



2026 Monterey County Fair Vendor Credential Form

Vendors may purchase additional passes for the staffing of the booths during the 5-day run of the Monterey County Fair. This completed form must be returned with signed agreement.

Below are the credential breakdown provided per booth space.

<u>Commercial Vendor</u>	<u>Food Vendor</u>	<u>501-C Non-Profit Organization</u>
10' x 10' Booth Space – 10 Passes 10' x 15' Booth Space – 15 passes 10' x 20' Booth Space – 20 passes	20 Passes	30 Passes

Credential Request:

Please indicate the type of credential you prefer and the number of each. Please refer to the maximum quantities listed above. *If you purchase additional passes, please include payment with this form.*

Quantity

Total Due

☐ I would like to purchase additional one day passes for \$8.00 each. _____ @ \$8.00 = \$_____

Credential Distribution:

Please indicate how you would like to receive your credentials. (Only choose one option.)

- ☐ I prefer to pick up my MCF Credentials at the Fair Office after August 1, 2026.
- ☐ I prefer to pick up my MCF Credentials at the "Vendor Check- In Window" on August 30-September 1, 2026.

Print Name: _____

Business Name: _____

Signature: _____ Date: _____



COWBOY BOOTS & COASTAL ROOTS

Fair Office Use Only:

- ☐ Payment Received
 - ☐ Date Received _____
 - ☐ Receipt # _____

Page 1

FORM F-31
Revised 8/19

Print Form

AGREEMENT NO. V26 - 90

DATE _____

**FAIRTIME AND INTERIM EVENT
RENTAL AGREEMENT**

THIS RENTAL AGREEMENT ("Agreement") is by and between the 7th District Agricultural Association, ("Association"), commonly known as the Monterey County Fair & Event Center ("Fairgrounds"), and Monterey County Agricultural Commissioner ("Renter"). Association and Renter may be collectively referred to as the "Parties."

- 1 Association hereby grants to the Renter the right to occupy the space(s) known as Onespace to be determined by fair management, described as 10x10 booth, as depicted in Exhibit A, located on the Fairgrounds at 2004 Fairground Road Monterey, California 93940 ("Premises") for the purposes hereinafter set forth and subject to the terms and conditions of this Agreement.
- 1 The term of this Agreement begins on September 2 and ends on September 7, 2026. Renter shall guarantee the payment of any damage to Association property, removal of all property and the leaving of the Premises in the same condition in which Renter took possession.
- 2 The purposes of occupancy shall be limited to hosting a booth in the Ag Building at the 2026 Monterey County Fair, September 3-7, 2026.

and shall be for no other purpose whatsoever.
- 3 Renter shall pay Association the amount of \$0, which is due 8/1/2026. Payments should be made by cash, credit card, money order, or cashiers check. Upon execution of this Agreement, Renter shall pay the Association a deposit in the amount of \$ 0.00 (included in total above). The Association may retain from the deposit any amount necessary to remedy Renter defaults in the payment of rent, repair of damage to the Premises caused by Renter, or to clean the Premises upon Renter move-out if not left in the same condition in which Renter took possession. The deposit amount or balance, if any, and an itemized list of any deductions shall be returned to Renter no later than thirty (30) days.
- 1 Renter shall pay the following services and fees: Please see Exhibit D attached. Proof of insurance and payment due August 1st, 2026.

6. Renter acknowledges that the Association's Fairgrounds may be required at any time, with limited advance notice, for the purpose of responding to an emergency declared by local, state, and/or federal governments. Association shall not be liable for any interference of Renter's use or possession of the Premises or loss to or expenses incurred by the Renter or its subcontractors or patrons that may result from such emergency use of the Premises.
7. Association shall have the right to audit and monitor any and all sales as well as access to the premises.

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7. Renter shall defend, indemnify and save harmless Association and the State of California, their officers, agents, servants and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including all persons to whom the Renter may be liable under any worker's compensation law and Renter him/herself and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of or in any way connected with the exercise by Renter of the privileges herein granted.
8. Renter further agrees to not sell, exchange or barter, or permit its employees to sell, exchange or barter, any licenses or permits issued to Renter or its employees.
9. No Renter will be allowed to open until all the preliminary requirements herein set forth have been complied with.
10. Renter will conduct business in a quiet and orderly manner; will deposit all rubbish, slop, garbage, tin cans, paper, etc., in receptacles provided by the Association within Premises for such purpose and will keep the area within and surrounding Premises free from all rubbish and debris.
11. All temporary tents or enclosures erected by Renter shall have the prior written approval of Association and local fire suppression authorities. Renter shall not affix any fixtures to the Premises without the written preapproval of the Association and if the removal of the fixture may be affected without injury to the Premises.
12. Upon request, Renter will furnish Association with a list of all sales prices and other charges of any kind whatsoever to be charged by the Renter. If Renter is an eating concession and not restricted to specific items, Renter shall submit menus and prices to Association for approval at least twelve (12) hours in advance of each day's operation. Upon request, Renter must furnish to Association receipts for license fees, tax deposits, insurance, etc., prior to event.
13. Renter will conduct the privileges granted in this Agreement according to all the rules and requirements of applicable state and local health authorities, and without infringement upon the right and privileges of others; will not handle or sell any commodities or transact any business whatsoever for which an exclusive privilege is sold by Association, nor engage in any other business whatsoever upon or within Premises or Fairgrounds, except that which is herein expressly stipulated and contracted for; will confine said transactions to the Premises and privileges provided in this Agreement, and that any and all exclusives granted Renter shall not include the carnival and the carnival area.
14. Renter will post in a conspicuous manner at the front entrance to the concessions, a sign showing the prices to be charged for all articles offered for sale to the public. The size of said sign, manner and place of posting shall be pre-approved by Association.
15. Association will furnish necessary janitor service for all aisles, streets, roads and areas used by the public, but Renter must, at his/her own expense, keep the Premises and adjacent areas properly

arranged and clean. All concessions must be clean, all coverings removed, and the concessions ready for business each day at least one hour before the Association is open to the public. Receptacles will be provided at several locations to receive Renter's trash, and such trash must not be swept into the aisles or streets or any public areas.

