



MONTEREY COUNTY FAIR

2019 Fair Vendor Handbook (Addendum A)

**Monterey, California**

**Thursday, August 29, 2019 – Monday, September 2, 2019**

## Addendum A

Thank you for your interest in the Monterey County Fair. Please read this information carefully. These Rules and Regulations have been established for the benefit of everyone involved in the Monterey County Fair. By following these Rules and Regulations, we can ensure everyone an enjoyable and successful show.

These rules apply to all exhibitors, sponsors, food and novelty operators and all other individuals, corporations, association Fairgoers, while on the Monterey County Fairgrounds.

By signing your contract for space, you are acknowledging you have read and understand these Rules and Regulations. It is your responsibility to know these rules. The Fair reserves the right to decline, restrict, prohibit or remove any Exhibit, Vendor or proposed Exhibit or Vendor not approved by Fair Management, and to permit only such matter and conduct as it may approve. This reservation covers but is not limited to persons, Vendors, things, conduct, printed matter, advertising, souvenirs, emblems, and all else, which affects the Fair, prior to and during the Fair. Management retains the right to remove any Vendor (Licensee) from the Fairgrounds at any time without notice for reasons deemed necessary by Fair Management. It is important that any representative or employee working in your exhibit be aware of the rules set forth in this booklet. These Rules and Regulations will be strictly enforced.

The management of the Monterey County Fair and Fair Association reserves the right to amend, add to and interpret the following Rules and Regulations and to determine finally all questions and differences with respect thereto, arising out of, connected with or related to the Fair. This booklet summarizes the rules and conditions published annually governing the use of exhibit space and conduct of Vendors and are referenced in the Agreement for Exhibit Space.

### **MONTEREY COUNTY FAIR ~ 2004 FAIRGROUND ROAD ~ MONTEREY, CA 93940**

**Phone** (831) 372-5863

**Fax** (831) 372-8248

**Web** [www.montereycountyfair.com](http://www.montereycountyfair.com)

**Fair CEO** Kelly Violini

**Exhibit Representative** Alyssa Wygal –Exhibit Representative II

**E-mail:** [alyssa@montereycountyfair.com](mailto:alyssa@montereycountyfair.com)

Bob Walker- Vendor Coordinator  
Stella LePine- Vendor Contracts Coordinator

**vendor@montereycountyfair.com**

**Regular Office Hours** Monday – Friday: 9am – Noon & 1pm – 5pm

**Fair Office Hours** Thursday, August 29 – Monday, September 2 9am - 6pm

**Fair Hours Open to Public** Thursday, August 29 – Monday, September 2 (5 days)

Thursday – Sunday NOON – 11 pm

Monday: Noon – 10pm

**2018 Attendance** 70,240

**Special Days & Promotions**

Thursday

Seniors' Day, Special Friends Day

Fair will open at 11 AM for those guests

Friday

Military & Veterans Appreciation Day

Saturday

Jr. Livestock Auction

Sunday

Fiesta Day

Monday

Kid's Day (children 12 and under free)

### Important Dates

<b>July 15, 2019</b>	Signed contract, contract payments and proof of insurance due.
<b>August 1, 2019</b>	No Checks will be accepted after this date. Payment must be made with cash, credit card, cashier's check or money order. All booth payments must be paid in full.
<b>August 26-28, 2019</b>	Setup Days; Setup to begin at 8am on Aug. 26 <sup>th</sup> with all booths completely set up by 10 pm on Wednesday, August 28 <sup>th</sup> . Passes are available for pickup during this time.
<b>August 29-September 2, 2019</b>	Fair Days
<b>Monday, September 2, 2019</b>	Load out begins at close of Fair. All booth items must be removed by Noon on 9.3.19

## ACCOUNTING

If your fee is based on a percentage of gross sales, these are the accounting procedures you will follow to tally your earnings. They are based on good accounting practices. Failure to comply with these financial reporting procedures will be considered a violation of the Agreement. IF the violation is so severe that it must be dealt with immediately, Monterey County Fair management will be called upon to review the problem and come up with a solution. Violations will be taken into consideration when reviewing applications for future Monterey County Fairs or may result in immediate cessation of the right and privilege to do business with the Monterey County Fair.

