



Dear Perspective Retail Vendors,

Thank you for your interest in the 2025 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 29th, Saturday August 30th, Sunday August 31st, 4pm - 12 Midnight**  
**Monday, September 1st - 12 Noon to 5pm (Family Fun Day, FREE entrance/parking and 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 Ave is the city's premier equestrian center known as the Ingalls Event Center and home of the Norco Fair. This event is organized by a Non-Profit organization and is comprised 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, as we will do our best to limit duplicates of food and other vendor items to promote a successful experience for **ALL** vendors.

Enclosed you will find the rules and regulations, vendor application, insurance requirements, & contract with terms and conditions. **All food/concession applications will be taken until 5:00 pm May 31<sup>st</sup> 2025. Only completed and funded applications will be reviewed and considered. You will be notified of your participation and acceptance by June 22<sup>nd</sup> via email and phone call.** Should your application not be accepted you will be notified by email and credit card will **NOT** be ran and shredded for security purposes.

For your application to be considered the following **MUST** be included with your completed application:

1. **Payment in Full** We will accept payment in full by credit card, MO, Cashier Check. Please make sure to fill out ALL information on credit card authorization form on page 9 (labeled Credit Card Authorization Form)
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.
5. **Ice Waiver.** Each vendor will have the opportunity to buy ice when needed. This is to be signed and abided by. If payment of your "ice bill" is not paid by Monday September 1<sup>st</sup> you will not be invited back to participate.

The identity and service of our vendors and sponsors reflect 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 the support of small businesses and maintaining a family fun atmosphere. Don't miss out on a wonderful opportunity for your business! Once your application and all required documentation has been received and reviewed, we will contact you via email and phone of your participation by **June 22<sup>nd</sup>**.

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

Sincerely,

Izzy Henrichsen, Norco Fair Vendor Chair  
[norcofairvendors@gmail.com](mailto:norcofairvendors@gmail.com)  
(714)260-8809

Sarah Henrichsen, Norco Fair Co-Vendor Chair  
[norcofairvendors@gmail.com](mailto:norcofairvendors@gmail.com)  
(714)260-7192



## **Rules & Regulations**

Friday August 29th, Saturday August 30th, Sunday August 31st, 4pm - 12 Midnight  
Monday, September 1st - 12 Noon to 5pm (Family Fun Day, FREE entrance/parking and discounted ride)

### **OBTAIN COPY FOR YOUR RECORDS**

**Once you have completed and submitted your application with all the correct documentation you will be notified via email and phone of your participation by June 22nd. If your application has not been approved you will be contacted by email and credit card information will NOT be ran.**

No refunds will be issued after **JULY 15TH**. This event will take place rain or shine, and no refunds will be issued due to weather or any other unforeseen incident.

**NOTE:** 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 unless needed. Should you be unhappy with the location you may choose not to participate, and **NO REFUNDS** will be given.

#### **Check in:**

You will be allotted a time for arrival of set up based on your booth location (this time slot will be given to you VIA email). This is done to maintain an orderly set up. You will have 30 minutes to drop off your items at the booth location. You will have approximately till 9pm on Thursday August 28<sup>th</sup> to complete your setup. If you are not able to set up the day before the Fair begins you will have from 10:00am-1:00pm to complete your booth setup on Friday August 29th.

#### **Booth setup:**

Vendors may set up at their booth on: Thursday August 28<sup>th</sup> -3pm to 9pm (time slots will be specified in a bulk vendor email); and or Friday August 29<sup>th</sup> from 10am-1:00pm. **All Vendors must be ready for a 2:00pm Fire and Health inspection on Friday August 29th.** 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 shows 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. This is a strict rule set and **NEEDS** to be followed, failure to do so may result in removal from the event.

Vendors are responsible for his or her own setup. The Fair supplies space & power only. **NOTHING MAY BE PLACED IN THE AISLE.** This is a strict rule that is to be followed so that Fire Requirements are met.

