



Dear Applicant,

Thank you for your interest in partnering with us at the El Dorado County Fair. Our upcoming Fair dates are June 12 – 15, 2025. In this packet, you will find the application along with guidelines for participating. Spaces will remain available till they are sold out. Each vendor space will be assigned by the Vendor Coordinator. The Fair does not offer exclusivity (sponsorships will have exceptions). However, the Fair coordinator will limit “like” businesses inside and outside the building. Applications will be reviewed in the order received. If your business type has already been filled, I can put you on a waitlist upon request in case of a cancellation.

Applications that are received without a 50% payment will not be processed. NO EXCEPTIONS.

Please direct questions to the Fair office (530) 621-5860 or email the Vendor Coordinator amanda@eldoradocountyfair.org. We Look forward to working with you and making the 2025 EL Dorado County Fair a success!

How to Become a Commercial Vendor

1. Complete the appropriate application. List all items you wish to sell or services you offer, at the Fair.
2. Include a check or money order, or complete the credit card authorization form for 50% of the booth fee. Your payment will not be processed until the vendor coordinator approves the application.
3. Attach a copy of your California resale permit and photos of your recent booth set up.
5. Submit to the Vendor Coordinator via email, mail or in person at the Fair office.
6. The Vendor Coordinator will assign you a booth, submit it to the CEO for signature, and return a contract to you with an invoice for the remaining balance due within 60 days or by May 9, 2025, whichever comes first, and request for your certificate of insurance.
7. If all necessary documents and payments are submitted, your vendor packet will be ready to pick up at the Armory Rd. Gate on Tuesday, June 10th at 8:30 am.

*Exhibitors in good standing from the previous year are invited to return.
You have until January 31, 2025, to claim your space.
Beginning February 1, 2025, spaces not reserved are available to new vendors*

El Dorado County Fair June 12 – 15, 2025

Commercial Vendor Application / Contract

Phone: (530) 621-5860 Address: 100 Placerville Dr. Placerville, CA 95667 Contract # _____
 Email: amanda@eldoradocountyfair.org New Vendor Returning Vendor Location: _____

The undersigned vendor submits this application/contract for approval to occupy commercial space during the El Dorado County Fair. You acknowledge and agree to be bound by all rules and regulations set forth in this application/contract, Vendor Guidelines Packet, and any other subsequent Exhibits or as may be amended. Please note: 50% of the space fee must be submitted with this application/contract to reserve space. Balance is due within 60 days of submission of approval or May 9, 2025, whichever comes first.

Company/Organization: _____ Owner/Operator: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Business Phone: _____ Cell Phone: _____

Email: _____ CA Sellers Permit # _____

(Attach a copy of the permit)

List all items you are applying to sell, or services offered. If a contract is issued it will be based off this list only. **You may be asked to remove items that are not listed here during the Fair.** If you have a change to the product or service, please notify the Fair Coordinator via email. Attach a separate sheet if necessary.

Space Size Requested: _____		Same space requested as last year: _____	
_____ Indoor	Commercial Building (10'x10' space increments)		
_____ Outdoor	Breezeway 1 (under the shade cloth, 9'x10' or 19'x10' only)		
_____ Outdoor	Breezeway 2 (10'x10' or 20'x10' spaces, must provide own canopy)		
_____ Outdoor	Food Court 9'x10 or 19'x10' only		
_____ Outdoor	Check one _____ Plaza	_____ Marshall Lot	_____ Other
_____ Corner	Additional \$50 granted upon availability.		
Electrical Power Needs: One plug is included for indoor space only. Specify needs: _____ 20 or 50 amp.			
Provide own Insurance: _____ CFSA Master # _____ Purchase through Fair \$125 _____			
Stock Truck: _____ \$50 for the duration of the Fair Power Needed (\$25 add) _____ Truck Size: _____ <i>NO camping in stock trucks. All stock trucks will be parked together near the score board and track. NO EXCEPTIONS! Space limited.</i>			
RV Parking: Water/30amps only \$50 per night. No arrivals after 9:00 pm unless pre-arranged with Fair staff.			
Type of RV: _____ Length: _____ Arrival: _____ Departure: _____ <i>One tow vehicle allowed per site; you must park in front of the rig. Spaces are preassigned by size and arrival date. Spaces are limited. PLEASE NOTE: 1 30 amp and water hook up is available per site. You must supply your own 12 gauge, 3 wire power cord and water hose. Water splitters may be necessary. The EDC Fair Association is not responsible for any damage to your RV. There is a dump station that can be used upon departure. You may contact Wilkinson Portables (530) 622-6169 to set up an account for daily pumps if needed.</i>			

I have read and understand all information given with this application/contract including the vendor guidelines, commercial space requirements and fees. Once the completed application / contract has been signed by the parties, full payment will be expected. I certify that all information contained in this application is true and accurate to the best of my knowledge.

