



San Bernardino County Fair

14800 Seventh Street ♦ Victorville, Ca 92395
(760) 951-2200 Fax: (760) 951-2419

Dear Vendor,

Thank you for your interest in participating in the 2010 San Bernardino County Fair!

2010 Fair Dates: **Saturday, May 15th, through Sunday, May 23rd (9 Days)**
2010 Fair Hours: Mon. thru Fri. 4:00 pm to 11:00 pm, Sat. & Sun. 12:00 pm to 11:00 pm
2010 Fair Theme: **“Green Acres”**

Participants from the previous Fair are evaluated and may be offered an invitation to return this year. This process results in limited space for new applicants. We appreciate the patience of new applicants as we journey through the many steps to create the best fair and entertainment.

In the meantime, we will accept applications from new potential vendors in anticipation of available space. Please note the following points.

- It is important your application be complete and include a photo (s) of your product(s). Please do not send multiple mailings; this will only slow down the process. Only fully completed applications will be reviewed. **Incomplete applications are not returned for completion.**
- Once an application is received it is date stamped and kept in order of receipt. We will begin the new vendor evaluation process in February 2010. Those not selected upon the first review may be placed on a waiting list if additional space becomes available. Please do not call for status of your application prior to late February as this slows the process.
- Applications are reviewed on their own merit, not a first-come first-serve basis.

Enclosed you will find an application, instructions for completing the application, and additional information about our fair. **We urge you to take a moment to read the entire packet of information prior to filing out the application.**

Selection criteria is based on, but not limited to:

- Product balance within the fair
- Ability to set up a professional/attractive display
- Uniqueness and appeal of product
- Application presentation
- Space Availability
- References

Again, thank you for your interest,

Anjanette Cline

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Exhibit Representative

Acline@sbcfair.com email

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Ph: (760) 951-2200 Fax: (760) 951-2419

Website: www.SBCFair.com ♦ Email: AClene@SBCFair.com

2010 San Bernardino County Fair

Saturday, May 15, thru Sunday, May 23, 2010

Please review these instructions carefully as the application changes from year to year. Instructions for completing the application follow.

1. **Please type or print legibly in ink only.**
2. This application is neither an offer nor a guarantee of space.
3. All questions must be answered completely before consideration for space can be given. Incomplete applications will not be accepted or returned.
4. Be sure the information you give is accurate, as it will be representation of your business to the selection committee.
5. A current photo and/or drawing of your proposed booth in operational form are required with each application. All photos become property of the San Bernardino County Fair and will not be returned.
6. The list of products you are requesting to sell/display/promote/giveaway must be specific. Words such as “accessories”, “related products”, “gifts”, “etcetera”, and other vague descriptions are not acceptable. If a contract is issued, it will be assigned based on this list only, so please be thorough. We will verify items in your booth match your contract throughout the Fair.
7. Picture(s) or an informational brochure that visually describes each product must be included with your application. Please be certain to label all attachments with product name, company name, and price. (Please keep items to 8½” x 11” or smaller).
8. Samples of any handouts, brochures, catalogs, etc. must be attached and labeled with your name if you are planning to distribute them from your booth.
9. Sound transmissions such as radios, televisions sets, and voice amplification systems are subject to prior approval of the Fair. Volume in excess of conversational levels is strictly prohibited. The fair reserves all rights to turn down off the system. **This privilege may be revoked at any time during fair.**
10. If you are selected as a fair vendor, Fair Management will determine the location of your booth. In order to do so effectively, **please indicate your preference for an indoor or outdoor location and size.**
11. **Do not send money** with this application. If you are selected, you will be notified by phone and in writing. Please note if your company is selected, a 50% non-refundable deposit will be required. **This deposit is non-refundable.**
12. Make sure you sign the application where indicated.
13. Separate the completed application from these instructions and mail application with attachments to:

San Bernardino County Fair

Attn: Anjanette Cline

14800 Seventh Street

Victorville, Ca. 92395

Exhibit Space Request Form

All information is required for consideration. Picture(s) of your product must be attached to this request.

Please Print

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contract signer: _____ Contact person (if different): _____

Daytime Phone: _____ Cell Phone: _____

Fax number: _____ E-mail: _____

A copy of your California State Sales Tax Permit, and the # listed below:

_____ for information or permit, contact the State of California at: (909) 680-6497
(Example: SREH23-0000001)

Space needed: (Space cannot be guaranteed. List preference below)

1) _____ Inside or _____ Outside

2) _____ In-line or _____ Corner

3) _____ 10' X 10' or _____ Booth space requested
(Specify size)

Electricity: _____ **Yes - (One (1) 15 amp/110 volt service only included)**

_____ **Other:** Please specify and we will call you: _____

Insurance: _____ I need to purchase State of California coverage for \$120.00, (\$160.00, if a food product).

_____ I have my own insurance and will send you an original copy of my \$1,000,000 Liability Coverage by April 15, 2010, **with the following printed on it as additional insured:**

“That the State of California, the 28th District Agricultural Association, San Bernardino County Fair, their agents, officers, servants, and employees are made additional insured’s, but only insofar as the operations under this contract of insurance.”

_____ I am on the CFSA Master Insurance List # _____

I use sound equipment: _____ Yes _____ No

For the purpose of: _____

Complete list or description of product or service - list every product to be considered. Use another sheet of paper if necessary:

**** Please note: No Product can be added later without the SBC Fair Management Approval. ****

Other Fairs I have exhibited with:

Name: _____	Dates: _____	Phone # _____
Name: _____	Dates: _____	Phone # _____
Name: _____	Dates: _____	Phone # _____
Name: _____	Dates: _____	Phone # _____

Signature: _____ Date: _____

Print Name: _____

Please Note:

The San Bernardino County Fair Management has the right and authority to arrange spaces or to move an exhibit to another location in the best interest of the Fair. Acceptance of this application does not guarantee a space at the fair. If approved, we will notify you by phone, email and/or by US mail. If your company is offered a booth space in our county fair a non-refundable deposit will be required to secure the space within 10 business days of offer.

If the deposit is not received in the 10 business days of offer, the space maybe offered to another vendor.