### **CASH REGISTER REQUIREMENTS:**

- Customer Display (pivot display suggested). The display must always be in plain view of the public.
- The register will have two (2) tapes, one that tracks continuous sales to be turned in at the end of the day with the over-ring sheet (see daily sales report). The second tape will be for receipts to be made available to the customer if asked.
- Continuous & Non-resettable Grand Total
- Cumulative "Z" Counter
- Consecutive Transaction Number
- Non-Resettable Transaction Numbers
- "Current" Printed Date and Time on Detail Tape
- Current Manual on Register in Booth at all Times
- Battery Back-up with Memory Protection
- If requested, each customer must be offered a receipt at time of sale

### **CASH REGISTER PROCEDURES:**

All sales must be rung into the register (cash and credit card); every transaction must be completed. No stand shall operate from an open cash drawer or separate cash box. For each sale:

1. Ring Sale on Register
2. Receive Money from Customer and Place on register Plate
3. Return Correct Change
4. Put Money in Register
5. IMMEDIATELY Close Drawer
6. NO SALES AND VOIDS ARE UNACCEPTABLE AT ANY TIME.

Do not use a manual till open override button. This is considered working from an open till and is grounds for immediate dismissal from the event.

### **DAILY SALES REPORTS**

Under the Agreement, you are required to maintain a daily record of all gross receipts derived from your operation, cash and credit card. This record is to be available to the Monterey County Fair at any time during the Fair. Daily sales report forms will be provided at check-in. Daily "Z" reports and daily credit card batch receipts will be required that give a breakdown and accounting of all sales activity for each day. Please check the status of the receipt and journal tapes prior to a "Z" out to make sure you do not lose any daily sales information due to lack of register tape. Attach the "Z" tape and credit card batch to the daily sales report so the Fair staff can double-check your figures. When changing journal tapes, the used tape must be kept on grounds during the entire Fair.

**Turn in the previous day's daily sales report at the Fair Office between 9:00 AM and 11:00 AM daily.** Only complete daily sales reports will be accepted, please allow enough time so that any questions concerning sales sheets or other issues can be addressed. We will maintain a continuous running total of your sales. You may request a copy of this report at any time from the concession auditor. Any "Z" tapes and credit card batches not picked up after final settle-up will be destroyed 10 days after the last day of the Fair. **All food vouchers must be turned in daily with your z tapes.**

### **CONCESSION AUDITORS:**

All concessionaires must have their own cash registers, NO LOWNERS WILL BE ALLOWED. The Fair will assign Concession Auditors to check food and beverage sales and operation. Concession Auditors will be identified with a Fair ID Badge. You are expected to permit the Concession Auditors in and around your concession stand to read the register tapes, take visual sales counts, etc. as needed. "Shoppers" (unidentified Fairgrounds staff) will be working with the auditors to monitor daily sales procedures and concession personnel's interaction with the public. Keep Smiling!

A member of the Concession Auditors will be taking opening sales readings from each register opening morning, Thursday, August 29, 2019 between 9:00 AM and 11:00 AM. At this time, they will be placing register stickers on every register and you will be given a Sales Report Form/Over-Ring Report Form for each day of the Fair.

**YOU MAY NOT BEGIN SELLING PRODUCTS UNTIL YOUR REGISTER HAS BEEN TAGGED AND YOU HAVE BEEN SPECIFICALLY TOLD YOU CAN BEGIN SALES.**

If you must trade out a register during the event, and the new register has not been tagged you must notify the Auditor. You cannot begin sales on that machine until it has been tagged and Z reports have been taken.

### **VOIDS, NO SALES, AND OVER-RING PROCEDURES:**

It is a policy of the Monterey County Fair that Voids and No Sales are unacceptable at any time. Fair Management will levy appropriate fines. If a customer changes his or her order after the items has been entered do not 'override" or 'void" the item. Circle the item on the tape like an over-ring as follows.

- Highlight or circle the transaction on the tape.
- Write down on official over-ring sheet indicating DATE, REGISTER#, TRANSACTION#, and AMOUNT.
- Initial and turn report in daily with that day's sale reports.

**FINAL CHECK-OUT PROCEDURES/COMMISSION PAYMENT:**

The Concession Auditor will be available on Monday night from 10 PM to 12:00 AM to collect and review your register tapes and Gross Sales Reports in order to settle your account and receive your final payments. Office will re-open again on Monday morning at 8:00 AM. Sign up for your appointment time at the Main Office by Saturday of Fair. The percentage rent as stated in your contract is applied to this amount. Commission payments must be made by check or cash unless otherwise told.

**General Information**

**AISLES AND EXITS:**

All aisles and exits are to be kept clear of Vendors, guests, exhibit materials, garbage etc. at all times.

**ANIMALS:**

Dogs, cats, birds or other animals are NOT permitted in or near a Vendor booth or on the Fairgrounds at any time.

**APPLICATION:**

Concessionaires in good standing from previous year's fair are invited early in the year to participate in the Fair. Applications must be received at the Administration Office shortly thereafter as spaces fill quickly. New locations must be requested, but there are no guarantees that requests will be granted. **Fair reserves the right to refuse any application for any reason or relocate any Fair Vendor without notice.**

**DEPOSIT:**

Commercial Vendors- A \$200 deposit is due with application. Deposit may be refunded at the completion of the Fair if all rules and regulation listed in this handbook and on signed contract are followed. Deposit will be refunded within 30 days if application is not accepted.