El Dorado County Fair Association Company Name: _____

Kathy Dunkak, Chief Executive Officer			Signature			
Date _____	\$ _____	Receipt # _____	Booth _____	Ins. _____	RV _____	Elec _____
Date _____	\$ _____	Receipt # _____	Booth _____	Ins. _____	RV _____	Elec _____
Date _____	\$ _____	Receipt # _____	Booth _____	Ins. _____	RV _____	Elec _____



**El Dorado County Fair
& Event Center**
a 501 c 3 nonprofit

100 Placerville Dr. Placerville

Credit Card Authorization Form

Name: _____	To: <u>El Dorado County Fair Association</u>
Company: _____	Date: _____
Phone: _____	Phone: <u>(530) 621-5860</u>

To authorize the billing of charges to your credit card, please provide the following:

Credit Card # _____ CID# on back _____

Expiration Date: _____ Amount: _____ Card Type: MC / Visa / AE

Purpose (Circle one): Deposit / Balance Due / Insurance / Electric / RV / Guarantee

Name of Cardholder: _____

Cardholder's Address: _____

My signature hereby authorizes the El Dorado County Fair Association to charge the amount, based on the above information, to the credit card listed above.

Cardholder's Signature: _____

Cardholder's Phone Number: _____

Cardholder's Email for receipt: _____

Date Received: _____

Date Processed: _____

Processed By: _____

*Note:
This sheet will
be shredded
post Fair.*

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Commercial Vendor Information

Fair Dates: June 12 – 15, 2025

El Dorado County Fair

100 Placerville Dr. Placerville, CA 95667

(530) 621-5860

eldoradocountyfair.org

Vendor Coordinator:

Amanda Koch

amanda@eldoradocountyfair.org

Fair CEO:

Kathy Dunkak

kathy@eldoradocountyfair.org

Normal Business Hours:

Monday – Friday 9:00 am – 4:00 pm

Fair Time Office Hours:

Thursday – Sunday 9:00 am – 8:00 pm

Monday, June 16th 11:00 am – 4:00 pm

Commercial Exhibit Prices

	Cash/	Credit
	Check	Card
Indoor 10x10 EDC Bus.	\$550	\$575
Indoor 10x10 Out of County	\$575	\$600
Outdoor 10x10/10x9 EDC Bus.	\$400	\$425
Outdoor 10x10/10x9 Out of County	\$425	\$450
Outdoor 19x10 (see application)	\$750	\$775

Outdoor spaces consist of the Plaza, Breezeway, Food Court, Avenue and Livestock.

Add \$50 for corner spaces, based on availability.

All spaces are designated by Fair management and located throughout the fairgrounds. Bulk spaces are not supplied with drapes, carpeting or shading. Rate applies to NO LESS than 300 Sq Ft. at 3.00 sq ft and 3.25 sq ft.

Electrical Fees – By request only, not guaranteed.

20 amp – 120 volts \$55

50 amp – 208 Volts \$215

Not all spaces are equipped with electrical.

Securing your space involves submitting a complete application with a 50% deposit. No exceptions!

Fair Hours

Gates open to the public

Thursday, June 12 th	Noon – Midnight
Friday, June 13 th	Noon – Midnight
Saturday, June 14 th	10:00 am – Midnight
Sunday, June 15 th	Noon – 10:00 pm

Buildings close at 10:00 pm daily

**All vehicles MUST be off grounds each day
1 hour prior to the opening of Fair.**

Vendor Set – up

Monday	Prior approval only
Tuesday	8:30 am – 6:00 pm
Wednesday	8:00 am – 9:00 pm
Thursday	8:00 am – 10:00 am

Tear Down

Sunday	Approx. 11:00 pm – Midnight
Monday	8:00 am – 4:00 pm

PAYMENT OF FEES ... A deposit of at least 50% of the total booth fee is required with the application. The balance is due within 60 days of the application submittal, or May 9, 2025, whichever comes first.

