



Dear Perspective retail, crafts, nonprofit organizations, merchants, products, demonstration and independent amusement Vendor,

Thank you for your interest in the 2018 Norco Fair. Please check out our website at [www.norcofair.org](http://www.norcofair.org). The Fair is a four - day event held over Labor Day weekend. The fair dates and times are as follows:

**Friday August 31, Saturday, & Sunday September 1<sup>st</sup>, 2nd, 4pm to 12 Midnight**  
**Monday, September 3<sup>rd</sup> 12 Noon to 5pm (Family Fun Day, FREE entrance and parking, discounted ride)**

It is with great pride that we proudly present this annual event in "Horse Town U.S.A." over Labor Day weekend. Nestled below the base of Norco Hills located at 3737 Crestview is the city's premier equestrian center known as the George Ingalls Equestrian Event Center and home of the Norco Fair. This event is organized by a Non-Profit organization and is staffed entirely by local volunteers. We truly hope your experience here in our town is a pleasant one and wish you the greatest success at our event.

We do not give exclusives, but we will do our best to limit duplicates in order to promote a successful experience.

Enclosed you will find the rules and regulations, Insurance requirements, Vendor Application & contract with terms and conditions. **PLEASE READ THIS MATERIAL CAREFULLY AND SUBMIT YOUR COMPLETED APPLICATION ALONG WITH PROOF OF LIABILITY INSURANCE NAMING NORCO FAIR COMMITTEE AND THE CITY OF NORCO AS ADDITIONAL INSURED WITH AN ADDITIONAL ENDORSEMENT FORM, INSURANCE MUST ALSO SHOW PRODUCT COVERAGE, COPY OF YOUR RESALE PERMIT (BOE) TO REFLECT THE VENUE ADDRESS OR A NORCO ADDRESS. AND PAYMENT IN FULL.**

In order for your application to be considered the following **must** be included with your completed application:

1. **Payment in full** (Check, Cashier check, MO or Credit card page 9 of the application to be completed.) made to The Norco Fair Committee. Payments will not be processed until you have been accepted.
2. **California resale permit (BOE) or 410-D** with the booth/business name and venue address: 3737 Crestview Ave, Norco Ca 92860
3. **Liability insurance** naming "The Norco Fair Committee and The City of Norco" as additional insured. Required general aggregate amount 2,000,000.00. Certificate must also show a dollar amount for product coverage.
4. **Additional insured endorsement.** This can be obtained from your insurance carrier. Also naming "The Norco Fair Committee and The City of Norco", must also reflect the policy # and or business name.

**All retail, crafts, nonprofit organizations, merchants, products, demonstration and independent amusements will be accepted until August 15<sup>th</sup>, 2018, with payment of checks, cash MC, Visa and/or money order. After August 15<sup>th</sup> only payments of cash, MC, Visa and or money orders will be accepted. Please make check or money order to Norco Fair Committee. Incomplete vendor application will be returned.**

The identity and service of our vendors and sponsors reflect on the event's reputation, therefore; the Norco Fair Committee reserves the sole and exclusive right to accept or reject any submitted application. Our goal is to provide our vendors and sponsors with a wholesome environment while promoting a family fun atmosphere. Don't miss out on an opportunity for space. Once your application and all required documentation has been received and reviewed we will contact you via email and phone of your participation.

We look forward to your participation and thank you for choosing the Norco Fair to assist you in promoting your business.

Sincerely,

Deeann Phillipi, Norco Fair Vendor Chair  
Norcofairvendors@yahoo.com  
951 741-6684

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## Rules & Regulations

Friday August 31, Saturday, & Sunday September 1<sup>st</sup>, 2nd, 4pm to 12 Midnight  
Monday, September 3<sup>rd</sup> 12 Noon to 5pm (Family Fun Day, FREE entrance and parking, discounted ride)

### **KEEP FOR YOUR RECORDS**

**Once you have completed and submitted your application with all the correct documentation you will be notified via email and or phone of your participation. If your applications has not been approved all fees will be returned to your mailing address.**

No refunds will be issued after June 30<sup>th</sup>. This event is a rain or shine, no refunds will be given due to weather or any other unforeseen incident.

Any violation of fair rules and regulations could result in vendor removal without refund.

**Booth location-Due to health, city, fire and electrical requirements please do not ask to be relocated. You will not be moved. Should you be unhappy with the location you may choose to not participate and NO REFUNDS will be given.**

#### **Check in:**

Vendor packets will be distributed at booth set up (see dates and times under No refunds will be issued after July 31, 2018).