**ATM MACHINES:**

There will be ATMs open 24 hours a day on the fairgrounds, for any fairgoer needing cash (or you and your personnel). These ATM machines are located at the Turf Club, Gate 3 and at the end of the vendor arcade.

**BOOTH SPACE:**

**All sale material and booth props shall be contained within the allotted space at ALL times!**

**CHECK-IN:**

Upon arrival and prior to the construction of booth, Vendors will be required to check-in with the Vendor Clerk at the "Vendor Check-In Window" located next to the Administration Office inside the Fairgrounds. Information will be issued at this time, which will include such necessary items as CREDENTIALS, VENDOR LOCATION, ETC. **ABSOLUTELY NO LOCATIONS WILL BE GIVEN OUT PRIOR TO VENDOR CHECK IN! Also, no stock trucks/trailers may be parked without prior approval from the Vendor Supervisor on grounds.**

**CLEAN-UP:**

The Monterey County Fair & Event Center is a permittee under the California municipal storm water permit and as such cannot have any illicit discharges from its site. An illicit discharge is one that is not composed entirely of storm water. Thus, vendors are responsible for the cleanup of the area directly in and around their stand(s). This includes condiment tables, etc. All boxes, containers, trailer entrance, etc. must be kept from the public view with the use of barricades or

screens. Any boxes for disposal must be broken down for recycling. Clean up efforts are greatly appreciated. All trash must be placed in the supplied trash receptacle. The ground your stand occupies must be protected from grease, coals, or other substances as discussed with the Monterey County Fair staff prior to the Fair. If you spill anything on the ground or floor, it is your responsibility to clean it up and properly dispose of the spilled material and the materials used in the cleanup. Grease is to be disposed of ONLY in designated grease containers. No oil, fat or grease (FOG) can be disposed of down the site drains. Illegal disposal or spills of any substance that are not cleaned up may constitute a monetary fine of \$500.00 per occurrence. The fee will be determined by the damage caused. If you have questions on the proper disposal, please contact vendor coordinator or office staff.

Do not throw rubbish into aisles. Trash containers are provided for this purpose near all exhibit areas and buildings. Those demonstrations that require food or vegetables must provide their own clearly marked garbage cans. These must be large enough to handle a full day's operation. All cans must be emptied each night for early morning pick up. All cardboard must be broken down for recycling along with any other material for recycling. Please place flat and stacked cardboard adjacent to garbage cans.

### **CLOSING NIGHT:**

Exhibits may not be dismantled before 10:00 PM. TO ALLOW FOR PUBLIC SAFETY, CARS AND TRUCKS WILL NOT BE ALLOWED ON THE GROUNDS FOR ONE HOUR AFTER CLOSING OF THE FAIR. Concessionaires must make final payment to the Fair closing night or by 5:00 p.m. on Tuesday, September 3, 2019. All vehicles in their entirety must be removed prior to 12 Noon on Tuesday following the Fair. THE MONTEREY COUNTY FAIR CANNOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT BEYOND CLOSING NIGHT OF THE FAIR.

### **DELIVERIES:**

Vendors may receive UPS deliveries daily during office hours, outside the Administration Office. ***Please think ahead!*** Early supply planning will prevent the need for UPS. Deliveries are not the responsibility of the Monterey County Fair and Fair Staff. **Fair Staff will not accept and/or sign for DELIVERIES.** Do NOT use the shipping address as your billing address. Please check with the office during your check-in for the time that deliveries can be made. Vendors are responsible for pickups of all deliveries within 24 hours. **No COD's will be accepted.** A service fee may be assessed for any time or labor involved in accepting your delivery.

### **ELECTRICAL INFORMATION**

All electrical installations must conform to the Electrical Safety Code of the State of California. Your electrical needs will be determined from the information provided on your application. If, upon arrival, your electrical needs have changed or increased, an additional electrical fee will be charged. Each exhibitor who requires electricity above and beyond the 110 volt, 500 watts provided for each 10'x10' space will be assessed the appropriate additional electrical fee. A flat fee will be charged per outdoor 110 volts, 500 watts, unless otherwise indicated. Hardwire is also a flat fee per connection. **Ice machines require an additional \$100 fee.** See Commercial/Concessions applications for prices.

