



MONTEREY COUNTY FAIR & EVENT CENTER

Preferred Vendor Application

*For consideration of placement on the Monterey County Fair & Event Center's Preferred Vendor List please complete the following application and return it to MCFEC along with a copy of current pricing, menus and Certificate of Insurance with exact wording added. (see "additional insured certificate request")
You can email application to events@montereycountyfair.com*

Company Name _____

Contact Name: _____

Address _____

City _____ State _____ Zip _____

Business # _____ Cell # _____

Email _____ Website: _____

City of Monterey Business License # _____ Expiration Date: _____

Monterey County Health Permit # _____ Expiration Date: _____

State of CA Seller's Permit # _____

Please give a brief description of your company's services/menu _____

What is the largest party that your company can accommodate? _____

What additional services, if any, does your company offer? _____

At what other venues, if any, is your company listed as a preferred vendor? _____

What marketing/advertising efforts do you have planned for this year? _____

The Monterey County Fair & Event Center's Preferred Vendor List will be given to every rental applicant. Only vendors on the list will be permitted to provide services for private events on our grounds. Listing on the Preferred Vendor List does NOT guarantee the applicant will be selected by renters. Selection of a vendor is the sole responsibility of the renter. Agreements are to be made between the Vendor and Client directly and copies of said agreements are to be submitted to MCFEC to be kept in the client file.

If selected, each vendor is required to submit a certificate of insurance meeting CFSA requirements and listing Monterey County Fair 7th D.A.A. as additional insured (exact wording will be provided). Placement on the list will be for one calendar year at a time. The application process will be repeated on an annual basis, for the following year.

Each vendor must provide MCFEC with digital copies of current pricing/ menus and/or link to website in order to be listed on our website.

Monterey County Fair & Event Center Vendor Policies:

- All the food service is to be operated in accordance to all Monterey County Health Department rules and regulations.
- Vendors must meet all Federal, State and local Fire Department rules, regulations and codes at all times.
- Vendors must be capable of providing services, food and non-alcoholic beverage service in all buildings and areas of the fairgrounds. There are no permanent food service facilities in some locations; however temporary stands may be operated. Vendors shall be responsible for providing set up, moving and the dismantling of temporary stands. Temporary kitchens may not be used to service areas with kitchen facilities. Kitchen rental is at the expense of the client.
- Vendors are responsible for cleaning after each event, including all surfaces, equipment and the floor clean, swept and mopped. Cleaning supplies are provided. If additional cleaning is required Vendor will be charged at a rate of \$40.00 per hour.
- No storage of equipment, decor, china, linens, or food is permitted on site. All equipment and supplies must be removed after each event.
- Vendor may not sub-contract any event without prior written approval by MCFEC.
- Employees of vendor must be attired in clean and appropriate clothing and work at an acceptable level of professionalism. There is no smoking or consuming of alcohol permitted by vendors or employees while on MCFEC property.
- Any violation of Monterey County Fair & Event Center policies on the part of the vendor will result in removal from the Preferred Vendor List. Repeated client complaints regarding services, food may also be cause for removal from list.
- All vendors are subject to the authority of the contracted security company while on property and agree to comply with, and support, all requests made by security guards, such as removing items from property, concluding events earlier than expected or any other request made by security on behalf of the Fairgrounds.

I understand the above policies, and I am aware that if any of these policies are violated that I will be charged; accordingly, my company may be removed from the Preferred Vendor List.

Signature of Vendor

Date

Print Name