopies and your own lighting.
- Most spaces in Breezeway 1 are covered by shade cloth provided by the fair. No tops allowed on booths (except in the event of inclement weather – but booth poles are allowed if necessary).** Some booths will require vendor to provide own tent and you will be notified upon space assignment.

	<u>Rental Rates</u>	<u>Cash Discount Price</u>
El Dorado County Businesses:	\$375	\$350
Out-of-county businesses:	\$400	\$375
Corner spaces:	\$ 50 additional	\$ 45 additional

OUTDOOR AREAS (BULK RATE)

- Outdoor exhibit spaces are designated by Fair Management and located throughout the fairgrounds.
- Exhibit spaces are not supplied with drapes, carpeting, or shading. Exhibitors are responsible for furnishing such items, if needed, and the Fair must approve them in advance.
- This rate applies to spaces **no less than 300 square feet.**

	<u>Rental Rates</u>	<u>Cash Discount Price</u>
	\$2.75 per square foot	\$2.50 per square foot

RENTAL RATES (PER RV SPACE)

Space is limited ~ **first come first served basis.** Sleeping in your vehicle is not allowed without an RV permit!

\$25/night – no hookups

\$45/night – 30amp & water

RVs may not be able to run all internal equipment. **Fees due with application.**

Please note RV length & type (motorhome, trailer), and arrival/departure dates on contract/application

ADDITIONAL BOOTH ELECTRICAL FEES (IF NEEDED)

20 amp 120 volts	\$ 80.00	50 amp 208 volts	\$ 197.00
60 amp 208 volts	\$ 236.00	70 amp 208 volts	\$ 275.00

Not all electrical is available in all areas. List your needs on the application!

Please remember: When signing your application/contract with the El Dorado County Fair, you are agreeing to comply with all requirements and guidelines included in the 2015 Commercial Vendor Application Packet.

2015 El Dorado County Fair

VENDOR GUIDELINES

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We offer a cash discount price to vendors until May 15th, 2015. Cash includes, cash, cashier's check, money orders and checks. After May 15th, only cash cashier's check, credit cards or money orders will be accepted. Additionally, if payment not received in full by May 15th, or if your check is returned by the bank for any reason, you will be responsible for the full rental rate, a NSF fee of \$25 plus any necessary collection fees.

BOOTH FEES

50% of the booth fee is due with return of signed application and the balance is due within 60 days of submission of application. Applications submitted without payment may not receive their desired booth space. We have special pricing where we will accept cash, checks, cashiers checks or money orders. Checks may only be received until May 15, 2015. However if you pay with a check and the check does not clear or your final payment is received after this date; then you will be responsible for the full rental rate as well as a \$25 check fee for non-cleared checks, and you may not receive requested booth space. Any application not returned and not paid in full, including all fees, is subject to cancellation whenever fair management deems necessary. The first sixteen (16) Vendor daily credentials will be included in the space rental fee. Additional credentials (up to 52) are available to purchase at the discounted rate of \$6.00 each.

REFUND INFORMATION

If a Licensee cancels prior to the fair, the refund of payments made is as follows:

Fair Office receives cancellation notice in *writing*:

Less than 30 days prior to Fair – no refund

More than 30 days prior to Fair - minimum 25% retention fee of booth cost

If we are unable to sell all the space in your area, such as Sleep Train Mattress Commercial Building, (not your exact spot) no refund will be issued. All requests for refunds must be made in writing and are subject to approval by the Board of Directors.

2015 HOURS OF OPERATION & FEES

Thursday, June 18 KID'S & SENIOR DAY	Sleep Train Mattress Centers Building Vendors	Noon – 10:00 p.m.
	Outside vendors:	Noon – 11:00 p.m. (May stay till Midnight)
	Non-Comm Exhibit Buildings	Noon – 10:00 p.m.
	Carnival Opens	Noon – Midnight
Friday, June 19 TEEN DAY	Sleep Train Mattress Centers Building Vendors	Noon – 10:00 p.m.
	Outside vendors:	Noon – 11:00 p.m. (May stay till Midnight)
	Non-Comm Exhibit Buildings	Noon – 10:00 p.m.
	Carnival Opens	Noon – Midnight
Saturday, June 20 LIVESTOCK AUCTION	Sleep Train Mattress Centers Building Vendors	10:00 a.m. – 10:00 p.m.
	Outside vendors:	10:00 a.m. – 11:00 p.m. (May stay till Midnight)
	Non-Comm Exhibit Buildings	10:00 a.m. – 10:00 p.m.
	Carnival Opens	Noon – Midnight
Sunday, June 21 FATHER'S DAY	All Vendors	Noon – 10:00 p.m.
	Non-Comm Exhibit Buildings	Noon – 10:00 p.m.
	Carnival Opens	Noon – 10:00 p.m.