The Monterey County Fair is not responsible for any loss arising from the Vendor's use of premises nor for loss or damages resulting from power interruptions and utility failures. If you have a mobile food stand, you are required to have 50 feet of correctly sized cord and the appropriate cord cap to connect the stand. If you have a stock truck, you are required to have 100 feet of correctly sized cord and correct cord cap. Should you arrive at the area with the wrong sized cords or incorrect cord caps, there may be a delay in getting electrical service. If you require electrical service in excess of 50 amps, you must have a cord that is large enough

to carry requested amperage. **You must identify/tag all power cords/hoses for each stand with tape. Please print stand name and stand number on each tag.**

**FIRE AND SAFETY REGULATIONS:**

The State Agricultural Fair Guidelines published by the Office of the State Fire Marshal will govern all vendors. This document is attached and hereby incorporated as a part of "Addendum A".

All decorative materials must be flame retardant. UNDER NO CIRCUMSTANCES MAY CREPE PAPER BE USED. All electrical installation shall conform to the State Agricultural Fair Guidelines (make electrical request by July 1, 2018). ALL BOOTHS WILL BE INSPECTED BY THE FIRE MARSHAL AND SHOULD BE PREPARED FOR THE INSPECTION BY 10:00 a.m. ON OPENING DAY.

**FIRST AID:**

Will be available during all hours of the Fair at a fixed First Aid area on the Fairgrounds.

**FOOD SAMPLES AND GIVEAWAYS:**

Vendors selling or giving samples of food (candy, cookies) must receive written approval from the Fair Management. The Monterey County Health Department will inspect all booths handling food and a Health Permit is required. (Contact the Monterey County Health Department at 831-647-7654)

**FOOD WASTE:**

All concessionaires are required to follow the Fairgrounds policy and program for food waste composting. Each vendor will be supplied with a food waste /compostable material bin to divert the proper materials from the trash. Staff and volunteers will be by to empty the cans just like all other trash and recycle bins. The Monterey County Fairgrounds has to meet standards for trash diversion and this greatly helps us fulfill those requirements. Further information on our Food Waste Composting program can be found at the end of this handbook. The Monterey County Fairgrounds will follow the same penalties for non-compliance as stated above for Polystyrene Ban.

**GOING GREEN:**

COMPOSTABLE PACKAGING: On February 3rd, 2009 the City of Monterey successfully adopted an ordinance that prohibits the use of polystyrene materials to be used for takeout food applications within city limits. It is included in City Code – "CHAPTER 14 GARBAGE AND REFUSE, ARTICLE 3. ENVIRONMENTALLY ACCEPTABLE FOOD PACKAGING". All 'Food Providers' at festivals, events and fair are not allowed to use any items containing polystyrene with the exception of straws, cup lids and utensils. The Monterey County Fair is requiring that all our vendors purchase compostable, recyclable and biodegradable products. Noncompliance will result in a written warning and up to a \$1,000 fine as stated in the City of Monterey's ordinance. Your cooperation in this effort will be greatly appreciated.

**GOLF CARTS:**

A permit is required for golf cart use for a \$25.00 fee. Golf cart usage is restricted to non-Fair hours. Anyone using a golf cart must sign a golf cart policy and have an insurance certificate on file at the Administration Office. Golf Cart insurance may be purchased through us or CFSA.

**HEALTH DEPARTMENT PERMIT (FEE REQUIRED):**

All laws, ordinances and regulations of the State of California, County of Monterey, and City of Monterey pertaining to public Health will be in effect and every Food and Beverage Concessionaire must comply. Violation of Health Department requirements is sufficient case for the Fair Management to revoke participation privileges. The Monterey County Health Department



will inspect each Food and beverage Concessionaire daily at the Fair to insure proper procedures and regulations of the department have been met including the purchase of a Monterey County Health Permit. A food facility shall not be open for business without a valid permit. You may be available for a Veterans Exemption of fees by attaching a copy of your VA CARD, DRIVER'S LICENSE, and VA PAPERS with your Permit Application. Drainage from refrigeration units shall be conducted in a sanitary manner to a floor sink or other approved device by an indirect connection or an evaporator. Food and Beverage Concessionaires are expected to make ALL necessary changes or repairs as required by the Health Department. Each Concessionaire will receive an application for permit; payment is to be sent directly to the Monterey County Health Department Office with completed application. Include the following: Concessionaires are required by the State of California to be Serve Safe Certified. A Certificate must be provided prior to move in.

**ICE:**

Ice will be sold for \$6.00 for one 20 lb. bag or \$10.00 for two 20 lb. bags. Ice deliveries will be made twice daily from Thursday– Monday.

**INSURANCE CERTIFICATE:**

All Vendors are required to provide an original "Certificate of Insurance" in the amount of \$1,000,000 by date specified in your Agreement. **All certificates must list the Additional Insured \*(see below). If you wish to purchase insurance via the Fair, send: \$135 per concession stand & \$110 per commercial stand, (cashier's check, money order, or certified check ONLY, made out to: Monterey County Fair.** This is liability insurance required of all Vendors.