7. All sound-producing devices used by Renter within the Premises must be of such a nature and must be so operated as not to cause annoyance or inconvenience to patrons or to other concessionaires or exhibitors. The decision of Association as to the desirability of any such sound-producing device shall be final and conclusive. Sound-amplification equipment may be installed only by first obtaining written permission from Association.
8. Renter agrees that there will be no games, gambling or any other activities in which money is used as a prize or premium, and that Renter shall not buy and/or permit "buy backs" for cash, any prizes or premiums given away to patrons. Only straight merchandising methods shall be used and all methods of operations, demonstration and sale, shall be subject to the approval of the Association and the local law enforcement officials.
9. Renter is entirely responsible for the Premises and agrees to reimburse Association for any damage to the real property, equipment, or grounds used in connection with the Premises, reasonable wear and tear excepted. Renter agrees to inspect the conditions of the Premises and of all property it will use on the Premises, including but not limited to equipment, furniture or other personal property owned by Association, and to be entirely responsible for the use of the Premises and such property.
10. Association may provide watchman service, which will provide for reasonable protection of the property of Renters, but Association shall not be responsible for loss or damage to the property of Renter.
11. Each and every article and all boxes, crates, packing material, and debris of whatsoever nature must be removed from the Premises by Renter, at Renter's own expense, upon expiration or earlier termination of this Agreement.
12. No Renter will be permitted to sell or dispose of anywhere on the Fairgrounds alcoholic beverages as defined in the Alcoholic Beverage Control Act unless Association authorizes Renter in writing and unless Renter holds a lawful license authorizing such sales on the Premises.
13. All safety orders of the Division of Industrial Safety, Department of Industrial relations must be strictly observed.
14. Failure of Association to insist in any one or more instances upon the observance and/or performance of any of the terms and conditions of this Agreement shall not constitute a waiver of any subsequent breach of any such term and condition.

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7. This Agreement shall be subject to termination by either party at any time prior to or during the term hereof by giving the other party notice in writing at least 30 days prior to the date when such termination shall become effective. Such termination shall relieve the Association of any further performances of the terms of this agreement.
8. The Association shall have the privilege of inspecting the Premises covered by this agreement at any time or all times. Association shall have the right to retain a key to the Premises and may enter with at least 24-hour written notice to Renter.
9. Renter recognizes and understands that this rental may create a possessory interest subject to property taxation and that Renter may be subject to the payment of property taxes levied on such interest.
10. The Parties hereto agree that Renter, and any agents and employees of Renter, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of Association.
11. Time is of the essence of each and all the provisions of this agreement, and the provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.
12. It is mutually agreed that this Agreement or the privileges granted herein, or any part thereof, cannot be assigned or otherwise transferred without the written consent of Association. Subleasing of the Premises is prohibited.
13. It is mutually understood and agreed that no alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties, hereto, and that no oral understandings or agreements not incorporated herein and no alterations or variations of the terms hereof, unless made in writing and signed by the parties hereto, shall be binding upon any of the Parties.
14. In the event Renter fails to comply in any respect with the terms of this Agreement and its Exhibits referred to herein, all payments under this Agreement shall be deemed earned and non-refundable by Association, and Association shall have the right to occupy the Premises in any manner deemed for the best interest of Association.
15. Renter shall abide by the additional terms and conditions indicated in the following Exhibits, attached to this Agreement and incorporated by these references:

2026 MCF Vendor Handbook
California Fair Services Authority Insurance Requirements
2026 CalFire Event Safety Requirements

2026 MCF Vendor Credential Form & 2026 MCF Payment Authorization Form

Exhibit A
Exhibit B
Exhibit C
Exhibit D

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7. This Agreement is not binding upon Association until it has been signed by its authorized representative.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the date shown below. The signatories represent and warrant that they were duly authorized by their respective governing bodies to execute this Agreement and the Parties hereby agree to all the terms and conditions set forth in this Agreement.

INDIVIDUAL NAME:

BUSINESS NAME: Monterey County Agricultural
Address: Commissioner's
City, State Zip: office

Phone:

Email:

Signature

Title

Date

7th DISTRICT AGRICULTURAL ASSOCIATION

Monterey County Fair & Event FAIRGROUNDS

Address 2004 Fairground Road

City, CA Zip Monterey, CA 93940

Phone 831-372-5863

Email vendor@montereycountyfair.com

DocuSigned by:

Kelly Voun

5D7FD343AC334BE...

Signature

CEO

Title

5/21/2026

Date

California Fair Services Authority

INSURANCE REQUIREMENTS

(revised effective January 1, 2023)

I. Evidence of Coverage

The contractor/renter shall provide a signed original evidence of coverage form for the term of the contract or agreement (hereinafter "contract") protecting the legal liability of the State of California, the California Fair Services Authority, District Agricultural Associations, County Fairs, Counties in which County Fairs are located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fairs, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees, from occurrences related to operations under the contract. This may be provided by:

A. Insurance Certificate - The contractor/renter provides the fair with a signed original certificate of insurance (the ACORD form is acceptable), lawfully transacted, which sets forth the following:

1. List as the Additional Insured: "That the State of California, the California Fair Services Authority, 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, Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees are additional insured, but only insofar as the operations under this contract are concerned."
2. Dates: The dates of inception and expiration of the insurance. **For individual events, the specific event dates must be listed, along with all set-up and tear down dates.**
3. Coverages:
 - a. General Liability - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG 00-01. Limits shall not be less than for the limits in the CFSA Hazardous/Nonhazardous Activities List which includes, but is not limited to, the following: **\$5,000,000 per occurrence** for Carnival Rides and for Freefall Attractions (elevated jumps involving airbags); **\$5,000,000 per occurrence** for the following types of Motorized Events: Automobile races, drifting exhibitions, burnout contests/competitions, truck rodeos, tractor/truck pulls, destruction derbies, RV destruction derbies, mud bogs, mud racing, car crunches, monster truck shows, automobile thrill shows, figure 8 racing, stock car racing, tuff trucks, boat races, autocross, dirt racing, oval track, sprint cars/410 sprints, modified, super stock, mini-stock, dwarf cars, micro lights, endure, pro stock. **\$3,000,000 per occurrence** for the following types of Motorized Events: motorcycle racing, flat track motorcycle racing, arena-cross, freestyle motocross, motorcycle thrill shows and stunt teams, ATV, sand drags, go karts, snowmobile races, quarter midget races, golf cart races, Redneck Roundup (ATVs), lawnmower races. **\$3,000,000 per occurrence** for Rodeo Events all types with a paid gate and any Rough Stock Events such as Bull Riding,