DAILY ADMISSION

Adult (13+)	\$10	Children (7-12)	\$7
Seniors (60+)	\$ 7	Children (6 & under)	FREE

***DISCOUNTED PASSES** Please see website www.eldoradocountyfair.org or call 530-621-5860. ***DISCOUNTED TICKETS** must be purchased through the fairgrounds or online no later than 6pm on June 17th.

BOOTH ACCESS DURING FAIR

All vendors must be off grounds by 1am Thurs/Fri/Sat night. Outside booths may be accessed during times listed below. The Sleep Train Commercial Building will be open for vendors at 7am Thurs, 9am Fri, 7am Sat, 9am Sun; and vendors may remain in booth until 30 minutes after the building closes at night (except Sunday). Entrances: **Vehicles** will only be allowed on grounds at the following times: Thursday 7 – 11, Friday 9 - 11 am, Saturday, 7 - 9 am and Sunday 9 – 11am. There are two separate vehicle entrances for vendors who have an admission credential - Blue Gate near Raley's, and Yellow Gate on Fair Lane. After these ending times **NO VEHICLES WILL BE ALLOWED ON GROUNDS!**

ADMISSION & PARKING CREDENTIAL INFORMATION

Sixteen(16) Daily Vendor Passes and one (1) parking credential will be issued to each vendor. Admission credentials may be used at any admission gate. Be sure your staff is given the correct amount of credentials or are prepared to pay full price at the gates. NO ONE will be permitted on the grounds without credentials. Lost credentials will not be replaced. Additional Vendor Admission credentials are available for purchase at \$6.00 each, up to 52. Beginning Thursday June 18th, Vendors with coolers & outside food must utilize Vendor Walk-Thru Gate, (which is near Skate Park). Parking permits are valid in Vendor Parking Lot only (location to be determined) and once that lot is full, vendors must use public parking. The El Dorado Transit shuttle will be picking up at various locations and dropping off at the Green Gate (Placerville Drive) throughout the fair. Please let your staff know of this service, as this parking and shuttle are free. Complete shuttle locations and times will be available by calling the fair office in May or by checking our website www.eldoradocountyfair.org. Credentials will be available at the Blue Gate starting Monday June 15th. You must place the parking permit that is in your packet on your dashboard. The permit must include a valid phone number in order to contact you while you are on grounds. If additional cars are needed during your setup, additional 4 hour temporary passes are available at the Blue Gate. These additional passes must also include a valid phone number and must be displayed on the vehicle's dash. If the Fair Management has not received all necessary documents/payments YOU WILL HAVE TO OBTAIN A TEMPORARY PARKING PASS AND GO TO THE OFFICE AND COMPLETE necessary paperwork/payment, which during fair week, could take at least an hour. No additional fair time parking credentials are available

WILL CALL

If you wish to leave tickets for someone, please deliver them to the Blue Gate if they are parking on grounds, or Green Gate if they are arriving via shuttle bus.

VENDOR GATE

Beginning Thursday June 18th, all concessionaires and commercial vendors should utilize "Vendor Gate" to walk onto grounds. Vendor Gate is located in between entrance to Grandstands and Skate Park in the first parking tier. Please have your credentials ready for staff at gate. All people entering this gate will be electronically searched (wanded) and bags/ice chests will also be searched. Vendors are allowed to bring in own food and SEALED drink, however no alcohol is allowed. **No person may enter fairgrounds with a weapon of any kind, including people with a CCW.**

PARKING

Parking is at a premium on the grounds during the fair. Licensees are responsible for advising their employees of all parking regulations.

- * Vehicles will not be permitted within the enclosure of the Fair at any time fair management deems necessary. See section "ADMISSION & PARKING CREDENTIAL INFORMATION" for details
 - * Licensees are expressly prohibited from selling, duplicating, or reissuing parking credentials. Violators will be removed from the fairgrounds and will be unable to operate at future fairs. Sleeping in vehicles with parking pass is strictly forbidden.
- The Fair is not responsible for fire, theft, damage to, or loss of vehicles; or articles left therein, on the premises. Any person parking in non-designated areas does so at their own risk, and is subject to towing and storage fees. **Vehicles without a valid parking pass are subject to towing, this includes RV's & Stock Trucks.**

TOWING POLICY

Towing cars is a necessary evil to maintain order in our facility and we will not hesitate to do so. **In the event your vehicle has been towed, please contact one of the Gate personnel and ask them to contact the guest services supervisor, from whom you will receive instructions on recovering your vehicle. Be prepared to pay towing charges! Do not go to the Fair Office, as we will be unable to help you.**

SET-UP SCHEDULE

Licensees will be responsible for the installation and disassembling of their own displays. No part of the display should interfere in any way with another exhibit. **Lumber, tools, electrical fixtures, light bulbs, plastic trash liners, paper towels, etc. are not available** on the fairgrounds. Such material **must** be obtained from local suppliers at Licensee expense.