Have your insurance agent add the following to your Insurance Certificate: \*Additional Insured:  
**"That the State of California, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/ Sublessor if fair site is leased/subleased, Citrus Fruit Fair, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."**

**MENU ITEMS AND PRICES:**

Menu and prices must be submitted with application for vendor space and you may only sell the products at those prices specified on your contract. They may not be changed prior to or during Fair time without written notice to Fair CEO and approval thereof. Concession manager will be randomly checking all concession stands to make sure they are in compliance.

**MENU BOARDS AND LISTS:**

At each stand the menu must be easily visible and readable, including the approved products and their prices, from the front of the stand. No Handwritten Signs Allowed. Fair staff will remove them if posted.

**OPERATING HOURS:**

Vendors must be open daily during established fair hours and remain open until the Fair closes. Vendors found in violation may be fined and this may affect their involvement in future fairs. Your booth must be properly **staffed at all times during the Fair's opening hours.** Remember you will require breaks throughout the day and will need help to staff your booth. **ROVING SOLICITATION IS PROHIBITED.** If you would like to be a part of our job fair/hiring, please contact Alyssa Wygal, [Alyssa@montereycountyfair.com](mailto:Alyssa@montereycountyfair.com), with your job description and number of openings by August 1<sup>st</sup>.



**PARKING & GROUNDS ACCESS:**

The “Vendor Access” pass will allow you access onto the grounds from 8am to one (1) hour before opening of the gates daily. **Absolutely NO moving vehicles will be allowed on grounds during Fair hours. Anyone found in violation of this may be fined.** \*Vendor parking passes may be purchased for \$20 each, with a limit to two (2) passes per booth, at our Administration Office or by emailing [Alyssa@montereycountyfair.com](mailto:Alyssa@montereycountyfair.com). \* Just a reminder – there is no overnight parking allowed on Fairgrounds Road. Proper vehicle passes must be displayed in windshields at all times. Vehicles will be towed if parking privileges are violated. Credentials are required for re-entry. **It is your responsibility to notify your purveyors of the delivery hours.**

**PASSES FOR WORKERS:**

Vendors will have the opportunity to have their packet of credentials mailed directly to them upon request. Vendor packages will be available for pick up/ mailing after August 15<sup>th</sup>.

- 10’ x 10’ booths will receive 12 daily credentials
- 10’ x 15’ booths will receive 18 daily credentials
- 10’ x 20’ booths will receive 24 daily credentials
- Food Concessions will receive 24 daily credentials
- 501c non-profits will receive 30 daily credentials

Each booth will receive one (1) “Vendor Access” permit for the purpose of loading and unloading before and after Fair hours. **PASSES ARE NOT TO BE GIVEN TO PATRONS OF THE FAIR.**

Vendors needing additional daily passes may purchase a maximum of 24 per booth space for \$6.00 each. Passes must be issued to your workers before the Fair opens or they will have to pay the full admission price to enter the gate.

- **Absolutely no additional free Credentials are available, even for nonprofits.**
- **There is NO “WILL CALL” for passes.**
- **Passes may NOT be left at the Administration Office or at any gate and gate lists will not be allowed.**

**PAYMENT OF FEES:**

Fee payment is per contract agreement. All final payments are due by August 1<sup>st</sup>. Balance due is payable on or before the deadline date stated in the contact along with proof of insurance. Failure to pay on time will result in cancellation of contract by Fair Management. Full payment is also acceptable. No refunds. Concessionaires and those vendors who pay on a percentage must make final report and payment to the Monterey County Fair after close of Fair on the last night, Monday, September 2<sup>nd</sup> or by 5:00 PM on Tuesday, September 3<sup>rd</sup>. Outstanding debts due to accounting errors will be billed by mail.

No checks will be accepted after August 1<sup>st</sup>. **CASH, CERTIFIED CHECK, MONEY ORDER, VISA/MASTERCARD OR CASHIER’S CHECK ONLY** will be accepted after this date payable to: **Monterey County Fair.**

A \$25.00 administrative fee will be charged for lost contracts that need to be replaced or for any check returned for any reason.

**Vendor shall pay all required fees, taxes, deposits, shall obtain licenses applicable to the operation of said exhibit and shall be responsible for other city, county and state permits as required by law.**

**PENALTY CLAUSE:**

If more than one request to comply with booth requirements is made by Fair Management or you violate the restricted items or products sold regulations, you may be asked to leave immediately or be fined a penalty to be determined by Fair Management.