Bareback, Saddle Bronc, or Mutton Busting; **\$2,000,000 per occurrence for the following**; Concerts: 2,000 and more attendees; Extreme Attractions*: All Types, including but not limited to bungee attractions, ejection seats, sky scrapers, Trampoline Things/quad jumpers, zip line or similar attractions requiring a Cal/OSHA permit to operate; Fair time Kiddie Carnival Rides: Up to 6 kiddie rides (includes book-in rides); Interim Carnival Rides; Extreme Attractions; Law Enforcement: All types, including but not limited to city police, county sheriff, California Highway Patrol, county probation, California Department of Corrections, state or federal military. Mutual indemnification in the contract may substitute for coverage with written approval from CFSA. Mechanical Bulls; Motorized Events: Car jumping contests/demonstrations of hydraulic modifications to automobiles; Rave Type Events: Any dance or concert which extends beyond midnight; Rodeo Events: All Types without a paid gate and with any Rough Stock Events such as Bull Riding, Bareback, Saddle Bronc, or Mutton Busting; Simulators; **\$1,000,000 per occurrence** for Rodeo Events All Types **without** any Rough Stock Events but including barrel racing, penning, and roping; **\$1,000,000 per occurrence** for all other contracts for which liability insurance (and liquor liability, if applicable) is required.

The Certificate of Insurance shall list the applicable policy forms, including endorsements. Any exclusions or coverage limitations, including sub-limits, that apply to the contractor/renter's activities, or business to be conducted under the contract or rental agreement/lease, must be listed in the Certificate of Insurance. If there is a self-insured retention or deductible in the contractor/renter's coverage equal to or in excess of \$100,000, the self-insured retention/deductible amount shall be included as part of the Certificate of Insurance. A copy of the contractor/renter's policy declaration page containing this information as an attachment/exhibit to the Certificate of Insurance will be acceptable, provided it contains all the aforementioned information.

- a. Automobile Liability - Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO policy form # CA 00-01, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.
- b. Workers' Compensation - Workers' Compensation coverage shall be maintained covering contractor/renter's employees, as required by law.
- c. Medical Malpractice - Medical Malpractice coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving medical services.
- d. Liquor Liability - Liquor Liability coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving the sale of alcoholic beverages.

4. Cancellation Notice: Notice of cancellation of the listed policy or policies shall be

sent to the Certificate Holder in accordance with policy provisions.

2. Certificate Holder:

- For Individual Events Only - Fair, along with fair's address, is listed as the certificate holder.
- For Master Insurance Certificates Only - California Fair Services Authority, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.

3. Insurance Company: The company providing insurance coverage must be acceptable to the California Department of Insurance.

4. Insured: The contractor/renter must be specifically listed as the Insured.

OR

A. CFSA Special Events Program - The contractor/renter obtains liability protection through the California Fair Services Authority (CFSA) Special Events Program, when applicable.

OR

B. Master Certificates - A current master certificate of insurance for the contractor/renter has been approved by and is on file with California Fair Services Authority (CFSA).

OR

C. Self-Insurance - The contractor/renter is self-insured and acceptable evidence of self-insurance has been approved by California Fair Services Authority (CFSA).

II. General Provisions

1. Maintenance of Coverage - The contractor/renter agrees that the commercial general liability (and automobile liability, workers' compensation, medical malpractice and/or liquor liability, if applicable) insurance coverage herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires or is cancelled at any time or times prior to or during the term of this contract, contractor/renter agrees to provide the fair, prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of California Fair Services Authority, and contractor/renter agrees that no work or services shall be performed prior to the giving of such approval. In the event the contractor/renter fails to keep in effect at all times insurance coverage as herein provided, the fair may, in addition to any other remedies it may have, take any of the following actions: (1) declare a material breach by contractor/renter and terminate this contract; (2) withhold all payments due to contractor/renter until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to contractor/renter under the terms of this contract.

1. Primary Coverage - The contractor/renter's insurance coverage shall be primary and any separate coverage or protection available to the fair or any other additional insured shall be secondary.
2. Contractor's Responsibility - Nothing herein shall be construed as limiting in any way the extent to which contractor/renter may be held responsible for damages resulting from contractor/renter's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve contractor/renter of liability in excess of such minimum coverage, nor shall it preclude the fair from taking other actions available to it under contract documents or by law, including, but not limited to, actions pursuant to contractor/renter's indemnity obligations. **The contractor/renter indemnity obligations shall survive the expiration, termination or assignment of this contract.**
3. Certified Copies of Policies - Upon request by fair, contractor/renter shall immediately furnish a complete copy of any policy required hereunder, with said copy certified by the underwriter to be a true and correct copy of the original policy. Fairtime Carnival Ride contractors must submit copies of actual liability insurance policies, certified by an underwriter, to California Fair Services Authority (CFSA).

I. Participant Waivers

1. For hazardous participant events (see subsection 4. below), the contractor/renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter.
2. Contractor/renter shall ensure that any party renting space from the contractor/renter with, or for, hazardous participant events (see subsection 4. below) obtains a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events and provides a copy to the contractor/renter.
3. The contractor/renter shall provide copies of all executed release and waiver of liability agreements required under subsections 1. and 2. above to the Fair at the end of the rental agreement.
4. Hazardous participant events include, but are not limited to, any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Extreme Attractions; Freefall Attractions; Mechanical Bulls; Simulators; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority, Risk Management Department at (916) 921-2213 for further information and for CFSA Release and Waiver Form.



