



MARIN COUNTY FAIR 2020

GLOBAL MARKETPLACE

COMMERCIAL VENDOR

APPLICATION INSTRUCTIONS



10 Avenue of the Flags ~ San Rafael, CA 94903 ~ MarinFair.org
Sarah Tipple, Commercial Vendor Coordinator ~ 415-473-5062 ~ STipple@MarinCounty.org

Thank you for your interest in being a commercial vendor at the Marin County Fair!

Application Process:

1. Submit completed application
2. If application is approved, a contract with a payment request will be emailed to you
3. Once payment is received, you will be "Accepted", you will receive an acceptance letter, and your space will be allocated
4. The month prior to the event, you will be emailed a participant packet with all set up information

Space Selection

- **RETURNING VENDORS:** Applications received from returning vendors until March 1 will be given priority for booth space selection. Applications received from returning vendors after March 1 will be pooled with applications from new vendors, and booth space selections will be assigned in the order they are received.
- **NEW VENDORS:** Applications received from new vendors will be treated on a "first-come, first-served basis" and booth space selections will be confirmed after March 1. No payment will be due until booth space has been confirmed.
- Every effort will be made to accommodate your request for booth location; however, all booth assignments are at the discretion of Marin County Fair Management. Booth space location requests will be assigned in the order they are received. Submit your application early to ensure participation and have preference of location. Please refer to the map carefully when selecting your booth location.
- **EXCLUSIVITY FOR PRODUCTS:** The Marin County Fair does not grant exclusivity for products, services or exhibits. As fair time approaches and booth space becomes limited, vendors with similar or same products may, by necessity, be placed in close proximity.

Payment

- For security purposes, no credit card information can be emailed. It must be received over the phone or if you apply online, all electronic payment transactions will be processed by the County of Marin through a secure online system.
- There are no processing fees associated with online payment- IF YOU PAY VIA E-CHECK.
- Full Payment is due upon acceptance- we cannot allocate your space without payment in full. No partial payments are accepted.
- If you require alternate payment options (cash, cashier's check, money order, etc) please contact the Commercial Vendor Coordinator (contact information below).
- **No personal checks or business checks will be accepted for any payment.**
- For your security please do not email credit card information.