CONTRACT ... Will be issued upon the Fair's receipt of all necessary documents and payments.

A Late penalty of 5% of the full contract amount will be assessed to exhibitors who do not submit all fees by the specified due date.

Exhibitors in good standing from the previous year are invited to return and have until January 31, 2025, to claim their space.

After the first of February, all spaces not reserved are available to new vendors.

Commercial Vendor Guidelines

Booth Fees: 50% of the booth fee is due with the return of the signed application and the balance is due within 60 days or by May 9, 2025, whichever comes first. If you pay with a check and it does not clear you will be charged \$35, and the full payment is due immediately or the contract will be void. All applications that are not complete are subject to cancellation when the Fair management deem it necessary.

Cancellation/Refund Policy: You must give written notice 30 days prior to the opening day of the Fair to be considered for a refund. Any cancellations within 30 days will not receive a refund. No carryover cancellations to next year granted.

Vendor Admission, Parking Credentials and Will Call: Each vendor will receive 16 daily passes and 1 parking pass per business. Admission credentials may be used at any admission gate. If additional admission passes are needed, you may purchase them in the Fair office anytime during open hours for \$7 each. You can put passes at the Armory Rd. gate, Placerville Dr. gate or Vendor gate in an envelope for your employees. Make sure to put a name on the envelope. Be sure your staff is given the correct number of tickets or be prepared to pay full price at the gate. There is a FREE shuttle to the Fair offered to all patrons beginning 30 min before the gates open and running 30 mins after we close. The shuttle locations will be posted on our website eldoradocountyfair.org. Parking permits are valid in the Vendor Parking lot only and once that fills up vendors must use public parking. No additional parking credentials are available.



Daily Admission Ticket Prices:

	Pre-Sale	During Fair
Adult (13 & over)	\$10.00	\$13.00
Children (7-12)	\$8.00	\$11.00
Seniors (60 & over)	\$8.00	\$11.00
Children (6 & under)	FREE	FREE

Presale passes and tickets are available by visiting our website at eldoradccountyfair.org.

Vendor Set Up: Credentials will be available at Armory Rd. Gate beginning Tuesday, June 10th at 8:30 am. If parking on grounds you will be given a parking pass that must be filled out and placed on your dashboard and visible. The permit must include a phone number that we can reach you while on grounds in the case we need you to move immediately. If your packet is not at the gate this means you owe us either payment or paperwork and will need to go to the office prior to setting up. The set up is the responsibility of the licensee. No part of your display may interfere with your neighbor. Tools, Ladders, Extension Cords, etc. are not available from the Fairgrounds. There is a Home Depot a couple miles down the road. **Fair staff will not provide transportation to and from the vendor gate. Please make sure you have the appropriate equipment needed such as a dolly or wagon for your product. If you have any questions about your location, please contact Fair Management prior to setting up!**

Vendor Gate: Beginning Thursday, June 12th, vendors should utilize the “vendor gate” to walk on the grounds. Vendor Gate is located between the entrance to the Grandstands and Skate Park in the first parking tier. Please have your credentials ready for the staff at the gate. All those entering the Fair will be wanded and bags/ice chests will also be searched. Vendors are allowed to bring food, sealed drinks, however NO ALCOHOL. No person may enter the grounds with a weapon of any kind including a CCW.

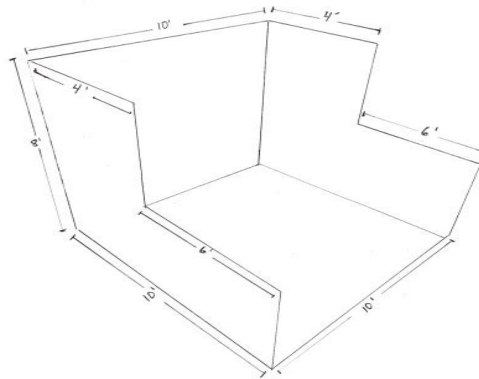
Outside Vendor Food and Drink Policy: Vendors and employees will be allowed to bring in a small ice chest, food items and commercially sealed plastic or canned drinks. **NO ALCOHOL ALLOWED!** As a courtesy to your patrons who are not allowed to do this, we ask that you bring your coolers prior to the Fair opening. There will be a separate Vendor Gate entrance (next to the skate park in parking tier 1) for vendors to bring in cooler refills if needed. **NO GLASS CONTAINERS ARE ALLOWED ON THE GROUNDS.**