**MONTEREY COUNTY FAIR
7TH DISTRICT AGRICULTURAL
ASSOCIATION**
September 3rd – September 7th, 2026
2026 Fair Vendor Handbook

- July 15** Signed contract, contract payments, finalized menu (food vendors only) and proof of insurance due.
- August 1** 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.
- Aug 30–Sept 2** **FOOD VENDORS**---Setup to begin at 12 pm on Saturday, August 29th with all booths completely set up by 2pm on Tuesday, September 1st. Tuesday, September 1st is Premier Night from 6 pm – 9 pm.
- COMMERCIAL VENDORS**---Setup to begin at 9am on Monday, August 31st with all booths completely set up by 2pm on Wednesday, September 2nd. Passes are available for pickup during this time.
- On Tuesday, September 1st from 9 am – 11 am concessions Auditor will be tagging registers.
- Sept 2** **Montage Night – All vendors required to participate and be open 3pm–9pm**
- Sept 3 –Sept 7** **Fair Days** – (all booth employees, volunteers, etc., must produce a credential to enter at the fairground gates during these dates, no exceptions)
- September 8** Load out begins at close of Fair. All booth items must be removed by Noon on September 8th, 2026.
- Concessions Close Out will occur from close of fair until 1 AM. NO EXCEPTIONS. No appointments, first come first serve. No close outs will occur on Tuesday September 8, 2026.

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
P: 831-372-5865 | www.montereycountyfair.com

CEO - Kelly Violini
Vendor Coordinators - Kelley Ferriera & Stella LePine
vendor@montereycountyfair.com

Regular Office Hours - Monday thru Friday 9am to Noon & 1pm to 5pm
Fair Office Hours - September 1-7 - 9am to 6pm

Sponsor premier night is Tuesday, September 1st from 6 pm - 9 pm
Fair Hours Open to Montage Employees ONLY: Wednesday, Sept 2nd - 3pm to 9pm
Fair Hours Open to the Public: Thursday, Sept 1st - Monday, Sept 7th - Noon to 11pm

Special Days & Promotions
September 3rd -Thursday Veterans Day, Seniors' Day & Special Friends Day
September 4th - Military Day
September 7th - Monday Kid's Day - 12 and under free all day

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 & POINT OF SALE 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 requested.
- Continuous Grand Total
- Cumulative Daily "Z" Total
- Consecutive Transaction Number
- "Current" Printed Date and Time on Detail Tape
- Current Manual on Register in Booth at all Times
- Battery Back-up with Memory Protection – Batteries must be in place at the time of register tagging and must remain in the unit for the duration of the fair. Registers without batteries will not be tagged.
- Each customer must be given a receipt immediately after every transaction if requested.

CASH REGISTER PROCEDURES – Food Vendors ONLY

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. Excessive no sales and overrings are discouraged will be dealt with on a case-by-case basis, not excluding additional fees if necessary.

USING A SEPARATE CREDIT CARD READER

If using a separate credit card reader or square device for credit transactions only, you must ring in the transaction totals on the cash register as well as the credit card reader. You must record the transaction on the cash register using the credit card (CH) button vs. the cash button (CA) to ensure that these are separated on the daily Z report. When turning in daily Z reports you must also turn in the separate credit card report from your device along with it. The total of the credit card report must match the total recorded under the CH category on your daily Z report. If they do not match, the difference will be added to the tape totals. If the register CH report is greater than the credit card reader, then the CH report total will be used. YOUR DAILY TAPES WILL BE CONSIDERED LATE if all the required reports are not turned in. (Z tape, journal, credit card reader report)

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. Please use the no sale feature when you need to make change, add additional change fund, etc.

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, including journal, 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. If using a Point-of-Sale System daily reports can be printed and dropped off or emailed for your convenience to the concessions auditor. An email address to send it to will be provided during register tagging.

Turn in the previous day's daily sales report at the Fair Office by 1:00 pm daily. There will be a lockable drop box located outside of the Administration office for your convenience. 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 journals and credit card batches not picked up after final settle-up will be discarded after your final payment is made. **All food vouchers must be turned in daily with your z tapes. If the voucher isn't filled out completely with the price of food purchased by the department and the name of the person that used the voucher, then they will be considered a zero value.**

CONCESSION AUDITORS

All concessionaires must have their own cash registers, NO LOANERS 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.

The Concession Auditor will be taking opening sales readings from each register on Tuesday, September 1st 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. It is highly suggested that you have the Concessions Auditor tag a "back up" register along with your other registers you plan on using.

VOIDS, NO SALES, AND OVER-RING PROCEDURES

It is a policy of the Monterey County Fair that excessive Voids and No Sales are unacceptable. Excessive no sales and voids will be addressed on a case-by-case basis. **When using a cash register**, 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.
- If a customer is ordering something different, ring in the correct item at this time.
- Initial and turn report in daily with that day's sale reports.

If using a **Point-of-Sale Unit**, you may use the void feature for canceled or changed items. You will need to provide documentation of the void in the form of a void receipt with

explanation turned in with your daily sales report. The total labeled VOID on your POS daily report should match the individual Void receipt totals and explanations.

FINAL CHECK-OUT PROCEDURES/COMMISSION PAYMENT

The Concession Auditor will be available on a first come first served basis 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. There will be no appointments and all check outs must happen on Monday night. NO EXCEPTIONS. Failure to check out prior to leaving the property will result in additional fines and refusal of future business with the Monterey County Fair. The percentage rent as stated in your contract is applied to this amount. Commission payments must be made by check or credit card with a 3% fee added. If paying in cash, you must let the auditor know on the first day of the show so that arrangements for payment can be made.

General Information



NEW FOR 2026: A \$250 deposit will be collected for all commercial, non-food vendors, when your contract is signed. This is to ensure that all rule and regulations via the 2026 Vendor Handbook are followed, most importantly staying open for the complete duration for the fair posted hours. If all rules and regulations are adhered to, a full deposit of \$250 will be returned to the vendor by September 18th, 2026.



AISLES AND EXITS

All aisles and exits are to be kept clear of Vendors, guests, exhibit materials, garbage etc. at all times. Failure to comply will result in the potential to be asked to leave property, with NO refund.