**PERSONNEL:**

The Monterey County Fair is an equal opportunity employer and we expect all of our Vendors to follow the same guidelines. Each Vendor is solely and absolutely responsible for conduct and appearance of all personnel in their employ. Such employees shall be neatly dressed, orderly and polite in their conduct and speech at all times. Intoxication, use or possession of any controlled substance or impolite, discourteous or obscene speech or conduct toward or in hearing range of the public shall be sufficient grounds for termination of this Agreement.

**POWER CONSERVATION:**

Power conservation is mandatory and Fair staff will be monitoring everyone for compliance. Violators will have their power cords disconnected, so please be sure you follow these guidelines:

- All lights and other non-essential equipment must be turned off when the Fair closes each day.
- Outside lights must remain off until 5:00 p.m. nightly.
- Only one hot tub or spa will be allowed to heat water with land power.

**PRODUCTS:**

When listing products to be sold or given away, the following must be considered: "Any authority granted Exhibitor by Fair to sell is not and shall not be in derogation of any copyright, trademark or other proprietary interest in product(s), and will be granted without prejudice to any other proprietary interest to forbid any display of such product(s) without a license or other permission by owner." Only the product list on the contract may be sold. There are no exclusive sales (other than items sold by Fair) given to any Vendor. There may be the possibility of similar or like-items sold by multiple Vendors. All products displayed or sold must be listed on the contracts as well as a California resale number; sales tax in Monterey County is 8.75%. No substitutions can be made without prior approval of Fair Management. **See section on restricted and offensive items.** Any Vendor who intends to take money or the equivalent of goods or services to be delivered at a future date must post, in a prominent location, the following notice "**The Monterey County Fair does not guarantee future delivery of any item or return of any deposit.**"

**PROPANE:**

Vendors desiring propane service are to place empty propane tanks at front of concession stand prior to 8:00 a.m. daily. Maintenance will refill tanks and return. All Propane must be paid upon delivery. Cost is \$5.00 per gallon.

**RAFFLES AND DRAWINGS:**

Your drawing slips may only ask for name, address, phone number or other appropriate demographic questions. A sign stating the following rules must be next to the box for entries:

- Need not be present to win
- NO purchase necessary
- Entry forms also available at \_\_\_\_\_. (This must be an alternate location in the Monterey/Salinas area with no admission charge).

All approved drawings absolutely must be held no later than Monday, September 2, 2019 at 10:00 PM. Holding your drawing after this deadline makes it invalid and may affect your ability to hold drawings/raffles at future Monterey County Fairs. Solicitation for the drawing must take place only in your space. You and only you, must conduct all drawings. Any information obtained from the drawing entry blank is to be used strictly by you and is not to be sold or given to another company or individual. You also agree that there will be no games, gambling, or any other activity on the

premises in which money is used as a prize or premium nor can you buy back discount coupons for cash. Raffles requiring the payment of money or other items of value will not be allowed under any circumstances. Only free drawings that comply with all applicable federal, state and local statutes and ordinances will be permitted. Failure to abide by any of the above guidelines will jeopardize any use of drawings in future fairs.

**REFUND INFORMATION/CANCELLATION:**

**THERE ARE NO REFUNDS! 30-day Cancellation notice required.**

**RESTRICTED AND OFFENSIVE ITEMS:**

We reserve the right to prohibit the sale, rental or display of any item that we reasonably deem objectionable from the standpoint of taste, quality, or compatibility with the Monterey County Fair. Please note that we will not exercise this right for the purpose of controlling the economic return or to protect exclusive licensing or similar arrangement between the Monterey County Fair Management and others. Some items that will not be considered for sale, giveaway or rental include but are not limited to: weapons of any kind, lasers, high powered water guns, rubber band guns, toy guns, stink bombs, pop caps, lighters, products made from any endangered animals, pornographic or drug related items, adhesive stickers of any kind or any items displaying the Confederate flag. Management reserves the right to determine whether an item is considered offensive or in poor taste and to prohibit the sale/display of such items.

**RV FACILITIES (FEE REQUIRED):**

A limited number of R.V. camping spaces with full and partial hook-ups are available. RV spaces will be allocated on a first come basis and must be paid for in advance to reserve.