Smoking and Alcohol: Smoking/Vaping is prohibited in all licensee’s booths, Grandstands, Carnival Areas, Kids Corral, Livestock Areas, Concession Row, in the building or 20’ of any building at any time. Smoking is allowed in the following areas only: behind the Grandstands, Beer Tree, Main Lawn except under the shade cloth and “smoking” tent behind the carnival along Wine Garden Road. **ABSOLUTLY NO SMOKING/VAPING OR ALCOHOLIC BEVERAGES IN A VENDOR BOOTH!**

Booth Vendor Access During Fair: All vendors must be off ground by 12:30 am Thursday – Saturday. Armory Gate will open each morning at 8:00 am as well as the Commercial Building. Vendors may remain in the Commercial Building to close till 10:30 pm each evening, no exceptions. Guest services and Fair staff will lock the building at 10:30 pm promptly. Vehicles will be allowed on the grounds during the following times only: Thursday 8:00 am – 10:00 am, Friday 8:00 am – 11:00 am, Saturday 8:00 am - 9:00 am and Sunday 8:00 am - 11:00 am. The Forni kitchen will be open in case you need hot water for your services till 10:00 pm during the Fair days only.

Booth Appearance/Decorations: The licensee is responsible for the maintenance and attractive condition of the assigned space. Your space must be cleaned and in an attractive condition PRIOR to the opening of the Fair each day. All storage supplies and boxes must be skirted or screened, kept away from the public view. All material must be flameproof with final approval resting with the Fire Marshall. Booth height may not exceed 8 feet in the center of the room and 8 feet if on hard wall and 4 feet on the sides. Indoor spaces include a 3-foot pipe and draped side walls. Vendors not against a solid wall have a pipe and drape back wall of 8 feet. No exhibit or display may be as high along the front or sides of the booth as to hide the adjoining or neighboring exhibits from the view of visitors passing along. This includes all signs, display materials and products. Your booth must not exceed the size for which you have contracted. All vendors must work within the confines of the assigned space. No hawking in aisles or outside of your booth is allowed.



All spaces are furnished by the Exhibitor including tables, chairs Fire Marshal approved shade covering and extension cords. All aisle space belongs to the Fair Association and all activities by the exhibitor must be confined to their allotted area and may not be carried elsewhere on the Fairgrounds. The following will not be allowed: Solicitation above the ordinary speaking one of voice, gifts or souvenirs upon which noise can be made (sold or given away). Sound producing devices may be installed with Fair approval only. Outside vendors must be spotted prior to setting up. All reasonable care must be exercised in the interest of public safety, and compliance with safety requirements must be maintained. All fire regulations as prescribed by the State Fire Marshal, local authorities, and Management must be strictly observed. Anyone exhibiting a pool or spa that contains water **MUST COVER** the pool or spa when leaving at night and must have

at least a rope and always stand barrier around these items. The Exhibitor is entirely responsible for allotted space, reasonable wear and tear excepted. **PAINTERS TAPE ONLY ALLOWED ON FLOORS** (no duct tape).

Banners and Signage: Any banners that are used and hung by the Fair Facilities staff must be picked up by the last business day of June. The El Dorado County Fair is not responsible for your banner. All booth signage (price signs, etc.) must be of a professional nature. No handwritten signs will be allowed.

Unauthorized use of additional space: Will result in the termination of the contract and the Vendor will be billed at the prevailing rate wage. In addition, the licensee may not be invited to return. All vendors must work within the confines of the space provided.

Staffing your booth and appearance of personnel: YOUR BOOTH MUST BE PROPERLY STAFFED AT ALL TIMES DURING FAIR OPERATING HOURS. **YOUR BOOTH SHOULD NEVER BE LEFT UNATTENDED!**

The licensee shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees shall be neatly dressed, orderly, and polite in their conduct and speech at all times. Models dressed inappropriately (i.e. bathing suits of any kind, etc.) are prohibited. **Intoxication, use or possession of any controlled substance, or impolite, discourteous, or obscene speech or conduct toward, or within hearing range of the public, shall be sufficient grounds for termination of this contract** at the sole discretion of Fair Management.