Set-up dates and times are as follows:

Self-Contained Units and All Food Stands: Sat. June 13, 9 am - 5 pm, Mon June 15 & Tues June 16, 9 am - 6 pm
(June 17 only with prior management approval)

Breezeway & Outdoor: Mon June 15 & Tues. June 16, 9am -6pm & Wed June 17, 9am - 9pm*

Sleep Train Mattress Centers Commercial Building: Mon & Tues June 15 & 16, 9am - 6pm
Wed June 17, 9am - 9pm

Pavilion Tent: Tues June 17 9am - 6pm & Wed June 17, 9am - 9pm

Dates / Hours of set up are subject to change.

BREEZEWAY PLAZA VENDORS, PLEASE NOTE: DUE TO OUR VIP/MEDIA PARTY, ALL VENDORS LOCATED IN THE PLAZA MUST HAVE VEHICLES REMOVED FROM BOOTH AREA BY 4 PM, WEDNESDAY, JUNE 17*.

If you have ANY questions about your location please contact Fair Management prior to setting up!

BOOTH APPEARANCE/DECORATIONS

Licensee is totally responsible for the maintenance and attractive condition of assigned space. Space must be cleaned and put in attractive condition **prior** to the official opening time each day of the Fair. All storage of supplies, boxes, or cases must be skirted or screened and **kept from public view**. Licensees may decorate their booths or employ an independent firm to do so at their own cost. **All materials must be flameproof** with final approval resting with the Fire Marshal and local fire safety authorities.

Booth height may not exceed 8 feet if in the center of the room and 8 feet if on a hard wall, and 4 feet on sides, unless prior approval is given by fair management. Indoor spaces include 3 foot pipe and drape side walls. Vendors not against a solid wall also have a pipe and drape back wall of 8 feet. Back walls may not extend higher than 8 feet, and side walls may extend to 8 feet high for the back 4 feet of space and 3 feet high thereafter. No exhibit or display may be as high along the front or sides of the booth as to hide the adjoining or neighboring exhibits from the view of visitors passing along the aisles. **This includes all signs, display materials, and product!**

Your booth must not exceed the size for which you have contracted. Unauthorized use of additional space will result in a violation and the Licensee will be billed for the space at the prevailing rate. In addition, Licensee may not be invited to return. All vendors must work **within** the confines of the assigned space. **No hawking in the aisles or outside of your booth allowed.**

Outside vendors with booths should not begin setting up without first being spotted by Management. All spaces are furnished by Exhibitor, including tables, chairs, Fire Marshal approved shade covering (if not provided by Management), and extension cords. All aisle space belongs to the Association, and all activities of Exhibitor, his agents, employees or representatives must be confined within the allotted area and may not be carried on elsewhere on the fairgrounds. Goods may be sold and orders taken only within the confines of the exhibit. The following will not be allowed: Solicitation above the ordinary speaking tone of voice; gifts or souvenirs upon which a noise can be made (whether sold or given away). Sound-producing devices may be installed and operated, but only by first obtaining written permission from the Association. All reasonable care must be exercised in the interest of public safety, and compliance with safety requirements must be maintained. All fire regulations as prescribed by the State Fire Marshal, local authorities and Management must be strictly observed. Anyone exhibiting a pool or spa that contains water **MUST COVER** the pool or spa when leaving at night, and must have at least a rope and stand barrier around these items at all times. The Exhibitor is entirely responsible for allotted space, reasonable wear and tear excepted. **PAINTERS TAPE ONLY ALLOWED ON FLOORS** (no duct tape).