- **RV trailers or motor homes that require a full hookup are \$400 per unit**
- **Stock Trucks/trailers with electrical hook up are \$250.00 per unit**
- **Stock trailer with no electrical hook up are \$200.00 per unit**

The fees cover arrival no earlier than 12:00 Noon on Monday, August 26, 2019 and a departure no later than Tuesday, September 3, 2019. If you would like to stay make arrangement to check in before August 26 or check out after September 3 for \$55 per night please contact the camp host at 831-717-7167. Only a signed contract and RV or Stock truck payment to the Fair by designated due date will secure your space. If a space was not reserved on your vendor application, please call the Administration Office immediately to reserve your space. ***NO moving vehicles will be allowed on grounds during Fair hours. If you are renting an RV space, grounds vehicle access is available from one hour after Fair closing until one hour before Fair opening. Vehicles will not be allowed in or out Gate 6 during Fair hours.***

**SECURITY:**

There is a 24-hour guard service on the grounds, but it is impossible to prevent thefts completely. Plan to lock up any valuables or items that may be carried away by hand. Also, small items should be placed under counters each night. **Please report any losses or infractions to the Security Office at Gate 6 immediately upon detection.** It is suggested that Vendors obtain a temporary insurance policy to cover their displays for the Fair as added protection against possible losses. Management will not be responsible for lost, damaged, or stolen merchandise.

**SET-UP:**

Booths may be set up **Monday, August 26<sup>th</sup> starting at 8:00 AM until Wednesday, August 28<sup>th</sup> by 10:00 PM.** All preparation for stands must be completed by 10:00 PM on Wednesday, August 28, 2019. All vendors responsible for the installation and disassembling of their own stands. Maintenance will be on site to spot large trailers from 8:00 am. – 4:30 p.m. daily.

**SKIRTING:**

All portable concession trailers must have proper skirting to cover from the bottom of the stand to the ground.

**SODA SERVICE:**

Soda service is not exclusive. Local contact for Coca Cola Bottling is Ivan Cervantes. Phone number is 831-206-7056 and email is [ivan.cervantes@reyescsb.com](mailto:ivan.cervantes@reyescsb.com).

**SOUND EQUIPMENT:**

Radios, television sets, loud speakers, organs, etc. are subject to the approval of Fair Management. They must be controlled so as not to interfere with other Vendors. **THIS PRIVILEGE MAY BE REVOKED AT ANY TIME.** Voice amplification systems will be permitted in your booth. However, the volume **MUST** be kept at a reasonable level so not to interfere with your neighbors. **NO STEREOS OR BOOM BOXES ALLOWED.** Complaints regarding abuse of the privileges will result in removal of the amplification system.

**STATE SALES PERMIT (NO FEE REQUIRED):**

Vendors selling at the Fair must have a State Sales Permit Number (Tax Resale I.D. #) on file with the Fair. There is no charge for obtaining this permit. Vendors are required to report their sales with the CDTFA. The CDTFA updated both its online and paper sales and use tax returns to include an additional line to report the sales that took place on California state-designated fairgrounds. When you make sales at a fairground, you must report these sales on the separate line provided. You may refer to the return instructions on how to report these amounts. If you need to register for a seller's permit, you may do so online at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). Select the Register button at the top right of the homepage. For more information or to learn more about this new reporting requirement, visit the CDTFA's Reporting Requirement. Sales tax in City of Monterey is 8.75%. Sales tax subject to change.

**SUB-LEASING AND RELOCATION**

Vendors may not assign sub-lease or apportion any part of assigned space at any time. Vendors may be relocated at any time as deemed necessary by Fair Management for the betterment of the Fair. Items not listed on Contract Agreement or which may be in direct conflict with neighboring vendors, may not be displayed or sold in booth. Management retains the right to refuse any item or service on display or sale during the Fair.

**TABLE, CHAIRS AND CANOPIES:**

Tables may be rented for \$20.00 for the week and chairs for \$6.00. The Fair does not provide table skirts or exhibit material. You are responsible for providing any special items you may require. The Fair does **not** provide canopies for your booth space.

**WATER SHORTAGE:**

Concession stands and/or stock trailers may be washed on site only with prior approval from maintenance. Water is in short supply. Please don't be wasteful.

## What's Near By

### **Hotels and Motels:**

**El Castell Motel** - 0.07 miles away  
2102 Fremont St, Monterey, CA 93940 US  
Phone: (831) 372-8176

**Motel 6** - 0.09 miles away  
2124 Fremont St, Monterey, CA 93940 US  
Phone: (831) 646-8585

**Ramada Limited** - 0.12 miles away  
2058 Fremont St, Monterey, CA 93940 US  
Phone: (831) 375-9511

**Rodeway Inn** - 0.12 miles away  
2041 Fremont St, Monterey, CA 93940 US  
Phone: (831) 373-2911

**Comfort Inn Monterey Bay** - 0.13 miles away  
2050 N. Fremont St., Monterey, CA 93940 US  
Phone: (831) 373-3081

**Best Western De Anza Inn** - 0.14 miles away  
2141 Fremont St, Monterey, CA 93940-5242 US  
Phone: (800) 780-7234

**Best Western Ramona Inn** - 0.44 miles away  
2332 Fremont St, Monterey, CA 93940-5407 US  
Phone: (800) 780-7234

**Holiday Inn Express At Monterey Bay** - 0.77 miles away  
1400 Del Monte Blvd, Seaside, CA 93955 US  
Phone: (877) 410-6681

