

Concession Vendor Application

EVENT INFORMATION

Event: 2025 Santa Clara County Fair

Date(s): July 30th – Aug 3rd 2025

Application is for ALL 5 days of the 2025 Santa Clara Co Fair. Daily Hours are:

Wednesday & Thursday	3pm - 10pm	** Vendor is expected to be on-site and preparing at least one hour prior to opening and to be completely ready for business at opening time. Vendor is to remain open during all Fair hours until closing time unless otherwise contracted by management. **
Friday	3pm - 11pm	
Saturday	1pm - 11pm	
Sunday	1pm - 10pm	

Vendor Office Hours during event: 10:00am – 6:00pm daily

VENDOR/CONTACT INFORMATION

This is not a contract, nor a guarantee for space. Incomplete applications will not be accepted.

Legal Business Name: _____

Stand Name (if different from legal name): _____

Business Address: _____

Email: _____ Web Page: _____

Social Media Handles: _____

Primary Contact Name: _____ Primary Contact Phone: _____

Have you ever operated a booth at the Santa Clara Fairgrounds? _____ Yes _____ No

If yes, what was the EVENT and when? _____

Vendors please provide minimum of 3 recent fairs or events at which you have participated:

Year and Event	Contact Person	Contact Info (Email, Phone #, Web)

Do you have a Truck (or trailer) or a Booth? Truck/Trailer _____ Booth _____

In which county is truck/trailer registered? _____

If an in-county truck, what is your ****Permit Expiration Date?** _____

****Facility ID #:** _____ ****License Plate no:** _____

Do you have Liability Insurance? Yes _____ No _____ **** REQUIRED**

Insurance Co. Name: _____

Do you use a Commissary? Yes _____ No _____ Name of Commissary: _____

Name of authorized signor for Commissary: _____

E-mail address or phone no. of authorized signor: _____

Address of commissary: _____

Information provided here must match any legal documents. including but not limited to Cert. of insurance. seller's permit.

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BOOTH/TRUCK DETAILS

Total Booth/Truck Size: Length: _____ ft. Width: _____ ft. Height: _____ ft (include all counters, awnings, doors)

If cooking on-site outside/behind your booth, describe all cooking equipment and dimensions. (ALL BBQ & Deep

Frying MUST be done OUTSIDE booth): _____

Total outside cooking area needed Length: _____ ft. Width: _____ ft. Height: _____ ft.

Service is done from (if facing front of stand) ☐ front ☐ side ☐ both

Side the hitch is on if facing: ☐ front of stand ☐ right ☐ left ☐ removable hitch

- Please note: all tents/booths must be in good condition and cannot have any rips, tears or significant fading.
- No handwritten menus, signage or information will be allowed.
- Must provide images of front and side of your booth set up for an event.

SPACE DETAILS

BOOTH SPACES will be assigned at Fair Management discretion.

- **5 DAY VENDOR 10X20 BOOTH SPACE FEES - \$500.00 plus \$25% of all gross sales less sales tax** (booth space fee is non-refundable and does not apply towards gross sales fees.)
- **There is a \$220 Santa Clara County Health Dept. TFF Fee** for all Food Booths and Out-of-County Food Trucks.
****THIS FEE IS NON-REFUNDABLE****

BASIC ADDITIONAL SPACE FEES (Electrical and gray water to be addressed further down): Please indicate below what you will require. Please be accurate – this information will be included in your contract if you are approved.

QTY	ITEM	FEE	QTY	ITEM	FEE	QTY	ITEM	FEE
____	One (1) 10' X 20' space	(\$500 ea.)	____	8' table -	(\$ 20 ea.)	____	Folding Chairs -	(\$ 10 ea.)