SIGNAGE

All booth signage (price signs, etc.) must be of a professional nature. **No handwritten signs will be allowed.**

WATER USE DURING SET UP

Once the canopies are up for outdoor exhibitors, the problem of water run-off is an even greater nuisance. Use high pressure steam cleaning or a mop and bucket to clean your stands during set up and for the duration of the fair. Washing floor mats and slats in the street after closing is prohibited! **Water run-off is a waste of water and prevents a smooth set up for other exhibitors.**

STOCK TRUCKS

Parking for **stock trucks is limited and available on a first-come first-served basis**. The cost is \$75.00. Please add this amount to your contract, including length and electrical needs. A stock truck pass will be issued after payment received. **Any stock truck without a valid pass will be towed! No sleeping in stock trucks allowed!**

SELLER'S PERMIT

Any licensee who will be selling or taking orders must obtain a California State Seller's permit number. Any information regarding sellers permits and applications for same are available through the State Board of Equalization. **All licensees must file for this permit and have a copy included with your application (or State Board Form BOE410D completed).** For further information, contact the State Board of Equalization at 916-255-3350. **Vendors without a valid sellers permit during the fair will be closed down.**

AMERICANS WITH DISABILITIES ACT

The Americans With Disabilities Act (ADA) makes it illegal to discriminate against anyone because of a physical or mental impairment. It is the responsibility of each licensee and their employees to adhere to the requirements of ADA. In simple terms, every effort should be made to allow guests with disabilities to participate in the purchase of food or merchandise, receive services, etc. The following specific examples will be of assistance in accomplishing compliance. **All vendors at the El Dorado County Fair must make a special effort to serve guests with disabilities**, for example:

- If someone in a wheelchair needs assistance in ordering, examining, or receiving a product, extra effort should be made to assist this person, even if it requires sending an employee outside the exhibit or concession to take their order, show them the product, provide service, or deliver the product.
- Your staff should be prepared to read your product price list and/or menu to a visually impaired guest.

Any questions, comments or complaints should be directed to the Fair Office.

It is the position of the El Dorado County Fair that all guests be treated in an equal and courteous manner so that they may participate in the fun and enjoyment the fair offers, while insuring a safe and enjoyable experience for all.

STATE, FEDERAL AND LOCAL LAWS

The exhibit shall be conducted and the privileges exercised in strict conformity with all applicable State and Federal laws, all local ordinances and the rules governing the Fair, now existing.

HATE AND DISCRIMINATION-FREE

On February 8, 2005, the Mayor of Placerville, declared "that the City of Placerville opposes any acts of bigotry and prejudice against any individuals and declares itself a hate-free and discrimination-free city." In keeping with this declaration, the fairgrounds reserves the right to refuse any vendor that fairgrounds management deems is in opposition to the spirit of this declaration.

WORK PERMIT

Employees, under eighteen years old, must have current school work permits, whether residents of California or out of state.

BUSINESS LICENSES AND PERMITS

All licensees will be required to comply with all applicable licenses & permits. California Resale Permit must be displayed in booth during fair. **New vendors must submit copy of resale permit or State Board of Equalization Form BOE 410-D with application.**

SEXUAL HARASSMENT POLICY

The El Dorado County Fair is committed to providing a work environment which is free from sexual harassment. **Sexual harassment refers to behavior which is not welcome, personally offensive and interferes with employees' effectiveness and work environment.** Sexual Harassment is unacceptable and will not be tolerated.

POSSESSORY INTEREST TAX

This rental may create a possessory interest subject to property taxation and the licensee may be subject to the payment of property taxes levied on such interest. In brief, the law states: "Under States law, a possessory interest is the taxable value for the private use of nontaxable public property. The taxable value of the possessory interest is determined by considering the length of the rental, the rental payments, and the permitted use of space."

LANDSCAPING

No licensee shall cut, trim, damage, or place anything in any of the Fair's landscaping. **Dumping of waste water or other liquids into landscaping or storm drains is prohibited.** Violators will be charged time and material for repairs.

PAINTING

No painting of floors, booth backgrounds or space dividers will be permitted without written permission from fair management.

CLEANING YOUR BOOTH/TRASH

All packing cases, crates and debris of any kind must be removed from exhibit space prior to time of opening each day. Management will furnish necessary janitor service for all aisles and areas used by the public, but Exhibitors must, at their own expense, keep their exhibit space arranged and clean. All trash must be placed in receptacles provided by fair or swept into aisles after closing. All booths must be kept clean and orderly at all times. Rubbish must not be swept into aisles except immediately after closing. **All trash must be set out after the fair closes at night, do not leave this until the morning as daytime pick-ups will not be made.** Do not stack empty boxes, instead break down and place in trash receptacles or outside building entrances after the fair is closed. Refuse cans are outside the exhibit buildings for the licensee's convenience. **Please be sure that the cardboard goes in the appropriate containers.** When vacating your space, please be sure it is left clean and free of debris. **Outdoor vendors must be aware that a water truck is used on grounds at night to keep the dust down. Please keep all items off the ground.**

WATER TRUCK

All **outdoor vendors and concessionaires must be aware that a water truck is used** in order to dampen the streets and keep dust down. Before leaving your booth each night, please pick up any items that cannot get wet and place them on crates or tables.

