



Auxiliary Vendor Application Package Fair Dates: May 15 – 19, 2024

Welcome! The Porterville Fair is pleased that you have expressed an interest in being part of our community Fair. The application package must be completed before consideration will be given. Please return your completed application package as soon as possible.

Space rental fee is based on attraction footprint with guarantee vs. 20% of gross sales; whichever is greater. If selected, the fee guarantee is required to be paid with signed contract and must submit all required forms and fees within contract. Only receipt of all forms and fees guarantees your rental space. **This application does not guarantee rental space.**

All selected Auxiliary Vendors will take out necessary permits as may be required by State and/or Local agencies.

All selected Auxiliary Vendors will be required to follow revenue audit procedures.

Fair Selection

- Application is neither an offer of or guarantee of space at the Porterville Fair. Previous auxiliary vendors are not automatically granted space.
- All applicants will be considered.
- Notification of selection will be made by Porterville Fair.

Application Instructions/Requirements

- Please answer all application questions completely.
- If you are applying for more than one booth, please submit a separate application package.
- Please include color photographs of your booth set-up.

Cash Register Requirements

- Z Counter non-resettable type.
- X Reading
- Detailed transaction journal tape.
- "Current date" printed & time detail on journal tape.
- 30-day back-up with memory protection.
- Consecutive transaction numbers.
- Clear and readable tape – must have back-up ink for registers.
- Multiple registers and/or back-up registers will require a Z tape turned in every day whether or not used.
- Customer display.
- Vendor **will not** work from an open cash drawer.
- Register receipt tape must be available upon customer's request.

I have reviewed the above Cash Register Requirements and agree to abide by them. _____ ***Initial***

Completed application package must be received by March 8, 2024

Return Application To

Porterville Fair
2700 W. Teapot Dome Avenue
Porterville, CA 93257

(OR)

Email to: Carolyn.PVFair@Gmail.com

Subject line: 2024 Auxiliary Vendor Application



Auxiliary Vendor Application

Returning Vendor (How many years Porterville Fair?) _____ New Vendor

PLEASE TYPE APPLICATION OR PRINT CLEARLY

Business Name: _____ CA Sellers Permit #: _____

Owner/Contact Name: _____ Email: _____

Telephone 1: _____ Telephone 2: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

References (for new auxiliary vendors only): Please list up to two (2) other Fairs, Festivals or events and their respective dates you have participated in (please include name of event, contact name & telephone number):

1) _____

2) _____

Space Size: Fair Management assigns all spaces. **Please contact Fair Office for space pricing.**

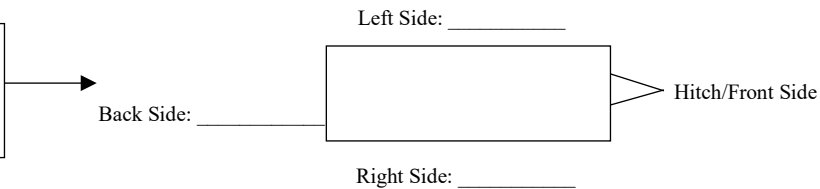
Please include all awnings, counters, steps, hitches, and storage area, etc. The depth of each booth space is up to 12'. Rental rate for anything over 20' in length is negotiated by Fair Management. **NO EXCEPTIONS.**

Is your booth a self-contained trailer? Yes No If yes, what size? _____

What is the total space needed for your trailer? _____

Length of Booth Space? _____ Height of Booth Space? _____

Please use this diagram to indicate where your trailer opens, including windows & length of door entry & any other area you will need to access.



Do you require stock truck parking? Yes No Electrical needs of stock truck? _____

Space needed for stock truck (size)? _____

Electrical Needs: FAIR will supply 240 Volts at 50 Amps, Single Phase – please indicate Amps desired _____. FAIR does not supply cords over 50 amps. Will you require an electrician to hardwire in? Yes No

Please list items you need power for (include fans, lights, cash registers, etc.).

<u>Amps</u>	<u>Cost</u>
1-50	\$ 0.00
51-75	\$ 50.00
76-100	\$ 125.00

If you need to hardwire in, you will need to hire the Porterville Fair electrician at \$ 75.00 per booth.

Do you plan to use a sound amplification device? Yes No



Auxiliary Vendor Application

Other Requirements: Please list any “special” requirement(s) you may have:

Hours of Operations: Public hours of operation (carnival & exhibits) start at 5:00 PM Wednesday-Friday and at 2:00 PM Saturday & Sunday. Vendor’s booth must remain open during the hours of operation as specified below.

Hours of Operation

You are required to have someone in your booth during these hours of operation.

Outdoor Exhibits

Wednesday	5:00 PM - 11:00 PM
Thursday	5:00 PM - 11:00 PM
Friday	5:00 PM - 12:00 AM
Saturday	2:00 PM - 12:00 AM
Sunday	2:00 PM - 11:00 PM

Compliance Deposit: Fee is \$100.00. **Your business space must be manned and fully operational during the required hours of operations the Fair sets forth above. NO EXCEPTIONS!** Within two (2) weeks of the last day of fair, a refund of the compliance deposit will be issued to the name and address that is listed on the contract. Failure to comply will automatically forfeit the refund.

Liability Insurance: Evidence of liability insurance with a combined limit of \$1,000,000 in the form of a Certificate of Insurance and Endorsement Page is to be provided to the Porterville Fair by **April 19, 2024**. The Certificate of Insurance and Endorsement Page shall name the Porterville Fair as an additional named insured for the duration of the Fair. Food Vendor agrees to hold harmless to the full extent of the law, Porterville Fair, and including but not limited to its successors and assigns, heirs, executors and administrators, employees, sponsors, representatives, advisors, consultants, family, friends and from all specialties, covenants, contract, malpractice, controversies, agreements, promises, variances, trespasses, damages, judgments, extent, executions, claims and demands whatsoever, in law or in equity, arising out to this agreement in any manner whatsoever including, but not limited to those herein above mentioned. If you wish to purchase insurance, Porterville Fair will purchase coverage for \$100.00 that protects the Fair ONLY. This insurance is not a complete policy and does NOT provide YOU coverage. However, you must still provide proof of your insurance coverage to the Fair. Porterville Fair is a non-profit community fair and not a DAA. **CFSA insurance list is not accepted.**

YES, I have insurance (copy attached) NO, I will need to purchase insurance (\$100.00) Initial _____

Do not send any money with this application. This application is not a contract. This application does not imply or guarantee that space will be offered. The applicant agrees to abide by the actual contract if selected to be a Vendor at the Porterville Fair. Porterville Fair reserves the right to refuse any application package and may refuse to contract without giving any reason.

I certify that all the information entered on this application to be true and accurate to the best of my knowledge.

Date: _____ Print Name: _____ Signature: _____