#### **Check in:**

Vendor packets will be distributed at booth set up (see dates and times under booth set up). Vendor will receive four vendor ID's, and two parking passes upon arrival. These passes and ID's are to be used for the duration of the event – additional passes and ID's can be purchased from the Vendor Committee. Vendors and their employees must wear badges at all times while on fairgrounds. We attempt to phone and email each vendor to verify acceptance, but cannot guarantee it. If your check has been cashed, you have been accepted.

#### **Booth setup:**

Vendors may set up booth on: Thursday August 30<sup>th</sup> – 3 to 9pm; and or Friday August 31<sup>st</sup> 9am to 12pm. **All Vendors must be ready for a 2:00pm Fire and Health inspection on Friday August 31st** . Food Vendors, to be fully operational, including having freezers/ refrigerator to temp. Retail Vendors must have “Skeleton” of booth (canopy, lights, electrical) ready by this time. No exceptions. ***This is a Norco Fair Rule that will be strictly enforced. It does not matter what time the Health/Fire Department show up you must be ready by 2pm inspection.***

**ALL Vehicles MUST be off the grounds 60 minutes before fire and health inspections.** All vehicles must be removed from the Vendor Area & placed in vendor parking 60 minutes prior to each opening day of the Fair.

Vendor is responsible for his or her own setup. The Fair supplies space & power only. **NOTHING MAY BE PLACED IN THE AISLE.**

**All booths must have a visibly displayed, readable sign using 2” letters with the name, address and phone number of the booth owner and the vendor’s return policy must be displayed.**

Power will be supplied; however, Vendors must supply their own extension cords, adapters and/or quiet generators if needed. Should you require power over 110 an additional charge will apply.

Ice is available for sale to all vendors. See check in packet for contact name and number.

Vendor specifically agrees to abide by all applicable ordinances and statutes pertaining to vendor during event. This include any and all statutes and ordinances of the State of California, County of Riverside or other governmental agency pertinent to the Vendor’s participation in the Fair, including but not limited to, those affecting health, sanitation, fire safety and sales tax regulations.



Only one booth per concession owner

**Products sold:**

All items sold at the Norco Fair must be appropriate for a family friendly event. Under no circumstances at any time does the Norco Fair Committee permit selling of any projectiles (potato or marshmallow guns, etc.), explosives or laser pointer on City premises. No Silly String, poppers, glitter or other products requiring special cleanup may be sold. No Glass bottles or alcohol to be sold by vendors.

**Rules & Regulations**

**Hours of Operation:**

Friday, Saturday & Sunday: 4pm to 12 Midnight, Monday: Noon to 5pm. Merchandise cannot be moved through the fairgrounds during fair hours.

**Fair Schedule:**

Vendor agrees to see their booth is staffed and open during **all** operational hours of the Fair. This means ready to sell at the time gates open.

**Security:**

Security will conduct a "sweep" to remove all persons from the Fair Grounds at midnight each night. Absolutely no tail gating (parties) is allowed before, during or after Fair hours in or around Vendor Booths or fair grounds. Security is not provided for individuals. There will be security present around the clock throughout the fairgrounds. The Norco Fair Committee is not responsible for loss of any kind. Vendor agrees to obtain any and all additional insurance deemed necessary to cover potential losses.

**Teardown:**

Monday September 3rd after the close of fair at 5:00pm, must be complete by 9:00pm.

**Cleanup:**

Vendor agrees to maintain a clean and presentable booth. Vendor is responsible for the removal of ALL materials, litter, garbage including boxes and signs and any other disposable garbage in containers provided by the Norco Fair for that purpose. Boxes are to be broken down and fit into disposal containers. Vendors may not dispose of any hazardous material or burn any objects on the Fairgrounds.

**Nonprofit:(All nonprofit must be a Norco Based organization & provide a copy of your tax exempt letter from the IRS)**

***Nonprofits or political*** vendors must pay all applicable fees and insurance requirements.

***Nonprofit retail (Must be a Norco based)*** such as crafts, products (nonfood) selling of any items, booth space fee of a (12x12) is complimentary. Should you require a larger space contact the vendor chair before submitting your application. Fire inspection fee apply. Insurance requirements also apply. Must provide with your application 2 copies of your tax exempt letter from the IRS.

***Nonprofit Information only*** (not selling anything only handing out info) must be LOCAL Norco nonprofit, booth space fee of a (12x12) is complimentary. Should you require a larger space contact the vendor chair before submitting your application. All other applicable fees such as fire & Insurance must be included with your application. Must provide with your application 2 copies of your tax exempt letter from the IRS.

**Political candidates/parties:**

Booth fee is \$50.00 for a 12x12. You must have Liability insurance if you do not we can obtain that for you for a fee (see application) fee to be included with your application. You must also pay the appropriate fire inspection fee (see application).