FORKLIFTS

Forklifts with operators for unloading heavy material are available upon request through the Fair Office. Arrangements must be made in advance and for a specific time. The cost of **forklift assistance is \$85.00 per hour** or any portion thereof, and payment is the sole responsibility of Licensee. Please note that the Fair **reserves the right of first priority** for use of the forklift. **The forklift will not be available in the Main Building after 4pm Tuesday June 16.** The outdoor areas will be dependent on accessibility. Vendors using their own forklifts must be certified to operate on grounds. Fair staff can revoke the use of forklifts for safety reasons.

SECURITY/THEFT PROTECTION

The Fair will provide 24-hour general grounds and building security. **Licensee is responsible for any booth left unattended and during non-fair hours.** Fair management will not be responsible for lost, damaged or stolen merchandise. Management will provide roving guest services and will exercise reasonable precaution for the protection of Exhibitor's property, but shall assume no responsibility for loss or damage to Exhibitor's property. Small or fragile articles or displays should be put away for safe keeping by Exhibitor at the closing hour each night. Exhibitors must be out of the Sleep Train Mattress Centers Commercial Building within 30 minutes of closing each night. A guest services staff member will be on duty in the building from when the building opens for cleaning and re-stocking until the building opens to the public, also at closing, 30 minutes past closing and during set up/tear down. Exhibitors who have valuable merchandise in their booths should be present at building opening.

STAFFING YOUR BOOTH AND APPEARANCE OF PERSONNEL

YOUR BOOTH MUST BE PROPERLY STAFFED AT ALL TIMES DURING FAIR OPERATING HOURS. YOUR BOOTH SHOULD NEVER BE LEFT UNATTENDED!

Licensee shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees shall be neatly dressed, orderly and polite in their conduct and speech at all times. Models dressed inappropriately (i.e. bathing suits of any kind, etc.) are prohibited. **Intoxication, use or possession of any controlled substance, or impolite, discourteous or obscene speech or conduct toward, or within hearing range of the public, shall be sufficient grounds for termination of this contract at the sole discretion of Fair Management.**

SMOKING AND ALCOHOL

Smoking is prohibited in all licensee's booths, Grandstands, Carnival Areas, Kids Corral (free children's activity area), Livestock Areas, concession row, in the buildings, and within 20' of any building at all times. Smoking is allowed in the following areas: Behind the Grandstands, Beer Tree, Main Lawn except under shade cloth. **ABSOLUTELY NO SMOKING or ALCOHOLIC BEVERAGES IN VENDOR BOOTH!**

OUTSIDE VENDOR FOOD & DRINK POLICY

Vendors, concessionaires, and their employees will be allowed to bring in a small ice chest, food items and commercially sealed plastic or canned drinks. **(NO ALCOHOL ALLOWED!!)** As a courtesy to your patrons who are not allowed to do this, we ask that you bring in your coolers prior to fair opening. There will be a **separate vendor gate entrance (next to skate park, in parking tier 1)** for vendors to bring in cooler refills if needed. Please be prepared to have security check the contents of your ice chest or bags. **NO GLASS CONTAINERS ARE ALLOWED ON GROUNDS.** All food/beverages must be served in paper cups, cans or plastic bottles.

INCLEMENT WEATHER

In the event of inclement weather, all booths (outdoor locations included) are expected to continue operating as per normal fair hours. Licensees are expected to make any necessary provisions for protecting stock from sun, wind, inclement weather, flooding, sprinklers, etc. **Booths located in the Breezeway can use the tops to their pop-ups only in the event of inclement weather.** The fair does not have access to pop-up tops for vendors. Store one in your vehicle for the unexpected. The Fair is not responsible for damage to booth merchandise.

PRODUCT SALES/RESTRICTIONS

Only those products listed on the contract may be sold or displayed. If a request to sell certain items on the application is not reflected on the contract, those items were not approved for sale and you may be asked to remove those items from sale. No *substitutions* can be made without prior written approval of management. Fair management reserves the right to decline or prohibit any Exhibit, Exhibitor or proposed Exhibit or Exhibitor, not approved by it, and to permit only such matter and conduct as it may approve. This reservation covers persons, things, conduct, printed matter, advertising, souvenirs and emblems, and all else that affect the Fair. Misrepresentation of product or business on the application will result in cancellation of contract. *Please check your returned contract copy as items listed may have been disallowed by Fair Management.*

PROHIBITED ITEMS

The following may not be sold, displayed, or given away on the fairgrounds: Items determined offensive by Fair Management, in its sole discretion, will be ordered removed.