Subleasing/Booth Sharing: Licensees may share or sublease a portion of their booth upon written approval by the Vendor Coordinator only.

Parking: Parking is at a premium on the grounds during the fair. Licensees are responsible for advising their employees of all parking regulations. **THE FAIR STAFF WILL NOT BE ABLE TO PROVIDE TRANSPORTATION TO OR FROM THE PARKING LOT. PLEASE BE PREPARED!**

- * Vehicles will not be permitted within the enclosure of the Fair at any time fair management deems necessary. See section “**ADMISSION & PARKING CREDENTIAL INFORMATION**” for details.
- * **Licensees are expressly prohibited from selling, duplicating, or reissuing parking credentials.** Violators will be removed from the fairgrounds and will be unable to operate at future fairs. Sleeping in vehicles with parking passes is strictly forbidden. The Fair is not responsible for fire, theft, damage to, or loss of vehicles; or articles left therein, on the premises. Any person parking in nondesignated areas does so at their own risk and is subject to towing and storage fees. **Vehicles without a valid parking pass are subject to towing, this includes RVs & Stock Trucks.**



Towing Policy: Towing cars is necessary when violators park in No Parking Zones. **In the event your vehicle has been towed, please contact one of the Gate personnel and ask them to contact the Fair Office,** from whom you will receive instructions on recovering your vehicle. Be prepared to pay towing charges! Do not go to **the Fair Office, as we will be unable to help you.**

Water Use During Setup: Use high-pressure steam cleaning or a mop and bucket to clean your stands during setup and for the duration of the fair. Washing floor mats and slats in the street after closing is prohibited! **Water run-off is a waste of water and prevents a smooth setup for other exhibitors.**

Microwave Notice: If a microwave is in use, vendors must post a notice visible to the public to that effect.

Product Sales/ Restrictions: Only those products listed on the contract may be sold or displayed. If a request to sell certain items on the application is not reflected on the contract, and those items were not approved for sale, you may be asked to remove them. No *substitutions* can be made without the prior written approval of management. This reservation covers persons, things, conduct, printed matter, advertising, souvenirs and emblems, and all else that affect the Fair. Misrepresentation of product or business on the application will result in the cancellation of the contract.

Please check your returned contract copy as the items listed may have been disallowed by Fair Management.



Prohibited Items: The following may not be sold, displayed, or given away on the fairgrounds: Items determined offensive by Fair Management, in its sole discretion, will be ordered removed.

*Items reviewing to alcohol abuse, illegal drug use, violence, pornography, gangs, hatred and or discrimination are suggestive in nature. No law enforcement, FBI or security shirts are to be sold.

*Stun guns, switchblades, brass knuckles, guns of any sort, knives, pyrotechnical equipment and martial arts weapons. If you are unsure about an item please ask the Fair management for approval. A fine per violation will apply to any distribution of flyers outside your booth. You may not place any sort of advertisement on vehicles windshields in the parking lot. Fair Management reserves the right to determine whether an item is considered offensive or in poor taste and to prohibit the sale/display of such an item. Failure to comply will result in immediate termination of the contract.

Copyrighted/Licensed Merchandise: Any Licensee that is selling copyrighted or licensed merchandise must provide documentation upon request that supports their right to sell these items.

Stock Trucks: Parking is limited and available on a first come first server basis for \$50 and an additional \$25 for electricity. All trucks must have prior approval and will be spotted near the scoreboard and track. Any stock truck with approval will be towed at the owner's expense. **NO SLEEPING IN STOCK TRUCKS ALLOWED!**

Seller's Permit: Any license who will be selling or taking orders must obtain a California State Seller's permit number and submit a certificate with your application. Any information regarding sellers permits and applications for the same is available through the Calif Dept of Tax and Fee Administration. For further information, contact the Ca Dept of Tax & Fee Administration at 800-400-7115. **Vendors without a valid seller's permit during the fair may be closed down.**

Business License and Permits: All licenses will be required to comply with all applicable licenses and permits.