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.**

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 always contained within the allotted space!

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 on Monday, September 7, 2026. 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 by midnight, NO EXCEPTIONS. 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.

20A - 120V -\$25
30A - 120V -\$75
30A - 208V -\$150
50A - 208V -\$150
100A - 3ph -\$200
200A - 3ph -\$350
400A - 3ph -\$700

Ice machines require an additional \$100 fee.

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 an 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 "Exhibit 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 15, 2026). 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 \$125.00 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. PRIOR TO APPLYING FOR A HEALTH PERMIT, YOU MUST CALL THE LOCAL HEALTH DEPARTMENT AND SPEAK TO JENNIFER LAMB. She will give you the accurate amount for your permit:

Jennifer Lamb
Office Assistant II
Monterey County Environmental Health Bureau
1200 Aguajito Rd. Ste 007
Monterey, Ca 93940
lambj@co.monterey.ca.us

Monterey Direct: (831) 647-7654
Salinas Main Office (831) 755-4505 King City Office (831) 386-6899

ICE

Ice will be sold. Ice deliveries will be made twice daily from Thursday- Monday. Prices subject to change. Please contact vendor coordinator for more information.

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 through CFSA, the cost is \$195 per booth for food booths and \$150 for non-food booths.** Liability insurance required of all Vendors. COI must have the information below to be accepted:

Certificate Holder

Monterey County Fair 7th DAA 2004 Fairground Road Monterey, CA 93940

Under "Description of Operations/Locations/Special Provisions" please include

List as the Additional Insured: "That the State of California, the California Fair Services Authority, 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

Final menu and prices must be submitted via email by August 1, 2026 prior to the fair 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/Deputy Manager and approval thereof. Concession manager will be randomly checking all concession stands to make sure they are complying.

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.**

GROUND ACCESS

The "Vendor Access" pass will allow you access onto the grounds from 8 am to 11 am. *NO moving vehicles will be allowed on grounds during Fair hours. Anyone found in violation of this may be fined.* Each vendor will receive a vendor on grounds access pass.

Vendor Parking

No vendor parking passes will be offered.

Just a reminder – there is no overnight parking allowed on Fairgrounds Road. Proper vehicle passes must be displayed in your windshield 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. Deliveries during the fair hours will need to be hand trucked in. Use of Fair owned golf carts or driving on grounds will not be permitted during fair operating hours. NO EXCEPTIONS!**

PASSES FOR WORKERS

Vendor packages will be available after August 15th.

- 10' x 10' booths will receive 10 daily credentials
- 10' x 15' booths will receive 15 daily credentials
- 10' x 20' booths will receive 20 daily credentials
- Food Concessions will receive 20 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 \$8.00 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 1st. Balance due is payable on or before the deadline date stated in the contract along with proof of insurance. Failure to pay on time will result in the cancellation of the contract by Fair Management. Full payment is also acceptable. 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 7th midnight. Outstanding debts due to accounting errors will be billed by mail. No checks will be accepted after August 1st. **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 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 always. 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.

POP UP TENTS

NO POP TENTS PERMITTED IN THE ARCADE AREA, PER THE STATE FIREMARSHAL. NO REFUNDS WILL BE GIVEN AFTER CONTRACT IS EXECUTED.

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 9.25%. 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. Price will vary.

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 7, 2026. 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.

FACILITY CODE OF CONDUCT

The Monterey County Fair (MCF) is committed to providing a safe, pleasant, family-oriented environment for all our guests. Therefore, the following activities and behaviors are prohibited:

1. Any activity that threatens the safety of MCF guests and associates including aggressive horseplay, fighting, throwing objects, or the blocking or obstruction of any building, booth, exhibit, concession stand, performance, ticket window, gate, stage, doorway, fire exit, stairway or walkway.
2. Any activity that disrupts MCF's pleasant, family-oriented environment includes disruptive profanity, and threatening or vulgar clothing, language or signs.
3. Any act defined by federal, state, or local statute or ordinances as constituting a crime including damage, destruction, theft, or vandalism
4. Inappropriate attire: shoes and shirt are always required on Fairground property.
5. Smoking of tobacco, e-cigarettes, vaporizers, or other similar products that produce smoke or vapor anywhere other than the designated area(s).
6. Failure to maintain proper control of an authorized service animal.
7. Failure to follow the direction or reasonable requests of MCF associates.
8. Wearing masks, clothing, costumes or similar which obscure or cover the face.
9. Solicitation including the selling and/or distribution of materials of any kind.
10. Guests entering MCF grant unrestricted rights and licenses to promoters, facility management and all other entities associated with MCF or their respective agents to guests' likeness in any broadcast, telecast, photograph taken or other transmission or reproduction in connection with the event.
11. Possession of items prohibited on the Fairgrounds including:
 - a. Guns, knives, mace/pepper spray/stream, or any items that could be considered or used as weapons
 - b. Alcohol, illegal substances or cannabis products in any form
 - c. Bottles, cans or hard-sided containers
 - d. Non-factory sealed plastic bottles (permitted if empty)
 - e. Ice chests or coolers
 - f. Outside food and beverage (unless for medical reasons)

- g. Chairs
- h. Pets other than approved service animals
- i. Tents, tables and large shade umbrellas
- j. Fireworks, firecrackers
- k. Unmanned aerial vehicles
- l. Bicycles, skateboards, scooters, skates/rollerblades and Segways
- m. Any other items deemed dangerous or inappropriate by MCF personnel

The Monterey County Fair reserves the right to determine what activities constitute violations of this Code of Conduct and to take any and all actions permitted by applicable law, including without limitation removal and prosecution.

Screening Policy

To ensure a safe, pleasant, family-oriented environment for all our guests, the Monterey County Fair (MCF) conducts security screening, utilizing metal detectors and bag searches, at the entrance gates. All persons and their possessions are subject to security screening and the following items are prohibited from the fairgrounds:

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 \$450 per unit**
- **Stock Trucks/trailers with electrical hook up are \$300.00 per unit**
- **Stock trailer with no electrical hook up are \$250.00 per unit**

The fees cover arrival no earlier than 12:00 Noon on Saturday, August 29, 2026, and a departure no later than Tuesday, September 8th, 2026. If you would like to plan to check in before August 29th or check out after September 8th please book your space on montereycountyfair.com or 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.