- Items referring to alcohol abuse, drug use, violence, pornography, hatred, gangs and/or discrimination or are suggestive in nature. No law enforcement, FBI, or Security t-shirts are to be sold.
- Stun guns, switchblades, brass knuckles, high-powered water guns, **TOY GUNS OF ANY TYPE**, knives, pyrotechnical equipment and martial arts weapons.

If you are unsure about an item, please have management's approval prior to offering item for sale.

A fine of \$500.00 per violation applies to the distribution of flyers outside your booth. Advertising by means of posters, handbills, flyers, etc., on buildings, trees, posts, parked vehicles or other places is not permitted, nor will anyone be permitted to distribute advertising material outside their assigned space. Placing of advertising material on or in automobiles on the fairgrounds is specifically prohibited. Fair Management reserves the right to determine whether an item is considered offensive or in poor taste, and to prohibit the sale/display of such an item. Failure to comply will result in immediate termination of contract.

COPYRIGHTED / LICENSED MERCHANDISE

Any Licensee that is selling copyrighted or licensed merchandise must provide documentation upon request that supports their right to sell these items.

MICROWAVE NOTICE

If a microwave is used in food preparation, vendors must post a notice visible to the public to that affect.

RAFFLES/FREE DRAWINGS

Raffles are not allowed to be conducted during the fair. Free drawings may be conducted within booth space and winners must be drawn by closing day of the fair. Copies of entry forms and names of all winners must be supplied to fair management.

GIVEAWAYS

Exhibitors may not give away advertising novelties that compete with concessionaires' merchandise, who have paid for the privilege of selling these items. List intended giveaways on your application, as prior management approval is necessary for any giveaway. **If the giveaway is to be a fair approved food item or cups of water, a health permit will also be necessary.** All licensees that handle food in the booth (including prepackaged items and sampling) must obtain a health permit from the County of El Dorado. Permit fee is \$143.00 for hazardous items and \$73.00 for prepackaged items. Forms can be downloaded at: http://www.co.el-dorado.ca.us/emd/pdf/TFF_Application.pdf. Return forms and money **to EDC Fair, with check for permit payable to El Dorado County Environmental Health.** Forms and money must be received by the Fairgrounds no later than 30 days prior to event opening. If submitted after that date the fees are \$180 and \$73 respectively.

EMPLOYEE DISCOUNTS

Licensees are not expected to offer, nor are they obligated to extend, discounted merchandise or food to employees or officers of the Fair. You are encouraged to **notify the Fair Office** if approached or solicited by any employee asking for free or discounted merchandise/food.

INSURANCE – GENERAL LIABILITY

Unless otherwise approved by Fair management, a Certificate of Insurance for general liability is mandatory for all vendors and must be submitted directly from your agent to the Fair Office. All vendors will be required to provide \$1,000,000 public liability insurance naming the County of El Dorado, El Dorado County Fair, and the State of California as additionally insured. Insurance must include June 16 & 17, 2015 for setup days, June 18-21, 2015 for Fair dates and June 22, 2015 for a teardown day.

CFSA Master List – if you have coverage through CFSA and are on their Master List, please provide your number to the fair office. Insurance coverage may be purchased through the fair office. The current rate is \$90.00. (Price subject to change) This should be submitted no less than 20 days prior to opening day.

INSURANCE – WORKER'S COMPENSATION

California State Law Requires: All employers must carry Worker's Compensation Insurance whether you have full-time, part-time or temporary employees. The policy must be current, valid and in force under the name of your legal entity which would be the same as your registration with the California State Board of Equalization, Employment Development Department and the Internal Revenue Service. Employees include ANYONE who is not a legal owner or a legal partner of the business.

SHIPMENTS

C.O.D. shipments are never accepted! Fair personnel are not permitted to handle money or checks, please do not ask them to do so on your behalf. All prepaid shipments to licensees should be addressed as follows:

Licensee Business Name

El Dorado County Fair

100 Placerville Drive

Placerville, CA 95667

Fair management is not responsible for delivering these goods to you. If you are expecting a shipment please check with Fair Office. Fair management is not responsible for loss or damages to merchandise.

SUBLEASING/BOOTH SHARING

Licensees are strictly prohibited from subleasing, assigning or apportioning the whole or any part of the contracted space allotted for exhibiting, or selling any goods not sold by the licensee in the regular course of business. No subleasing of space shall be allowed under any circumstances.

Subcontracting shall be allowed only to permit a manufacturer to sell its own product through a third party. No subcontracting or subleasing shall be allowed to a third party to sell, advertise, or exhibit anything but the assigned licensee's goods or services.

TENTS

The following fire and life-safety requirements shall be applicable for all tents, awnings, and fabric-covered enclosures.