#### **Electrical:**

1 110 outlet is included in the booth fee. 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. (See application for additional fees).

**ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI**





## **RULES AND REGULATIONS**

### **Only one booth per concession owner**

Example: Husband and Wife have separate businesses selling different products but want to share a booth space. This will **NOT** be allowed.

### **Products sold:**

All items sold at the Norco Fair must be appropriate for a family friendly event and **MUST** be listed on the Product Form (page 8). Vendor Chairs will go around checking for any items not listed, if any no listed product is sold you will be asked to put these item(s) away and not sell during event. Failure to follow this policy will result in the vendor being asked not to return. No Glass bottles or alcohol to be sold by vendors.

### **Hours of Operation:**

Friday, Saturday & Sunday: 4pm to 12 Midnight, Monday: Noon to 5pm. Merchandise cannot be moved through the fairgrounds during fair hours. There will be a designated team to help you if you need to bring product in at time of fair. There will be a designated gate that you may drop off items at. You will **NOT** be allowed to park at this gate. The team will also have a golf cart to help load products. **AGAIN**, this is only in case you need to restock during operation hours of the fair. If a vendor leaves their booth and tears down during hours of the fair, you will be asked to leave and not come back. Not only do you make other vendors and the fair committee look bad, but you also risk safety of the public.

### **Fair Schedule:**

Vendor agrees to see their booth is staffed and open during **ALL** operational days and hours of the Fair. This means ready to sell at the time gates open until close. If left unstaffed you understand the risks that come with doing so and you will **NOT** hold the Norco Fair Committee at fault.

**Vendor Meeting:** There will be a vendor meeting held 1-2 weeks prior to the fair. This is **NOT** mandatory. However, this is our way of making sure as many vendors are on the same page as possible beforehand. This is a meeting where we go over rules, you can clarify or ask any questions you may have in person. You will also be given your vendor passes and parking passes.

### **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 fairgrounds. 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 losses of any kind. Vendor agrees to obtain **ANY and ALL** additional insurance deemed necessary to cover potential losses.

### **Teardown:**

Monday September 1<sup>st</sup>, after the close of fair at 5:00pm, must be complete by 9:00pm. Vendors will **not** be permitted to leave **DURING** the fair. Again, if you do so you risk future participation and safety of the public.

### **Cleanup:**

Vendor agrees to maintain a clean and presentable booth. The 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.

**Ice:** Ice is available for sale to all vendors. There will be a set price for ice per bag. There will be a designated team that will be checking on vendors throughout the fairs hours of operations to provide ice. You will be given cards that we will use to keep track of the number of bags the vendor uses. Your "ice bill" **must** be paid before you leave on Monday September 1<sup>st</sup>.



**Directions:**

3737 Crestview, Norco CA 92860. From 15 freeway, exit Sixth St. and proceed east. Continue up Sixth Street approximately three miles. Ingalls Event Center is located on the right. (Please follow the vendor signs)

Vendor specifically agrees to abide by all applicable ordinances and statutes pertaining to vendor during event. This includes **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.



## 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 application will NOT be reviewed, 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  
3737 Crestview Ave  
Norco, CA 92860

**Additional Insured ENDORSEMENT MUST accompany the Certificate! Endorsement MUST also have a 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@gmail.com](mailto:norcofairvendors@gmail.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 (714)260-8809 or (714)260-7192

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 30th, Saturday August 31st, Sunday September 1st, 4pm - 12 Midnight  
Monday, September 2nd - 12 Noon to 5pm (Family Fun Day, FREE entrance/parking and discounted ride)

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

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

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

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

Business Phone: \_\_\_\_\_ 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/highlight/underline one) **YES NO**

- -Does your stand/booth require standard 110 electricity (1 110 outlet is included)? (circle/highlight/underline one) **ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI**

**YES NO**

- Does your stand/booth require something other than the standard 110 outlet?