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

Food concession set up to begin on Saturday, August 29th at 12 pm - 4:00 pm and Sunday, August 30th from 8 am - 4:00 pm. Maintenance will be on site to spot large food concession trailers during this time. Commercial vendors (non food) may begin setting up on Monday, August 31st with all booths completely set up by 2pm on Wednesday, Sept 2nd 2026 Passes are available for pickup during this time.

SKIRTING

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

SODA SERVICE

Soda service is not exclusive.

SOUND EQUIPMENT

Radios, television sets, loudspeakers, 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**. 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 9.25%. 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.

INSURANCE REQUIREMENTS**(revised effective January 1, 2023)****I. Evidence of Coverage**

The contractor/renter shall provide a signed original evidence of coverage form for the term of the contract or agreement (hereinafter "contract") protecting the legal liability of the State of California, the California Fair Services Authority, District Agricultural Associations, County Fairs, Counties in which County Fairs are located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fairs, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees, from occurrences related to operations under the contract. This may be provided by:

A. Insurance Certificate - The contractor/renter provides the fair with a signed original certificate of insurance (the ACORD form is acceptable), lawfully transacted, which sets forth the following:

1. List as the Additional Insured: "That the State of California, the California Fair Services Authority, 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."
2. Dates: The dates of inception and expiration of the insurance. **For individual events, the specific event dates must be listed, along with all set-up and tear down dates.**
3. Coverages:
 - a. General Liability - Commercial General Liability coverage, on an occurrence basis, at least as broad as the current Insurance Service Office (ISO) policy form #CG 00-01. Limits shall not be less than for the limits in the CFSA Hazardous/Nonhazardous Activities List which includes, but is not limited to, the following: **\$5,000,000 per occurrence** for Carnival Rides and for Freefall Attractions (elevated jumps involving airbags); **\$5,000,000 per occurrence** for the following types of Motorized Events: Automobile races, drifting exhibitions, burnout contests/competitions, truck rodeos, tractor/truck pulls, destruction derbies, RV destruction derbies, mud bogs, mud racing, car crunches, monster truck shows, automobile thrill shows, figure 8 racing, stock car racing, tuff trucks, boat races, autocross, dirt racing, oval track, sprint cars/410 sprints, modified, super stock, mini-stock, dwarf cars, micro lights, endure, pro stock. **\$3,000,000 per occurrence** for the following types of Motorized Events: motorcycle racing, flat track motorcycle racing, arena-cross, freestyle motocross, motorcycle thrill shows and stunt teams, ATV, sand drags, go karts, snowmobile races, quarter midget races, golf cart races, Redneck Roundup (ATVs), lawnmower races. **\$3,000,000 per occurrence** for Rodeo Events all types with a paid gate and any Rough Stock Events such as Bull Riding,

Bareback, Saddle Bronc, or Mutton Busting; **\$2,000,000 per occurrence for the following**: Concerts: 2,000 and more attendees; Extreme Attractions*: All Types, including but not limited to bungee attractions, ejection seats, sky scrapers, Trampoline Things/quad jumpers, zip line or similar attractions requiring a Cal/OSHA permit to operate; Fair time Kiddie Carnival Rides: Up to 6 kiddie rides (includes book-in rides); Interim Carnival Rides; Extreme Attractions; Law Enforcement: All types, including but not limited to city police, county sheriff, California Highway Patrol, county probation, California Department of Corrections, state or federal military. Mutual indemnification in the contract may substitute for coverage with written approval from CFSA. Mechanical Bulls; Motorized Events: Car jumping contests/demonstrations of hydraulic modifications to automobiles; Rave Type Events: Any dance or concert which extends beyond midnight; Rodeo Events: All Types without a paid gate and with any Rough Stock Events such as Bull Riding, Bareback, Saddle Bronc, or Mutton Busting; Simulators; **\$1,000,000 per occurrence** for Rodeo Events All Types **without** any Rough Stock Events but including barrel racing, penning, and roping; **\$1,000,000 per occurrence** for all other contracts for which liability insurance (and liquor liability, if applicable) is required.

The Certificate of Insurance shall list the applicable policy forms, including endorsements. Any exclusions or coverage limitations, including sub-limits, that apply to the contractor/renter's activities, or business to be conducted under the contract or rental agreement/lease, must be listed in the Certificate of Insurance. If there is a self-insured retention or deductible in the contractor/renter's coverage equal to or in excess of \$100,000, the self-insured retention/deductible amount shall be included as part of the Certificate of Insurance. A copy of the contractor/renter's policy declaration page containing this information as an attachment/exhibit to the Certificate of Insurance will be acceptable, provided it contains all the aforementioned information.

- b. Automobile Liability - Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO policy form # CA 00-01, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on fairgrounds.
 - c. Workers' Compensation - Workers' Compensation coverage shall be maintained covering contractor/renter's employees, as required by law.
 - d. Medical Malpractice - Medical Malpractice coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving medical services.
 - e. Liquor Liability - Liquor Liability coverage with limits of not less than \$1,000,000 per occurrence shall be maintained for contracts involving the sale of alcoholic beverages.
4. Cancellation Notice: Notice of cancellation of the listed policy or policies shall be

sent to the Certificate Holder in accordance with policy provisions.

5. Certificate Holder:

- For Individual Events Only - Fair, along with fair's address, is listed as the certificate holder.
- For Master Insurance Certificates Only - California Fair Services Authority, Attn: Risk Management, 1776 Tribute Road, Suite 100, Sacramento, CA 95815 is listed as the certificate holder.

6. Insurance Company: The company providing insurance coverage must be acceptable to the California Department of Insurance.

7. Insured: The contractor/renter must be specifically listed as the Insured.

OR

B. CFSA Special Events Program - The contractor/renter obtains liability protection through the California Fair Services Authority (CFSA) Special Events Program, when applicable.