**Independent distributor (Avon, Tupperware, Etc):**

All appropriate fees apply. You must provide one of the two following forms with your completed application a sellers permit (BOE) from the state board of equalization or a copy of your 410-d form which can be found at <http://www.boe.ca.gov/pdf/boe410d.pdf> and must be filed with the state board of equalization.

**Directions:**

3737 Crestview, Norco Ca 92860. From 15 freeway, exit Sixth St. and proceed east. Continue up Sixth Street approximately three miles. George Ingalls event center is located on the right. (please follow the vendor signs)



# Insurance Requirements

Please forward this information to your Insurance Company – and submit required information WITH application.

**\*\*If your correct insurance is not received WITH your application, your space will NOT be reserved and participation will not be granted.**

\*\*\*\*\*

Insurance **MUST** read as follows:

*“City of Norco and Norco Fair Committee are named as additional Insured to this policy”* in the description of operations section.

Certificate Holders : City of Norco and Norco Fair Committee  
2870 Clark Ave  
Norco, Ca 92860

**Additional Insured ENDORSEMENT MUST accompany the Certificate! Endorsement MUST also have POLICY NUMBER on it. \*\*Policy Must also show Product coverage and General aggregate must be for 2,000,000.00**

\*\*\*\*\*

**Please email Certificates and Endorsements to: [Norcofairvendors@yahoo.com](mailto:Norcofairvendors@yahoo.com)**

“Insured” and “Booth Name and/or Contact” must be the same, or “Booth Name and/or Contact” must appear in the Description of Operations.

If there are any questions or clarifications needed, please call 951-741-6684

Please Note: There are NO Exceptions that will be made to the above insurance requirements. If you cannot meet these requirements, you **MUST** purchase “Fair Insurance” see Vendor Application page.



## VENDOR APPLICATION

Friday August 31, Saturday, & Sunday September 1<sup>st</sup>, 2nd, 4pm to 12 Midnight  
Monday, September 3<sup>rd</sup> 12 Noon to 5pm (Family Fun Day, FREE entrance and parking, discounted ride)

Business Name: \_\_\_\_\_

Booth Name: \_\_\_\_\_

Have you participated in the Norco Fair in the past? If so when: \_\_\_\_\_

Owner/ operator Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

On site Contact: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Is your Insurance certificate and endorsement attached and showing product coverage?  
(Policy must also show Product coverage and General aggregate must be for 2,000,000.00) (circle one) **Yes** **No**

Type of business **(circle one)**:

Retail    Crafts (handmade or custom goods)    Non-Profits (community service organizations)  
   Merchants (tangible goods)    Products (promotes business/service)    Demonstration  
   Independent (animal rides/photo both/amusements etc.)  
   Political

Does your stand/booth require standard 110 electricity? (circle one)    **YES**    **NO**

Will you be using a trailer for your booth? (circle one )    **YES**    **NO**

If yes please give dimensions: \_\_\_\_\_

You will be charged for the minimum square footage based on the vendor fee page of the application

Are you a nonprofit? (see rules and regulations) (circle one)    **YES**    **No**

\_\_\_\_\_  
Signature of Booth Owner/Manager

\_\_\_\_\_  
Date



### Vendor Application & Booth Fees (All 4 days)

Booth sizes Retail:	12x12	12x24	12x36	24x24 (only 2)	Sub Total
<b>End cap (only 2)</b>	XXX	XXX	XXX	\$600.00	
In Isle	\$150.00	\$300.00	\$450.00	N/A	
*End Isle cap (only 6)	\$175.00	\$350.00	\$525.00	N/A	
<b>Non-Profit</b>	Complimentary	N/A	N/A	N/A	
Fire Inspection	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Liability Insurance (if you don't have your own-all participants must have)	\$175.00	\$175.00	\$175.00	\$175.00	
*Note retail spaces only run 12 deep and up to 36 feet long					
*Call for end isle cap availability					
*If using trailer must fit within booth size paid.					
				<b>Total</b>	\$
Booth sizes :	12x12	12x24	12x36		Sub Total
<b>Information (only)</b>	\$150.00	300.00	\$450.00		
<b>Non-Profit (Local)</b>	*Complimentary	N/A	N/A		
<b>Non-Profit (not Local)</b>	\$150.00	N/A	N/A		
<b>Political</b>	\$50.00	N/A	N/A		
Fire Inspection	\$15.00	N/A	N/A		\$15.00
Liability Insurance (if you don't have your own-all participants must have)	\$175.00	\$175.00	\$175.00	N/A	
*Please contact Vendor Chair if space larger than 12x12 is needed					
				<b>Total</b>	\$

Types of payment accepted: Cash, Check, MO or Credit Card (please fill out authorization form on page 9) Checks to be made payable to: Norco Fair Committee- a \$25.00 service charge will be charged for any returned funds for any reason.