Employee Discounts: Licensees are not expected to offer, nor are they obligated to extend, discounted merchandise or food to employees or officers of the Fair. You are encouraged to **notify the Fair Office if approached or solicited by any employee asking for free or discounted merchandise/food.**

Golf Carts and Scooters: All golf carts are prohibited on fairgrounds during Fair hours. Such vehicles are considered a safety hazard and Fair management shall have sole discretion to determine their use and limits on the grounds. **You may use golf carts during set up areas only.** Scooters are allowed on grounds for handicap personal only. Skateboards or roller skates/blades are prohibited on the fairgrounds at all times.

Sponsored by First 5 of El Dorado: For use by families, moms, and dads. Baby Corner has room to change baby's diapers, a quiet place for nursing moms, running water, a microwave, toys, and books for the toddlers.

Insurance – General Liability: A Certificate of Insurance for general liability is mandatory for all vendors and must be submitted to the Fair Office prior to set up. **All vendors are required to provide \$1,000,000 public liability insurance namng the State of California, County of El Dorado, El Dorado County Fair and Event Center, their agents, servants and employees as additionally insured.** Insurance must include setup days, fair dates, and teardown date. Licensee shall defend, indemnify, and hold the Association, the County, the State, and each of them harmless against and from any and all claims, suits, losses, damages, and liability for damages of every name, kind, and description, including attorney’s fees and costs incurred, brought for, or on account of, injuries, death of any person, including but not limited to workers, Association or employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with Licensee’s activities or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the State, the Association, Licensee, subcontractor(s) and employee(s) of any of these, except for the active negligence of the County, the State, the Association, or each of them, or officers and employees of either, or as expressly prohibited by statute. This duty of the Licensee to indemnify and save the County, the State, the Association, and each of them harmless includes the duties to defend set forth in California Civil Code section 2778. CFSA Master List – if you have coverage through CFSA and are on their Master List, please provide your number to the fair office. Insurance coverage may be purchased through the Fair. The current rate is \$125.00 (Price subject to change). This should be submitted no less than 20 days prior to opening day.

Insurance – Workers Comp: California State Law Requires: All employers must carry Worker’s Compensation Insurance whether they have full-time, part-time, or temporary employees. The policy must be current, valid and in force under the name of your legal.



Raffles/Free Drawings: **Raffles are not allowed** to be conducted during the fair. Free drawings may be conducted within booth space and winners **must be drawn by the closing day of the fair.** Copies of entry forms and names of all winners must be supplied to fair management.

Giveaways: Exhibitors may not give away advertising novelties that compete with concessionaires’ merchandise, who have paid for the privilege of selling these items. **List intended giveaways on your application, as prior management approval is necessary for any giveaway. If the giveaway is to be a fair-approved food item or cups of water, a health permit will also be necessary.**

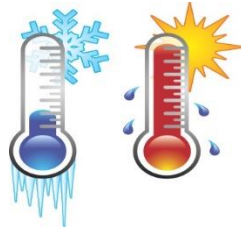
Shipments: C.O.D. shipments are never accepted. All prepaid shipments to licensees should be addressed as follows:

Licensee Business Name
El Dorado County Fair
100 Placerville Drive
Placerville, CA 95667

Fair management is not responsible for delivering these goods to you. If you are expecting a shipment please check with Fair Office. Fair management is not responsible for loss or damages to merchandise. Fairgrounds may or may not have forklifts available for unloading shipment, if not, shipment will be refused.

Forklifts: Forklifts with operators for unloading heavy material are available upon request through the Fair Office. Arrangements must be made in advance and for a specific time. The cost of **forklift assistance is \$85.00 per hour** or any portion thereof, and payment is the sole responsibility of the Licensee. Please note that the Fair **reserves the right of first priority** for use of the forklift. **The forklift will not be available in the Commercial Building after 4 pm Tuesday, June 10th.** The outdoor areas will be dependent on accessibility. Vendors using their own forklifts must be certified to operate on the grounds. Fair staff can revoke the use of forklifts for safety reasons. Waiver form to be filled out and can be picked up at the Fair Office or with a Facilities Staff member.

Inclement Weather: In the event of inclement weather, all booths (outdoor locations included) are expected to continue operating as per normal fair hours. Licensees are expected to make any necessary provisions for protecting stock from the sun, wind, inclement weather, flooding, etc. The Fair is not responsible for damage to booth merchandise.