OR

C. Master Certificates - A current master certificate of insurance for the contractor/renter has been approved by and is on file with California Fair Services Authority (CFSA).

OR

D. Self-Insurance - The contractor/renter is self-insured and acceptable evidence of self-insurance has been approved by California Fair Services Authority (CFSA).

II. General Provisions

1. Maintenance of Coverage - The contractor/renter agrees that the commercial general liability (and automobile liability, workers' compensation, medical malpractice and/or liquor liability, if applicable) insurance coverage herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires or is cancelled at any time or times prior to or during the term of this contract, contractor/renter agrees to provide the fair, prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of California Fair Services Authority, and contractor/renter agrees that no work or services shall be performed prior to the giving of such approval. In the event the contractor/renter fails to keep in effect at all times insurance coverage as herein provided, the fair may, in addition to any other remedies it may have, take any of the following actions: (1) declare a material breach by contractor/renter and terminate this contract; (2) withhold all payments due to contractor/renter until notice is received that such insurance coverage is in effect; and (3) obtain such insurance coverage and deduct premiums for same from any sums due or which become due to contractor/renter under the terms of this contract.

2. Primary Coverage - The contractor/renter's insurance coverage shall be primary and any separate coverage or protection available to the fair or any other additional insured shall be secondary.
3. Contractor's Responsibility - Nothing herein shall be construed as limiting in any way the extent to which contractor/renter may be held responsible for damages resulting from contractor/renter's operations, acts, omissions or negligence. Insurance coverage obtained in the minimum amounts specified above shall not relieve contractor/renter of liability in excess of such minimum coverage, nor shall it preclude the fair from taking other actions available to it under contract documents or by law, including, but not limited to, actions pursuant to contractor/renter's indemnity obligations. **The contractor/renter indemnity obligations shall survive the expiration, termination or assignment of this contract.**
4. Certified Copies of Policies - Upon request by fair, contractor/renter shall immediately furnish a complete copy of any policy required hereunder, with said copy certified by the underwriter to be a true and correct copy of the original policy. Fairtime Carnival Ride contractors must submit copies of actual liability insurance policies, certified by an underwriter, to California Fair Services Authority (CFSA).

III. Participant Waivers

1. For hazardous participant events (see subsection 4. below), the contractor/renter agrees to obtain a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events sponsored by contractor/renter.
2. Contractor/renter shall ensure that any party renting space from the contractor/renter with, or for, hazardous participant events (see subsection 4. below) obtains a properly executed release and waiver of liability agreement (Form required by contractor/renter's insurance company or CFSA Release and Waiver Form) from each participant prior to his/her participation in the events and provides a copy to the contractor/renter.
3. The contractor/renter shall provide copies of all executed release and waiver of liability agreements required under subsections 1. and 2. above to the Fair at the end of the rental agreement.
4. Hazardous participant events include, but are not limited to, any event within the following broad categories: Athletic Team Events; Equestrian-related Events; Extreme Attractions; Freefall Attractions; Mechanical Bulls; Simulators; Motorized Events; Rodeo Events; and Wheeled Events, including bicycle, skates, skateboard, or scooter. Contact California Fair Services Authority, Risk Management Department at (916) 921-2213 for further information and for CFSA Release and Waiver Form.

GENERAL:

Fire and life safety requirements shall be applicable to any exhibit space, booth, trailer or tent within the fairgrounds. This list is not meant to cover all possible situations and the Promoter or Fair is responsible for adhering to all applicable regulations.

1. Plans identifying the configuration of exhibit spaces shall be submitted to the SFM for review and approval 30 working days prior to the event. Plans shall indicate the location and size of all exit doors and aisles, and shall show exhibits both inside and outside of any building. Where seating is provided, the plan shall indicate the number of rows and seats between aisles. Final approval is subject to field inspections.
2. SFM may enter any portion of any exhibit space/ booth at any time for the purpose of inspecting the premises for fire and life safety.
3. No display or exhibit shall be installed or operated that will interfere or block in any way with access to any exit or with the visibility of any exit sign. No display shall block access to fire-fighting equipment, such as fire extinguisher stations, fire alarm pull stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment.
4. The location of all hydrants, fire extinguishers, water barrels, etc. shall be clearly marked in all areas.
5. The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:
 - a. Fuel tank shall be no more than 1/4 filled and the gas cap shall be taped in place to deter removal.
 - b. The battery or batteries shall be disconnected and the battery terminals taped with electrical tape.
 - c. Vehicles shall be inspected by SFM.
6. No open flame is allowed in any Fair Building.
7. Bark dust or like material shall be kept moist at all times.
8. All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.
9. "NO SMOKING" signs shall be posted. Outside Smoking areas shall be provided with appropriate non-combustible containers for ashes.
10. A housekeeping program shall be maintained and adequate non-combustible trash receptacles shall be provided in all areas and all trash will be removed on a regular basis.

BOOTH CONSTRUCTION/LOCATION:

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the SFM.
2. All fabric or pliable canopy covers, side/back drops and decorative material must be:
 - a. Inherently fire resistive and labeled as such; or
 - b. Treated by a SFM licensed applicator. If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (*empty can and dated sales receipt may serve as proof*).
3. Exit openings shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

FIRE SAFETY TIPS:

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking.

4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1.

ELECTRICAL:

1. Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type. No two-wire extension wiring shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length. This shall be temporary use.
2. Electrical equipment and installation shall be inspected and approved by a qualified person or concern acceptable to the SFM.

LIVESTOCK/BARN AREAS:

1. Heat production appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances which may be used for cooking purposes, shall **not** be permitted in the barn or livestock areas. Electrical devices in good repair and properly maintained and used in direct connection with the care of animals may be exempt from the above.
2. Smoking shall not be permitted within the barn, stable, or livestock areas, or in exhibits using sawdust, hay or like materials on the floor.
3. The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock areas.
4. Fire hoses, fire extinguishers or other fire equipment shall only be used in case of an emergency. These devices shall not be blocked or obstructed at any time.
5. The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
6. No vehicles shall be parked in any barn or livestock areas.

