

## COMMERCIAL VENDOR RULES AND INFORMATION

1. **SPACE:** The fair reserves the right to allocate available space, to select vendors, and to limit the number of similar products in a manner which the management deems is most beneficial to all concerned and to the successful operation of the fair. First choice of space and/or location will be given to satisfactory vendors from past Siskiyou Golden Fairs. Space may be assigned in accordance with utility requirements. NO SPACE will be reserved unless the contract has been signed and returned to the fair office.
2. **CONTRACT FILE AND PAYMENT:** Your contract file must be complete prior to receiving your vendor packet or setting up: a signed contract including items for display or sale, insurance, sellers permit information (if applicable), health permit (if applicable), and full payment. The completed and signed contract with minimum payment is due to the fair office by the deadline stated. Visa and MasterCard are accepted at the fair office. A current seller's permit needs to be on file if you are selling items at the fair; please contact the California Department of Tax and Fee Administration for information regarding a temporary seller's permit. If your organization is exempt please provide the fair office with that information.
3. **ADDITIONAL FEES:** An additional fee of \$50.00 per vendor will be assessed if more than one 110-volt 20 amps of electrical outlet is being used or it is noted that a vendor has excess garbage.
4. **SET UP/TEAR DOWN:** Vendors may start setting up the Monday prior to fair. Set up hours on Monday will be from 8:00 AM to 5:00 PM and on Tuesday from 8:00 AM to 8:00 PM. Vendors must be checked into the fair office no later than noon on Wednesday, opening day of the fair, or fair management has the right to resell the space or adjust other vendors for the success of the fair. All booths MUST be set up by 3:00 PM on Wednesday (opening day of fair). Your booth must be properly staffed at all times during the fair's operating hours. Remember, you will need to schedule breaks throughout the day and need help to staff your booth while you are away. All booths must be open at 10:00 AM on Thursday, Friday, Saturday and Sunday. Booths inside will close at 10:00 PM and outside booths may close at 11:00 PM each day, except for Sunday when the fair officially closes at 8:00 PM. Booths cannot be broke down or removed until after 8:00 PM on Sunday (closing day of the fair) and must be completely removed within two days after the close of fair.

Vehicles will be allowed on the grounds until 2:00 PM on Wednesday and from 8:00 AM to 9:30 AM Thursday through Sunday. Below is the schedule for booth spaces:

<b>Commercial Building Spaces</b>	3:00 PM to 10:00 PM	Wednesday
	10:00 AM to 10:00 PM	Thursday, Friday & Saturday
	10:00 AM to 8:00 PM	Sunday
<b>Outside Spaces</b>	3:00 PM to 11:00 PM	Wednesday
	10:00 AM to 11:00 PM	Thursday, Friday & Saturday
	10:00 AM to 8:00 PM	Sunday

***Buildings will open an hour before the scheduled public time for vendors only to stock and prepare for the day.  
Booths are to be set up and staffed at all times that the buildings are open.***