**** PRICES ARE FOR 5 DAY RUN-OF-FAIR ****

CONTRACT GUARANTEES TO VENDOR

(per 10 X 20 Space):

1. Four (4) Run of Fair vendor admission/parking credentials.
2. WIFI access

VENDORS TO PROVIDE

1. Their own tents & weights or truck
2. Booth Lighting (sunset approx. 8:20pm in early Aug)
3. Tables & chairs (may be rented onsite)
4. POS system or cash register ****All daily sales MUST be submitted via register receipts or POS System Report****

ADDITIONAL DISCOUNTED ONE-DAY VENDOR ENTRY OR PARKING PASSES may be purchased as follows:

Qty.	Item	Qty.	Item
____	10-pack of single one-day Fair admissions - \$50	____	10-pack of one-day parking passes - \$50

****PLEASE NOTE** – Discount Vendor passes MUST be purchased PRIOR to Fair opening. After Fair opening, all Vendor passes will be sold at full retail one-day price.

BOOTH REQUIREMENTS

Does your stand need access to water? ☐ Yes ☐ No

Describe food preparation method: ☐ Deep Fryer ☐ Propane ☐ Wood ☐ Charcoal

Other: _____

Will you need to purchase ice from the fairgrounds, if available? ☐ Yes ☐ No

If ice is needed, please estimate how much per day (est. price: \$10 per 16 lb. bag): ____ bags per day

Type of waste products your booth will generate: ☐ Grease ☐ Grey Water ☐ Cardboard

Other: _____

***** There are no sewage hookups. *** There will be grease and grey water stations.**

If you will need a dedicated grey water container just for your booth, one can be provided to you for \$ 500 for the Run of the Fair. **Please indicate here if you will require a dedicated grey water container:**

- ☐ **Yes**, we will need a dedicated grey water container at our booth. **I understand the cost will be \$500**
- ☐ **No**, we will not need a dedicated grey water container

MENU DETAILS

- Please note **all tents/booths must be in good condition and cannot have any rips tears or significant fading.**
- **No handwritten menus, signage or information** will be allowed.
- **Must provide images** of front and side of your booth set up for an event with application

Please provide your proposed menu. Be sure to note if you offer dietary options. (Vegetarian, Vegan, Gluten-Free, etc.) Attach separate sheet if necessary.

Proposed Menu Items ** (Only approved items and prices will be listed in your contract)**	Price Including Tax

PARTNERING OPPORTUNITY – “ FEED THE FAIR CREW ”

This year the Santa Clara County Fair will offer an opportunity to our Food Vendors to participate in our “Feed the Fair Crew” program. We are asking Vendors to offer at least one meal at a \$10 price point. The Fair crew will be issued meal tickets which they can exchange for their meal. Each ticket may be exchanged for \$10 which will be credited to the Vendor’s account each day. Please let us know whether you would like to participate.

☐ **YES** - We would like to participate in the ‘Feed the Fair Crew’ Program. The meal(s) we offer will be:

Please describe meal to be provided here.

☐ **NO** - We are not interested this year.

POWER NEEDS – NO BASE POWER INCLUDED

Please provide your total amperage service requirements for running at maximum capacity. If we are not informed of proper requirements, we may not be able to provide service. * 20 amps is a regular 110 outlet.

The Santa Clara County Fairgrounds offers up to 50 amps service.

- All cords 70 amps and less must have plugs.
- 200 volt must be #6/4 gauge or heavier wire with Nema Plug #14-50P 110 volt must be #12/3 gauge or heavier wire with Nema Plug #5-15P.
- **No plugs, extension cords, cord caps or other equipment will be provided by the Santa Clara County Fair.**
- Multiple multi-plug adapters (i.e. cube adapters, unfused power strips or any other similar devices) are prohibited.
- Daisy chaining is unacceptable.
- Relocatable power top should be directly connected to permanently installed receptacle.

To be sure you have what you need to operate, you must account for all equipment that will need power. Please list all electrical appliances you will use (i.e. heat lamps, hot plates, electric grills, toaster ovens, etc.) and the amps needed for each.