RV PARKING: Fire and life safety requirements shall apply to the use or parking of recreational vehicles on undeveloped sites on the fairgrounds.

1. Plans identifying the configuration of the site shall be submitted to SFM for review and approval at least 30 days prior to site development.
2. The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
3. A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
4. All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.
5. Painted lines, fences, posts, ropes, etc. shall be used to designate roadways from vehicle parking areas.

FOOD SERVICES AREAS: Fire and life safety requirements shall be applicable for all food services areas, including temporary concession stands inside or outside of buildings and food concession trailers.

1. The use, storage and handling of any flammable or combustible liquid shall be subject to approval by SFM. Location of use and storage of any flammable or combustible liquid shall be noted on the plans prior to approval (see General Item #1)
2. The use and storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents is subject to approval by SFM. Location of use and storage of any portable container of LPG shall be noted on the plans prior to approval (see General Item #1). All cylinders must be secured to prevent tipping or falling over.

3. Commercial cooking may be allowed only in approved locations with approved equipment. SFM Approval is required prior to use.
4. Cooking booths must be separated from non-cooking booths by 10 feet.
5. A California licensed company shall service all Automatic Fire Extinguishing Systems (Hood System) every six months. The company performing the service shall either be licensed by the SFM and possess an Automatic Systems License, or possess a C-16 license issued by the California State Contractor's Licensing Board.

Fire Extinguishers:

1. Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
2. Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
3. All portable fire extinguishers must be serviced by a SFM licensed company annually, with a service tag attached.

Deep fat or flambé type cooking operations may require additional and/or larger units, as per the SFM. Fire extinguishers shall conform to the following:

- a. The fire extinguisher must be mounted or secured so that it will not fall over.
- b. It must be visible and accessible and away from cooking area.

Deep Fat Fry/flambé Cooking: Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top of the enclosure shall be OPEN or, when required by the Health Department, shall be provided with METAL SCREENING with a minimum height of 7 feet.

Wood Barbecue Cooking:

1. Wood barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be as approved by the SFM.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the SFM. Dumping coals in trash containers is prohibited!

Charcoal Barbecue Cooking:

1. Charcoal barbecue cooking is prohibited inside of booths or tents.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 15 feet from any booth with a minimum of 20 feet from any permanent structure.

**THIS FORM MUST BE COMPLETED AND POST-
ED IN EACH BOOTH, BARN, EXHIBIT HALLS
PRIOR TO EVENT**

BOOTH CONSTRUCTION/LOCATION:

- ☐ Minimum of 20 feet from any permanent structure.
- ☐ All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.
- ☐ Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height.

ELECTRICAL:

- ☐ Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type.
- ☐ Electrical equipment and installation shall be inspected and approved by a qualified person.

LIVESTOCK/BARN AREAS:

- ☐ No space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances.
- ☐ No storage of flammable or combustible liquids or machines.
- ☐ Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.
- ☐ The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
- ☐ No parking of any vehicles in any barn or livestock areas.

RV PARKING:

- ☐ The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
- ☐ A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
- ☐ All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.

FOOD SERVICES AREAS:

- ☐ No use or storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents.
 - ☐ All cylinders must be secured to prevent tipping or falling over.
 - ☐ Cooking booths must be separated from non-cooking booths by 10 feet.
 - ☐ All Automatic Fire Extinguishing Systems (Hood System) have been serviced within the last six months.
- Fire Extinguishers:**
- ☐ Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
 - ☐ Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
 - ☐ All portable fire extinguishers have been serviced by a SFM licensed company annually with a service tag attached.

- ☐ The fire extinguisher must be mounted or secured so that it will not fall over.
 - ☐ All fire extinguishers must be visible and accessible.
- Deep Fat Fry/flambé Cooking:**
- ☐ Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed.
- Wood Barbecue Cooking:**
- ☐ No wood barbecue cooking inside of booths.
 - ☐ Only wood barbecue cooking shall be performed in areas away from public access.
 - ☐ No fuel wood shall be stored inside of booths.
 - ☐ Metal containers shall be provided for hot coal and ashes.
- Charcoal Barbecue Cooking:**
- ☐ No charcoal barbecue cooking inside of booths or tents.
 - ☐ Only commercially sold charcoal fuel may be used.
 - ☐ Charcoal cooking shall be performed only in areas away from public access
 - ☐ Charcoal cooking shall be located a minimum of 15 feet from any booth
 - ☐ Charcoal cooking is at least 20 feet from any permanent structure.

EXHIBIT HALLS

- ☐ No open flame.
- Exiting**
- ☐ Illuminated exit sign.
 - ☐ No blocking or obstruction of exit.
 - ☐ Doors shall not be locked or chained.
 - ☐ Aisle width shall be maintained according to approved site plan.
- Fire equipment**
- ☐ No blocking of fire hydrants.
 - ☐ No blocking of fire extinguishers.
 - ☐ No blocking of standpipe and fire hose cabinets.
 - ☐ No blocking of fire sprinkler systems.
 - ☐ No blocking of manual fire alarm pull stations.
 - ☐ No blocking of fire alarm audible/visual devices such as horns or strobes.
 - ☐ No blocking of first aide equipment.
- Vehicle Static Display**
- ☐ Battery terminals disconnected.
 - ☐ Fuel tank shall be no more than 1/4 filled.
 - ☐ Locked or taped gas cap.
- Decorative Materials**
- ☐ Shall be inherently flame resistive or treated.

I have reviewed and verified this check list that all applicable items listed above are in compliance.

Signature

Host Vendor Exhibitor

Title (circle one)

Date

EXHIBIT C

State of California

**OFFICE OF THE
STATE FIRE
MARSHAL**



**FIRE & LIFE SAFETY
DIVISION**

**Special Events and/or
DAA Fairs**

Sacramento Headquarters

2251 Harvard, Suite 130, Sacramento, CA
95814
(916) 568-2957

Monrovia Regional Office

602 E. Huntington Drive, Suite A
Monrovia, CA 91016
(626) 305-1908
(626) 305-5173 Fax

Web Site: <http://osfm.fire.ca.gov>