Utilites: Each indoor space comes with 1 electrical plug per booth space. **The vendor must provide its own 3-prong, 12-gauge, extension cord.** If more power is required, it must be noted on the vendor application and paid for. All plumbing and electrical work required (other than the 110v electric outlets) **must be installed at the licensee's own expense under the supervision of fairgrounds management PRIOR to fair opening.** All such installations shall conform to regulations established by the applicable city, state, and local governmental authorities. Any hard wiring of electrical equipment will be at the discretion of fairground management. Requests for hook-ups must be made at the Fair Office. Licensees are responsible for the proper installation and operation of their equipment. **The fairgrounds will not be responsible for damage resulting from improperly wired or installed equipment. The Fair is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s) or other electric-powered equipment. LICENSEES LOCATED ALONG THE WALLS MUST NOT BLOCK ACCESS TO FIRE HOSES OR EXTINGUISHERS AND PHONE WIRINGS ON WALLS.**

Cleaning Your Booth / Trash: All packing cases, crates, and debris of any kind must be removed from exhibit space prior to the time of opening each day. Management will furnish necessary janitor service for all aisles and areas used by the public, but Exhibitors must, at their own expense, keep their exhibit space arranged and clean. All trash must be placed in receptacles provided by the fair or swept into aisles after closing. Rubbish must not be swept into aisles except immediately after closing. **All trash must be set out after the fair closes at night, do not leave this until the morning as daytime pick-ups will not be made. Boxes must be broken down and placed in the recycle bins. If you are caught throwing boxes away not broken down there will be a \$25 fine per occurrence. NO EXCEPTIONS!!!!** Refuse cans are outside the exhibit buildings for the licensee's convenience. **Please be sure that the cardboard goes in the appropriate containers.** When vacating your space, please be sure it is left clean and free of debris.

Water Truck: All outdoor vendors be aware that a water truck is used in order to dampen the streets and keep the dust down. Before leaving each night, please pick up any items that cannot get wet and place them on crates or tables.

Landscaping: No licensee shall cut, trim, damage, or place anything in any of the Fair's landscaping. **Dumping of wastewater or other liquids into landscaping or storm drains is prohibited.** Violators will be charged time and material for repairs.

Painting: No painting of floors, booth backgrounds, or space dividers will be permitted without written permission from Fair management.



First Aid: Medical personnel is on the grounds during all operating hours of the fair. *First Aid is located in the area behind the Tiki Bar, which is outside the Corker Building across from the Beer Tree Area.* Please direct persons seeking assistance to First Aid.

Sexual Harassment Policy: The El Dorado County Fair is committed to providing a work environment that is free from sexual harassment. **Sexual harassment refers to behavior that is not welcome, personally offensive and interferes with employees' effectiveness and work environment.**

Security/Theft Protection: The Fair will provide 24-hour general grounds and building security beginning Tuesday, June 10th thru Sunday, June 15th. **The licensee is responsible for any booth left unattended and during non-fair hours.** Fair management will not be responsible for lost, damaged, or stolen merchandise. Management will provide roving guest services and will exercise reasonable precautions for the protection of the Exhibitor's property, but shall assume no responsibility for loss or damage to the Exhibitor's property. Small or fragile articles or displays should be put away for safekeeping by the Exhibitor at the closing hour each night. **Exhibitors must be out of the Commercial Building within 30 mins of closing each night.** A guest services staff will be in the building until the building opens to the public, also at closing, 30 minutes past closing and during set up/tear down. Exhibitors who have valuable merchandise in their booths should be present at the building opening.



Secret Shopper Program: The Fair will have secret shoppers' present each day of the Fair. Our shoppers will be looking for the following but not limited to, cleanliness of the booth, quality of the food including the temperature, time it took to receive the food, receipt issuance, register ring ups, value for the price paid and interaction with the customer. The secret shoppers will report to the Fair staff. Each report will be evaluated, and any areas of concern will be addressed promptly. Concessionaires & commercial vendors may be removed from the Fair, at any time, if severe violations are reported and proven. Our shoppers will remain anonymous. The secret shoppers' program will make for a valuable tool not only for the Fair but the Concessionaire as well. We appreciate your commitment to our Fair and thank you for your partnership!

