

MARIN COUNTY FAIR GLOBAL MARKETPLACE APPLICATION INSTRUCTIONS

Thank you for your interest in being a vendor at the Marin County Fair. Please review the instructions, application and **Global Marketplace Handbook** carefully. If you have any questions, please call Marion Boyd, Deputy Director, at 415.473.6397 or email to mboyd@marincounty.org. Incomplete applications will not be accepted.

Returning vendors in good standing will have until March 1, 2018 to request their booth space(s). Please refer to the fairgrounds map in the center of the Handbook to choose your location. **Please look at the map carefully before choosing your booth.** All new vendor requests will be treated on a "first-come, first-served basis" and will be considered after March 1. Your applications will be date stamped as they arrive in our office.

Every effort will be made to accommodate your request for booth location; however, all assignments are at the discretion of Marin County Fair Management.

Please note: The Marin County Fair does not grant exclusivity for products, services or exhibits. As fair time approaches and as booth spaces become limited, vendors with similar or same products may, by necessity, be placed in close proximity.

This application is neither an offer nor guarantee of space.

What must be included for a complete application:

- Application form filled out completely and signed in the appropriate areas.
- Cashier's Check, Money Order, Visa or MasterCard for payment of the \$250 deposit. This deposit is refundable only if your application is not accepted. (After May 1, full booth fee is required. Deposits are no longer accepted.) **No personal checks or business checks will be accepted at any time for any payment.**
- A required product list and / or catalog.
- California Seller's permit number.
- A photo or diagram of your booth (new vendors only).

Failure to include any of the above will result in the application being sent back to you.

Get your application in early to ensure a response from the fair to participate and to obtain the best locations.



**WE LOOK FORWARD TO YOUR PARTICIPATION
IN THE 2018 MARIN COUNTY FAIR.**

2018 MARIN COUNTY FAIR

Saturday, June 30 through Wednesday, July 4

GLOBAL MARKETPLACE APPLICATION

DEADLINE FOR RETURNING VENDORS
MARCH 1 - For special consideration on booth space.

DEADLINE FOR ALL OTHER APPLICANTS
JUNE 1 - To avoid late fee.

CONTACT INFORMATION

Please type or print clearly in ink.

Contract Signing Authority _____

On Site Contact Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Business Phone (____) _____ Fax (____) _____

Cellular Phone (____) _____ On Site Phone (____) _____

Email Address _____ Residence Phone (____) _____

CA Seller's Permit # _____

(OR)

Contractor's License # _____ How long in business _____

Have you ever participated in the Marin County Fair? Yes No

If yes, what year(s)? _____ Space Locations(s) _____

TRADITIONAL PRODUCTS AND SERVICES

Complete list of products and services to be sold or demonstrated (attach a separate sheet, if necessary). No additional items may be sold or demonstrated.



USE OF PRIZE DRAWINGS, FOOD SAMPLES AND MICROPHONES

Drawings may not be held, microphones or other sound producing items may not be used or food samples distributed without prior approval. If you wish to hold drawings or use a microphone or other sound producing devices, or distribute food samples, check the appropriate box below:

- Prize Drawing Microphone Other Sound Producing Device Food Samples

What will be given away for the drawing? _____

When will the drawing be taking place? _____

What other sound producing device will be used? _____

What kind of food samples will be given away? _____
(Paper or compostable products required for food sample service.)

(Prior approval is required. Health permit will also be required. Contact information for Marin County Environmental Services may be found in the *Global Marketplace Handbook*.)

REFERENCES

List two (2) recent events at which you exhibited:

Event #1 _____

Contact person _____ Phone (____) _____

Event #2 _____

Contact person _____ Phone (____) _____

WORKERS' COMPENSATION REQUIREMENTS

Each vendor who has employees (on payroll vs contracted) working at the Fair must provide a copy of Workers' Compensation Insurance. Please check below, if no employees or yes employees will be working at the Fair.

- No employees will be working in my exhibit space at the Marin County Fair.**
 Yes, employees will be working in my exhibit space at the Marin County Fair.

EXHIBIT SPACE PRICE LIST

Main Street * (spaces 20-23)	10' x 20'	\$1,650
Plaza View	10' x 20'	\$1,820
A Street - F Street & G Tent	10' x 10' in line	\$ 790
	10' x 10' corner aisle end cap	\$ 920
	10' x 20'	\$1,820

**All prices
include
insurance**

With the exception of booth space on Main Street, spaces that are marked as 10' x 20' or 20' x 20' must be purchased as such.

* For Main Street, please call Marion Boyd if you need depth greater than 10 feet.

10' x 10' spaces may be combined to make larger spaces, if required.

- 10' x 10'** **10' x 20'** **Other** _____

1st Location Choice - Booth Number(s) _____

2nd Location Choice - Booth Number(s) _____

3rd Location Choice - Booth Number (s) _____

No decoration or signage is allowed on top of canopies. Vertical dimensions of the master tent and canopies can be found in the *Global Marketplace Handbook*.

REQUIREMENTS

- 4 amps 120 volts Service - Free 20 amps 120 volts Service - \$85
 30 amps 208 volts/single phase - \$160 50 amps 208 volts/single phase - \$250

Note: 20 amps and over – not available in all locations.

OVERNIGHT PARKING

The Marin County Fair has limited space for overnight parking for recreational vehicles, campers and storage trailers. Space is provided on a "first come, first served" basis. RV's and campers must be fully self-contained as there is no water, electrical or sewage hook-ups. The *Global Marketplace Handbook* contains information regarding nearby Recreational Vehicle Parks.

- Please reserve space for overnight parking for the 5-day fair - \$150 fee.

Number of vehicle(s) _____

Length of vehicle(s) _____

License # of vehicle(s) _____

PASSES

Each Vendor will be issued a number of daily passes according to the number of workers. Passes will not exceed twenty-five (25) daily Admission Passes and (1) 5-day Admission/Vehicle Parking Pass per Vendor. A list of your worker's names will be required at check-in. Please list the number of workers in the booth per day _____.

OPTIONS

No personal or business checks will be accepted for any payment, at any time. Your application will not be considered without the \$250 deposit (prior to May 1, 2018) or full booth fee (after May 1, 2018) made by cashier's check, money order, VISA or MasterCard.

Enclosed:

- Non-refundable Deposit - \$250 Full Booth Fee Additional Utilities

- Overnight Parking **Late-handling Fee after June 1, 2018 - \$25**

Please check one of the following methods of payment:

- Cashier's Check or Money Order Visa MasterCard

Card Number _____ Security Code _____

Expiration Date _____ Name on Card _____

Billing address of credit card _____

Street or P.O. Box

City

State

Zip Code

CERTIFICATE OF APPLICANT

By checking this box I hereby certify that I have read and understand the application instructions and information contained in the *Global Marketplace Handbook* and that the information in this application is true and accurate to the best of my knowledge. I understand that this form is an application for space only and is neither a commitment by the applicant nor an offer by the Marin County Fair to rent space. I understand that the location(s) I have requested will be considered but are not guaranteed. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature _____ Date _____

Person Signing Contracts

Print Name _____ Title _____

Return completed application and fees to:

**Marion Boyd
Deputy Director
Marin County Fair
10 Avenue of the Flags
San Rafael, CA 94903**

**Phone: 415.473.6397
Fax: 415.473.3700
Email: mboyd@marincounty.org**