Booth Name \_\_\_\_\_

Signature of Booth Owner/Manager \_\_\_\_\_

Date \_\_\_\_\_

For Use by Vendor Committee Only PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ INSURANCE: \_\_\_\_\_

RESALE LICENSE (BOE): \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

SPECIAL NEEDS: \_\_\_\_\_



# Vendor Contract

The following items must be included or acknowledged:

Initial

1. Complete Product List Attached..... \_\_\_\_\_
2. California Resale (BOE) reflects the venue address or a Norco address(Copy attached)\_\_\_\_\_
3. All independent sellers such as Tupperware, Avon, Scentsy, etc must have a California Resale (BOE) (must have a Norco address or the venue address) or form 410-D. \_\_\_\_\_
4. Certificate of Insurance & additional endorsement. Product must be covered. Or payment for insurance is enclosed. (Product coverage and General aggregate must be for 2,000,000.00 \_\_\_\_\_
5. No open flames and all booths must have a currently tagged 2-A:10-B:C fire extinguisher. \_\_\_\_\_
6. All Vendors & workers must have the Norco Fair vendor ID ..... \_\_\_\_\_
7. No Drugs or Alcohol allowed. Violators will be removed (no refunds)..... \_\_\_\_\_
8. Rules and Regulations – read & agreed to – **(keep for your record)** ..... \_\_\_\_\_  
Booths must be open and staffed during all hours of the Fair ..... \_\_\_\_\_
9. All Vehicles must be removed no later than 60 minutes prior to opening..... \_\_\_\_\_
10. TRASH: Vendors must provide their own trash disposal system (cannot use provided trash receptacles for fairgoers) \_\_\_\_\_
11. Payment must be included ..... \_\_\_\_\_
12. Applications received after August 15<sup>th</sup>, 2018 must be paid by cash, MC, Visa, CC or MO. \_\_\_\_\_
13. Any Violation of fair rules & regulations could result in vendor removal without refund. \_\_\_\_\_
14. No refunds issued after June 30<sup>th</sup> \_\_\_\_\_
15. If application is not accepted by the Norco Fair all fees will be returned \_\_\_\_\_

\_\_\_\_\_  
Signature of Booth Owner/Manager

\_\_\_\_\_  
Date



## PRODUCT FORM

(Must be attached and submitted with your application)

**All products to be sold from your booth must be listed**

Stand/Booth Name \_\_\_\_\_

Contact & Email \_\_\_\_\_

Item	Item
For additional items use reverse side of page.	

### ITEMS FOR SALE

1. All items sold at the Norco Fair must be appropriate for a family friendly event.
2. Under no circumstances at any time does the Norco Fair Committee permit selling of any projectiles (potato or marshmallow guns, etc.), explosives or laser pointer on City premises. No Silly String, poppers, glitter or other products requiring special cleanup may be sold
3. No food or beverages may be sold except by food vendors. No Glass bottles or alcohol.
4. THE DECISION OF THE NORCO FAIR COMMITTEE IN ALL MATTERS OF APPROPRIATENESS IS FINAL

### INSURANCE

**All vendors (non-profit, retail, political candidates, etc.) must have a \$2,000,000 policy and provide the Fair Committee with a “certificate of additional insured” with an endorsement naming the “City of Norco” and the “Norco Fair Committee”.** Product must also be covered. The Norco Fair Committee can provide insurance if you do not have coverage for your own business for this event. Insurance policies renewing on September 1 of each year will be accepted upon check-in with corrected dates and additional insured and endorsement. No exceptions. See fee schedule for insurance rates.

### HOLD HARMLESS

All booth operators, owners, employees, and workers shall indemnify, defend and hold harmless the City of Norco and the Norco Fair Committee., and any and all sponsors, their officers, employees, agents, volunteers from any and all loss, damage, or injury, to any person or property taking part in the Fair.

\_\_\_\_\_  
Signature of Booth Owner/Manager

\_\_\_\_\_  
Date





## One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize DbD Graphics to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

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### Please complete the information below:

I \_\_\_\_\_ authorize DbD Graphics to charge my credit card  
(full name)  
account indicated below for \_\_\_\_\_ on or after \_\_\_\_\_. This payment is for  
(amount) (date)  
\_\_\_\_\_.  
(description of goods/services)

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover
Cardholder Name _____
Account Number _____
Expiration Date _____
CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____
Customer Code (for business cards only) _____

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.