Possessory Interest Tax: This rental may create a possessory interest subject to property taxation and the licensee may be subject to the payment of property taxes levied on such interest

State, Federal and Local Laws: The exhibit shall be conducted and the privileges exercised in strict conformity with all applicable State and Federal laws, all local ordinances, and the rules governing the Fair, now existing.

Hate and Discrimination – Free: On February 8, 2005, the Mayor of Placerville, declared "that the City of Placerville opposes any acts of bigotry and prejudice against any individuals and declares itself a hate-free and discrimination-free city." In keeping with this declaration, the fairgrounds reserves the right to refuse any vendor that fairgrounds management deems is in opposition to the spirit of this declaration.

Americans with Disabilities Act: The Americans with disabilities act (ADA) makes it illegal to discriminate against anyone because of physical or mental impairment. It is the responsibility of each licensee and their employees to adhere to the requirements of the ADA. In simple terms, every effort should be made to allow guests with disabilities to participate in the purchase of food merchandise, receive services, ect. The following specific examples will be out of assistance in accomplishing compliance. All vendors at the El Dorado County Fair must make a special effort to serve guests with disabilities, for example: If someone in a wheelchair needs assistance in ordering, examining, or receiving a product, extra effort should be made to assist this person, even if it requires sending an employee outside the exhibit or concession to take their order, and show them the product, provide service, or deliver the product. Your staff should be prepared to read

your product price list and/or menu to a visually impaired guest. Any questions, comments, or complaints should be directed to the Fair Office. It is the position of the El Dorado County Fair that all guests are treated in an equal and courteous manner so that they may participate in the fun and enjoyment the fair offers while ensuring a safe and enjoyable experience for all.

Closing Night/Tear Down Procedures: The official closing of the 2025 El Dorado County Fair is June 15th at 10:00 pm. All vendors must remain open until this time – NO EXCEPTIONS! Any vendor who dismantles their booth early or closes down early any day of the Fair will be subject to a \$100 deposit to the following Fair if invited back. If you should close early again at the following Fair you will forfeit the deposit and no longer be able to return back! Guest services staff will monitor booths for early teardown and document such actions. **NO VEHICLES ON FAIRGROUNDS UNTIL GUEST SERVICES STAFF DEEMS IT SAFE.** Detailed instructions will be included in your vendor packets. Unless otherwise authorized, all exhibit material must be removed from the grounds **within two days** after the closing of the fair (Tuesday, June 17th by Noon). Failure to remove exhibit material(s) by this deadline may result in **moving/storage fees of not less than \$100.00 per day** and material(s) will be subject to disposal at the owner's expense, at the Fair's discretion. Fair management is not responsible for any merchandise or booth material(s) left on the grounds.

Health Department Permit

All licensees that handle food in the booth (including prepackaged items and sampling) must obtain a health permit from the County of El Dorado. The single event permit fee is \$171.00* for hazardous items and \$86.00* for packaged items. Forms can be found by visiting the Environmental Management Department's website at

[http://www.edcgov.us/Government/EMD/EnvironmentalHealth/Temporary_Food Facilities.aspx](http://www.edcgov.us/Government/EMD/EnvironmentalHealth/Temporary_Food_Facilities.aspx). Click the and open "Temporary Food Facility Permits". If you have an annual permit, you will still need to fill out and return the form along with your current permit to the Fair Office. Those with annual permits should not have to pay again but is at the discretion of the Health Department.

You must return the form along with payment to the El Dorado County Fair Office no later than May 1, 2025. Checks made payable to the "Environmental Management Department" is the respective amount. The Vendor coordinator will submit all permits on behalf of the vendor.

*Fees are not in our control and are subject to change.

All safety orders of the Division of Industrial Safety, Department of Industrial Relations, must be strictly observed. The Concessionaire will conduct the privileges granted in the Concession Agreement according to all rules and requirements of the State Department of Public Health and local health authorities, and without infringement upon the rights and privileges provided in the Concession Agreement, and that all exclusives granted the concessionaire shall not include the Carnival and the Carnival area.

Thank you for being a good Fair partner.

We appreciate you!



**El Dorado County Fair
& Event Center**
a 501 c 3 nonprofit