All tents, awnings, and other fabric-covered enclosures shall be made from a non-flammable material or shall be treated and maintained in an approved flame retardant condition. Documentation shall be maintained with the tent or awning.

All tents with an occupancy of 11 or more shall bear the seal of the California State Fire Marshal. No smoking shall be allowed in any tent. NO SMOKING signs shall be posted. No open-flame device shall be permitted in any tent or tent structure.

UTILITIES

110v electric outlets are available within 100 feet of all booths. However, vendor must provide own 3-prong, 12-gauge, 100' extension cord. If more than one outlet is needed, vendor must provide own power strip with surge protector. All plumbing and electrical work required (other than the 110v electric outlets) *must be installed at licensee's own expense under the supervision of fairgrounds management PRIOR to fair opening.* All such installations shall conform to regulations established by the applicable city, state, and local governmental authorities.

UTILITY CONNECTIONS

Any hard wiring of electrical equipment will be at the discretion of fairgrounds management. Requests for hook-ups must be made at the Fair Office. Licensees are responsible for the proper installation and operation of their equipment. **The fairgrounds will not be responsible for damage resulting from improperly wired or installed equipment. The Fair is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s) or other electrical powered equipment.** *LICENSEES LOCATED ALONG THE WALLS MUST NOT BLOCK ACCESS TO FIRE HOSES OR EXTINGUISHERS AND PHONE WIRINGS ON WALLS.*

BABY CORNER – SPONSORED BY FIRST 5 of EL DORADO

For use by families, moms and dads. Baby Corner has room to change baby's diapers, a quiet place for nursing moms, running water, microwave, toys and books for the toddlers.

BAD CHECKS

An administrative fee of \$25.00 will be charged for any check returned for ANY reason.

ELECTRIC OR GAS CARTS / MOPEDS / SCOOTERS

All carts and mopeds are prohibited on fairgrounds during Fair hours. Such vehicles are considered a safety hazard and Fair management shall have sole discretion to determine their use and limits on the grounds. Skateboards or roller skates/blades are prohibited on the fairgrounds at all times.

EVALUATIONS/VIOLATION SLIPS

Vendors not adhering to written guidelines are subject to violation slips. Please note that each booth must maintain a copy of the Guidelines at all times in their assigned space. Failure to do so will result in a written violation. It is your responsibility to make your employees aware of the impact these evaluations have on future participation at the fairgrounds. Response to written violations should be provided on the back of the violation slip and returned to the Fair Office within 24 hours. Violations play an important role when deciding to invite a Licensee back to the El Dorado County Fair. Licensees are required to comply with any adjustments deemed necessary as a result of an evaluation conducted by the Fair.

FIRST AID

Professional medical personnel are on the grounds during all operating hours of the fair. *First Aid is located in the area behind the Tiki Bar, which is outside the Corker Building across from the Beer Tree Area.* Please direct persons seeking assistance to First Aid.

CLOSING NIGHT / TEAR-DOWN PROCEDURES

The official closing of the 2015 El Dorado County Fair is **Sunday, June 21 at 10 pm**. *All vendors must remain open until this time - no exceptions!* Any vendors who dismantle their stand or any part thereof prior to 10 pm **will not be invited to return next year.** **NO VEHICLES ON FAIRGROUNDS UNTIL AFTER 11:00PM, OR UNTIL GUEST SERVICES STAFF DEEMS IT SAFE.** Detailed instructions will be included in your vendor packets. Unless otherwise authorized, all exhibit material must be removed from the grounds **within two days** after the closing of the fair (Tuesday, June 23 by 3pm). Failure to remove exhibit material(s) by this deadline may result in **moving/storage fees of not less than \$100.00 per day** and material(s) will be subject to disposal at owner expense, at the Fair's discretion. Fair management is not responsible for any merchandise or booth material(s) left on the grounds.

2015 FAIR VENDOR APPLICATION CHECKLIST

**Please take a moment to insure your application is complete
BEFORE you send it in.**

- Application – complete, signed and legible. Especially e-mail address and telephone number
 - Confirm all products you intend to sell/services you will **offer at the fair are LISTED**. Utilize additional paper if necessary.
 - Include a copy of your certificate of insurance naming **the County of El Dorado, El Dorado County Fair, and the State of California as additionally insured**. Or include the CFSA Master List # on application.
-
- Copy of resale permit or a completed copy of State Board of Equalization form BOE-410 D. (Included in packet).
 - **50%** of booth fee, or 100% if submitting on or after April 18th.
 - If paying with credit card, completed credit card authorization form.
 - **FOOD VENDORS** please make sure your health permit application is included, complete and check for permit fee made payable to: EDC Environmental Health
 - *Please take a moment to review the vendor guidelines. All of your questions should be found within.*

Applications may be submitted via 1st class mail, (100 Placerville Dr., Placerville CA 95667), fax (530) 295-2566 or email: marta@eldoradocountyfair.org

Thank you!

