



**Commercial 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. **This application does not guarantee rental space.**

All selected Vendors will take out necessary permits as may be required by State and/or Local agencies. This includes but is not limited to a Temporary Sellers Permit and Tulare County Health Permit (the health packet will be included with a contract as required, if selected).

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

All selected Vendors Set-Up Hours: Monday & Tuesday 8:00 AM to 8:00 PM. NO vehicles will be permitted on grounds Wednesday. Items must be carried in through the gate on Wednesday 9:00 AM to 2:00 PM. **NO EXCEPTIONS!**

***Fair Selection***

- Application is neither an offer of or guarantee of space at the Porterville Fair. Previous commercial vendors are not automatically granted space.
- If accepted, previous years commercial vendors retain first right to refusal to previous years booth space until March 10, 2023.
- 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

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**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](mailto:Carolyn.PVFair@Gmail.com)

*Subject line:* 2024 Commercial Vendor Application



# Commercial 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 commercial 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 provide the following information to assist us in meeting your requests.

#### Space Information

Please indicate space size and location by checking the appropriate box below.

#### INDOOR Space Expo Building

- 10' x 10' \$400.00 Inline
- 10' x 10' \$475.00 Corner
- 10' x 20' \$680.00 Inline/Inline
- 10' x 20' \$750.00 Inline/Corner
- 10' x 30' \$875.00 Inline/Inline
- 10' x 30' \$925.00 Inline/Corner

(Upon Availability)

#### OUTDOOR Space

- 10' x 10' \$450.00 Inline
- 10' x 10' \$525.00 Corner
- 10' x 20' \$785.00 Inline/Inline
- 10' x 20' \$850.00 Inline/Corner
- 10' x 30' \$1,000.00 Inline/Inline
- 10' x 30' \$1,050.00 Inline/Corner

(Upon Availability)

**Outdoor Vendors:** 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.

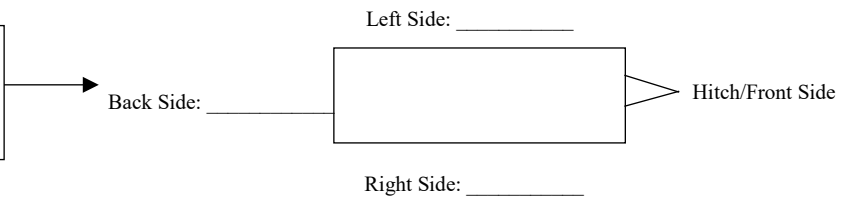
Is your booth a self-contained trailer?  Yes  No If yes, what size? \_\_\_\_\_

What is the total space needed for your trailer? \_\_\_\_\_

Side or end serve? \_\_\_\_\_ Length of Booth Space? \_\_\_\_\_ Height of Booth Space? \_\_\_\_\_

Do you require grey water disposal?  Yes  No Do you require grease disposal?  Yes  No

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)? \_\_\_\_\_



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**Electrical Needs:** FAIR will supply 240 Volts at 50 Amps, Single Phase – please indicate Amps desired \_\_\_\_\_. FAIR does not supply cords over 50 amps. **Generator use not allowed.** 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.*

- Indoor/Outdoor Vendors do you plan to:
- 1) Use a sound amplification device?  Yes  No
  - 2) Demonstrate your product?  Yes  No
  - 3) Conduct a drawing for prizes?  Yes  No
- If yes, How?

**NOTE:** All names and addresses of winners MUST be presented to the Fair Office two (2) weeks after the close of the fair. Fair Management must approve all sound devices and give-away items in advance.

**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.

<u>Expo Indoor Exhibit Building</u>			<u>Outdoor Exhibits</u>		
Wednesday	5:00 PM -	10:00 PM	Wednesday	5:00 PM -	11:00 PM
Thursday	5:00 PM -	10:00 PM	Thursday	5:00 PM -	11:00 PM
Friday	5:00 PM -	11:00 PM	Friday	5:00 PM -	12:00 AM
Saturday	2:00 PM -	11:00 PM	Saturday	2:00 PM -	12:00 AM
Sunday	2:00 PM -	9:00 PM	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.

**Permits:** Community events that include selling and/or serving food to the public, are required to have a Tulare County Health Permit and must be posted in your booth. These permits must be purchased through the FAIR prior to **April 19, 2024**. It is the Vendor’s responsibility to pay state sales tax to the State Board of Equalization if required. A Sellers Permit MUST be posted in your booth as required by law. Vendor will comply with all regulations and laws of the State, County, City, and FAIR.

I have a Health Permit

Copy of Permit **must** be attached to confirm space reservation.

I need a Health Permit - **Initial** \_\_\_\_\_

Food sampling/pre-packaged food - **Initial** \_\_\_\_\_



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**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. 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: \_\_\_\_\_