## 5. **BOOTH FACILITIES, RESTRICTIONS AND REGULATIONS:**

- a. The Fair will provide the following items for all booths at no additional charge:
  - i. Most inside booths will have 8-foot-high curtain backs and 3-foot-high side curtains. Side curtains may be removed on corner booths if so desired. Please see #5b for further details on view obstruction.
  - ii. One 110-volt electrical outlet.
  - iii. Night watchman from Monday to Sunday.
  - iv. Janitorial services for all sides and areas used by public.
  - v. Outside booths will have one 110-volt electrical outlet. All construction and maintenance of outdoor booths must be supplied by the exhibitor.
  - vi. Outside booths must not have any displays higher than 8 feet in height without Fair Management approval.
- b. No exhibit may be so high along the sides or front as to interfere with fair patrons view of other exhibits from any pedestrian area of the building. The first five feet of the side dividers nearest the aisle, or the booth fronts, must not exceed four feet in height unless approved in advance by Fair Management. Display or exhibits cannot block any exits.
- c. Booth back height is restricted to 8 feet except for those against an outside wall. No exhibit may protrude into any aisle and exhibitors are to remain within the confines of their booth and are not to work in public aisles.
- d. Booth drapes and decorations must be flameproof and are subject to inspection by the State Fire Marshall. Only pins and tape may be used to affix any decoration, or display materials, to the drapes provided by the fair. No tape is to be affixed to the metal posts/pipe that holds the booth drapes.
- e. All sound devices are subject to the approval and regulation of Fair Management and are not to be any louder than normal voice level.
- f. Distribution of any novelties must be reported to Fair Management and be made a part of a signed contract prior to any such action. Some items are prohibited from being sold on the fairgrounds. Those items include, but are not limited to laser pointers, knives, cap guns, silly string and pop caps. Fair Management reserves the right to exclude (and remove if necessary) sale of any items to be unsafe, a nuisance or offensive.
- g. Demonstration and pitch presentations are subject to the approval of the Fair Management.
- h. No food or drink samples (**including candy**) can be distributed from booths without prior permission from Fair Management and the Siskiyou County Environmental Health Department. The item must be listed on the contract under Items for Sale And/Or Display. Upon permission, all health requirements must be met. If you have any questions regarding the health requirements, please contact the Siskiyou County Public Health Department at 530-841-2100.
- i. Vendor space cannot be sublet without approval from Fair Management.
- j. People working in the stands are required to be clean and properly attired, including shirts and shoes at all times.
- k. Exhibitors are fully responsible for installation, maintenance and disassembly of their exhibit. No fairgrounds personnel, materials, tools, equipment, fixtures, etc. may be used. **No forklifts or vehicles are allowed in the buildings without fair permission.**
- l. Vendors must, at all times, keep their space properly cleaned and free of debris. Rubbish may be swept into aisles only after closing hours.
- m. Each vendor shall be fully responsible and liable for any pilferage or theft.
- n. All helium or compressed gas tanks must be secured to a stationary object or wall.

- o. As per the Office of State Fire Marshall, no display or exhibit shall be installed or operated that will interfere in any way with access to any exit or with the visibility of any exit sign. No display shall block access to firefighting equipment, such as fire extinguisher stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment. ***See Fire & Safety Regulations for further explanation.***
  - p. No pets are allowed on the grounds.
6. **VENDOR PACKETS (ADMISSION AND PARKING):** Two weeks prior to opening day of fair, packets will be available at the front office to be picked up (they will not be mailed). Your contract file must be complete before the packet will be released: signed contract, insurance, sellers permit, payment, etc. Each vendor will receive ten (10) gate admission passes per 10'x10' space that has been purchased. Any extra admission will be at the regular price. Each vendor will be given two (2) Exhibitor Parking Passes. These pass types let you park in the Exhibitor Parking Lot. At 9:30 AM no vehicle will be allowed to remain inside the gate so it must be removed to the parking area or towed at the owner's expense. Vehicles are not to park on the lawn east of Building #2/Commercial Building. Maps and instructions will be included in your packet. It is the responsibility of the vendor to pick up, distribute, and maintain passes. There will be no "free" admission or tickets held at the front office.
7. **STOCK TRUCK/STORAGE UNITS/RV FACILITIES:** There is a fee for these spaces for the duration of the fair. Spaces with 110/220V outlets are available for stock trucks that require electrical hookups. RV spaces will be allocated on a first-come basis. These spaces are for RV's only (not automobiles). Most RV spaces are not to exceed 30' in length due to fire lane restrictions; we do have a few spaces that will accommodate an RV 35' in length. All spaces include water and one 30-amp electrical plug. There is a dump station on site. Space is limited for each of these parking types so to ensure a space please include the payment with your signed contract or contact us with a Visa or MasterCard.
8. **RECYCLING:** The Siskiyou Golden Fair encourages all vendors to use energy efficient lighting and displays. All cardboard must be broken down and set outside of the north door of the Commercial Building each night for inside vendors. Outside vendors need to set the broken-down cardboard next to your booth each night. ***PLEASE*** do not throw cardboard in the dumpsters. You will be subject to a fine if this rule is violated.
9. **CANCELLATION POLICY:** If a vendor cancels more than 30 days prior to fair opening, a refund will be issued if the space can be filled. If it is less than 30 days, there will be no refund issued. All refund requests need to be submitted in writing to the fair office either by mail, fax, email or hand delivered.
10. **RULES & INFORMATION:** *By initially I/this organization or business agrees that the rules and information listed on this exhibit have been reviewed and will be adhered to.* \_\_\_\_\_