El Dorado County Fair Association

100 Placerville Drive Placerville, CA 95667

CREDIT CARD AUTHORIZATION FORM

NAME:

TO: EL DORADO COUNTY FAIR ASSOCIATION

COMPANY:

DATE:

FAX NUMBER:

PHONE NUMBER: (530) 621-5860

PHONE NUMBER:

FAX NUMBER: (530) 295-2566

In order to authorize the billing of charges to your credit card, please provide the following:

Credit Card# _____ CID# on back _____

Expiration Date: _____ Amount \$ _____ Card type: MC / VISA

Purpose: Deposit / Balance Due / Insurance / Electric / RV / Guarantee / Credentials / _____

Name of Cardholder: _____

Cardholder's Address: _____

My signature hereby authorizes the El Dorado County Fair Association to charge the amount, based on the above information, to the credit card listed above.

Cardholder's Signature: _____

Cardholder's phone number: _____ NOTE: This sheet will be shredded post fair.

Office Use Only:

Acct:

Date Received:

Batch:

Haney, Brenda

From: Haney, Brenda
Sent: Wednesday, April 29, 2015 3:57 PM
To: Kirklin, Kathleen
Cc: Vander Werf, Wenda
Subject: FW: El Dorado County Fair Application Contract / Requisition Required
Attachments: FW: Fair vendor application; DOC042915.pdf; SKonica2-bu10030506324.pdf

Importance: High

Hi Kathleen –

As discussed below and attached are the Instructions that I provided to both Kim Carrillo (4/15) and Vonnie Shane (4/22) – for this El Dorado County Fair Request (see first PDF attachment).

- A requisition needs to be prepared and included with the Contract Routing Packet
 - 5601 budget required for Booth Rental and 5890 budget required for any extra Fair Passes they plan to purchase, (rental comes with a certain number, but any amount over that – would need to be ordered on the PO).
 - PO will need to be set-up as Pre-Pay and timeline specified.
 - See second PDF attachment for sample of prior year REQ/PO structure.

Let me know if you need anything further. I'll forward originals to Wenda before I leave today. I will need a copy of approved REQ.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Haney, Brenda
Sent: Wednesday, April 22, 2015 12:28 PM
To: Shane, Vonnie
Subject: RE: El Dorado County Fair Payment

Vonnie –

Information was sent to Kim Carrillo on 4/15/15 (see attached email).

- BSO must receive your REQ, and Fair Application by Purchasing Cut-Off - Friday April 24th.
- BSO and DO will determine best payment method.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

From: Shane, Vonnie
Sent: Monday, April 20, 2015 10:51 AM
To: Haney, Brenda
Subject: El Dorado County Fair Payment

Hi Brenda,
I hope you enjoyed your time away and got to do things you enjoy!

For the first time, I am in charge of procuring a booth at the El Dorado County Fair in June. There is an application. I am waiting for proof of insurance. Do you have any records to indicate whether or not this is a prepay? The fair accepts credit cards. I have a budget code. It has been awhile since we had a presence at the fair and arrangements were made through Outreach.

Any assistance would be greatly appreciated.



Thank you.

Vonnie Shane | Administrative Assistant
El Dorado Center/Folsom Lake College | 6699 Campus Drive | Placerville, CA 95667
530.642.5682 | shanev@flc.losrios.edu

From: [Haney, Brenda](#)
To: [Carrillo, Kimberley](#)
Subject: FW: Fair vendor application
Date: Wednesday, April 15, 2015 10:35:35 AM
Attachments: [SKonica2-bu10030506324.pdf](#)
[15 Commercial Application Packet without letter.pdf](#)

Kim –

Depends on what you are applying to do a the Fair.

- o Generally space/booth rental are 5601 and entry passes are 5890.
- o Having said that - final budget coding will be determined once REQ and Application are received and Contract Agreement is approved by District Office.
- o As this request will need to be routed to DO for Contract Review/Approval and Insurance - BSO will need to receive it by the Cut-Date April 24, 2015.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

 916.608.6635 |  haneyb@flc.losrios.edu

From: Carrillo, Kimberley
Sent: Tuesday, April 14, 2015 11:16 AM
To: Haney, Brenda
Subject: RE: Fair vendor application

Hi Brenda

Is 5890 correct for the El Dorado County fair cost? I've never encountered this type of fee before and the only PO (attached) I can obtain maybe outdated since it is from 2010.

Thanks for all your help!

Kim

Ext. 6713