**Embassy Suites** - 0.92 miles away  
1441 Canyon Del Rey, Seaside, CA 93955 US  
Phone: (831) 393-1115

**Casa Verde Inn** - 0.08 miles away  
2113 Fremont St, Monterey, CA 93940 US  
Phone: (831) 375-5407

**Quality Inn** - 0.1 miles away  
2075 N. Fremont St., Monterey, CA 93940 US  
Phone: (831) 373-5551

**Bayside Inn** - 0.12 miles away  
2055 Fremont St, Monterey, CA 93940 US  
Phone: (831) 372-8071

**Econo Lodge Monterey Fairgrounds** - 0.13 miles away  
2042 N. Fremont St., Monterey, CA 93940 US  
Phone: (831) 372-5851

**Travelodge-Monterey Bay** - 0.14 miles away  
2030 Fremont St # C, Monterey, CA 93940 US  
Phone: (831) 373-3381

**Lone Oak Lodge** - 0.26 miles away  
2221 Fremont St, Monterey, CA 93940 US  
Phone: (831) 372-4924

**Blue Lagoon Inn** - 0.49 miles away  
2362 Fremont St, Monterey, CA 93940 US  
Phone: (831) 372-5059

**Hyatt Regency-Monterey** - 0.82 miles away  
1 Old Golf Course Rd, Monterey, CA 93940 US  
Phone: (831) 372-1234

**Grocery & Drug Stores:**

**CVS** - 0.17 miles away  
2170 Fremont St, Monterey, CA 93940 US  
Phone #: (831) 373-6134

**Smart & Final** - 0.96 miles away  
1560 Canyon Del Rey Blvd, Seaside, CA  
93955 US  
Phone #: (831) 393-0250

**Trader Joe's** - 1.76 miles away  
570 Munras Ave, Monterey, CA 93940 US  
Website (831) 372-2011

**Whole Foods Market** - 2.02 miles away  
800 Del Monte Cr, Monterey, CA 93940 US  
Phone #: (831) 333-1605

**Target** - 5.67 miles away  
133 General Stillwell Dr, Marina, CA 93933  
US  
Phone #: (831) 884-2513

**Costco** - 13.18 miles away  
1339 N Davis Rd, Salinas, CA 93907 US  
Phone #: (831) 424-4242

**Safeway** - 0.72 miles away  
815 Canyon Del Rey Blvd, Del Rey Oaks, CA  
93940 US  
Phone #: (831) 393-2090

**Costco** - 1.75 miles away  
902 Tioga Ave, Sand City, CA 93955 US

**Save Mart** - 1.96 miles away  
2000 California Ave, Seaside, CA 93955 US  
Phone #: (831) 393-1400

**Target** - 2.04 miles away  
2040 California Ave, Seaside, CA 93955 US  
Phone #: (831) 392-1990

**Wal-Mart** - 7.77 miles away  
150 Beach Road, Marina, CA 93933 US  
Phone #: (831) 883-9138

**Wal-Mart** - 13.2 miles away  
1375 North Davis Road, Salinas, CA 93907  
US  
Phone #: (831) 751-0231

**Banks:**

**Citbank ATM** - 0.35 miles away  
2301 Fremont St, Monterey, CA 93940 US  
Phone #: (800) 274-6660

**Wells Fargo Bank** - 0.72 miles away  
815 Canyon Del Rey Blvd, Del Rey Oaks, CA  
93940 US  
Phone #: (831) 394-4425

**Citbank ATM** - 0.93 miles away  
1212 Fremont Ave, Seaside, CA 93955 US  
Phone #: (800) 274-6660

**Bank Of America** - 1.2 miles away  
1451 Fremont Blvd, Seaside, CA 93955 US  
Phone #: (831) 393-3220

**Rabobank** - 1.46 miles away  
1658 Fremont Blvd, Seaside, CA 93955 US  
Phone #: (831) 394-6900

**Wells Fargo** - 0.48 miles away  
2370 Fremont St, Monterey, CA 93940 US

**Citbank ATM** -  
425 Canyon Del Rey Boulevard, Monterey, CA  
93940 US  
Phone #: (800) 274-6660

**Citbank ATM** - 1.13 miles away  
1391 Fremont Blvd., Seaside, CA 93955 US  
Phone #: (800) 274-6660

**Chase - Seaside** - 1.28 miles away  
800 Broadway Ave, Seaside, CA 93955 US  
Phone #: (831) 583-0280