Pricing begins at a 20 amps of service (regular 110 outlet) price. You may order additional amps at \$100 per 10 amps. Please indicate the number of amps service you will require below:

____ 20 amps svc. @ \$200 ____ 30 amps svc. @ \$300 ____ 40 amps svc. @ \$400 ____ 50 amps svc. @ \$500

PLEASE plan according to your actual requirements. Additional fees will be added if mgmt. finds you are using more than the service you requested.

INSURANCE REQUIREMENTS

Commercial General Liability Insurance - for bodily injury (including death) and property damage which provide limits as per the following Coverage requirements:

1. Each occurrence - \$1,000,000
2. Personal Injury - \$1,000,000
3. General aggregate - \$2,000,000
4. Products/Completed Operations aggregate - \$2,000,000

Additional Insured Endorsement, which shall read as follows:

"Santa Clara County Fairgrounds Management Corporation, the County of Santa Clara, the State of California, and the California Fair Services Authority, and members of the County of Santa Clara Board of Supervisors and members of the Santa Clara County Fairgrounds Management Corporation Board of Directors, and each of their/its respective officers, agents, and employees, individually and collectively, as additional insureds." **(THIS WORDING MUST BE EXACT).**

**** Proof of Workman's Comp Insurance If applicable) or a Waiver and Automobile Insurance at the accepted CA State Minimums for every vehicle driven onto the Fairgrounds proper are also required prior to setup. Specific requirements will be shown in Exhibit "E" of Contract.****

*** Liability Insurance may also be ordered through CFSA @ \$220.00 for the run of Fair.** Please indicate here whether you will need this insurance:

_____ Yes, I do need to order Insurance through CFSA

_____ No, I do not need CFSA Insurance

VENDOR CHECKLIST

Every approved vendor must provide the following Permits/Certificates to the SCCFMC Vendor Dept. prior to May 1, 2025. Failure to submit all documents by May 1, 2025 will result in a \$100 Late Fee. Vendors will not be allowed to check in/set up without submitting all documents on time or after deadline with a late fee.

- State of California Seller's Permit
- Certificate of Liability Insurance (See above for exact wording and limits), Workman's Comp Certificate or Waiver and copy of Auto Insurance Card showing min CA State required coverage on vehicles to be driven on Fairgrounds proper.
- Santa Clara County Health Permit (required for sales of anything consumable) will be provided upon approval and must be completed fully and returned to the Fair by April 15, 2025 for review.

IMPORTANT NOTES ON APPLICATION PROCESS

- **Return completed application by no later than March 15, 2024.**
- **Submission of this application does not guarantee vendor space.**
- Vendors **must** provide front and side images of booth set up for an event along with application.
- **If approved, an invoice for payment and TFF form (if a booth or out-of-county Truck) will be issued via e-mail from our Planning Pod Program for completion and signature. This must be returned by no later than April 1, 2025.** Return of the TFF and payment in full of the invoice will be considered acceptance of our offer.
- Once Fees are paid and completed and signed TFF (if applicable) is received, a contract will be issued to you. **The fully signed contract and full payment is due by no later than April 30, 2025.** If contract is not returned by that date, SCCFMC will cancel the contract and contact the next Vendor on our wait list.
- **Cancellations made before May 1st will receive a full refund (EXCEPTION: TFF Fees are non-refundable)**
- **Cancellations made May 1st through May 31st will receive a 50% refund. (TFF Fees are non-refundable)**
- **Cancellations made after June 1st will not receive a refund.**
- Vendors are required to have POS system/cash register capable of generating a register tape or report for review daily.
- Each vendor must accept credit cards.

By my signature below, I hereby verify that I understand the preceding statements regarding my application and responsibilities. I further verify that I understand that all of the above documentation, payments and compliance with above terms are required before I may check-in, setup or sell.

First Name _____
(Please PRINT)

Last Name: _____
(Please PRINT)

Authorized Signature _____

Title: _____

Date: _____

Please Return this Application along with Booth Photos to: vendors@thefair.org by March 15, 2025