If yes an additional fee is required (circle/highlight/underline one)

50Amps (\$75.00)      100Amps (\$100.00)      150Amp (\$125.00)

Will you be using a trailer for your booth?

(circle/highlight/underline one )-

If using trailer, you must fit within booth size paid, or you must move up to the next biggest booth size.

**YES**

**N  
NO**

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

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

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

\_\_\_\_\_  
Date



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

Concession/Food					
<b>Booth sizes:</b>	<b>12x12</b>	<b>12x24</b>	<b>12x36</b>		
Price	\$475.00	\$575.00	\$675.00		
Electrical Requirements: (1-110)	Included	Included	Included		Included
Anything over the standard 110, please specify amp (circle/highlight/underline one) <u>ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI</u>	50AMP=\$75.00 100AMP=\$100.00 150AMP=\$125.00	50AMP=\$75.00 100AMP=\$100.00 150AMP=\$125.00	50AMP=\$75.00 100AMP=\$100.00 150AMP=\$125.00		
Fire Inspection	\$25.00	\$25.00	\$25.00		\$25.00
Liability Insurance (if you don't have your own)	\$175.00	\$175.00	\$175.00		
Do you have a 3-sink basin? Must meet Riverside County Health Dept requirements	Yes		No		
If using trailer or tents you must fit within booth size paid, or you must move up to the next biggest booth size. Food vendors include prepared, served, packaged and sample products All food trailers and or trucks need to be on site at set up on Thursday					
				<b>Total</b>	<b>\$</b>

Types of payment accepted: Cashier Check, MO or Credit Card (please fill out authorization form on page 9) No business or personal checks. Cashier and MO payable to: Norco Fair Committee.

Business/Booth name \_\_\_\_\_

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

Mailing address \_\_\_\_\_

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

Date \_\_\_\_\_



## Vendor Contract

The following items must be included or acknowledged: Initial

1. Complete Product List Attached \_\_\_\_\_
2. California Resale (BOE) reflects the venue address: 3737 Crestview Ave Norco CA 92860 (Copy attached)  
\_\_\_\_\_
3. 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)  
\_\_\_\_\_
4. You understand that insurance is mandatory for this event. And if you do **NOT** have your own policy the charge of \$175 will be mandatory to be insured under the Norco Fair \_\_\_\_\_
5. No open flames and all booths must have a currently tagged 2-A:10-B:C fire extinguisher.  
\_\_\_\_\_
6. \*Food Booths must have a type K fire extinguisher \_\_\_\_\_
7. All Vendors & workers must have a Norco Fair vendor ID ..... \_\_\_\_\_
8. Completed County of Riverside Community Event Temporary Food Facility Operator's Agreement Form \_\_\_\_\_
9. No Drugs or Alcohol allowed. Violators will be removed (no refunds)..... \_\_\_\_\_
10. Rules and Regulations – read & agreed to – (***keep for your record***) ..... \_\_\_\_\_
11. Booths must be open and staffed during all hours and days of the Fair ..... \_\_\_\_\_
12. All Vehicles must be removed no later than 60 minutes prior to opening..... \_\_\_\_\_
13. TRASH: Vendors must provide their own trash disposal system (cannot use provided trash receptacles for fairgoers) \_\_\_\_\_
14. Payment must be included (credit card/MO/Cashiers Check accepted). \_\_\_\_\_
15. All concession vendor applications (food & beverages) must be submitted on or before May 31st. \_\_\_\_\_
16. Any Violation of fair rules & regulations could result in vendor removal without refund. \_\_\_\_\_





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17. I have reviewed the Fire department guidelines posted on www.norcofair.org \_\_\_\_\_

18. No refunds issued after August 15<sup>th</sup> \_\_\_\_\_

19. **ALL EQUIPMENT MUST BE SUITABLE TO PLUG IN A GFCI** \_\_\_\_\_

20. VA concession (food vendor) if you are not paying the health permit fee have you included appropriate documentation?      YES      NO      if no explain  
\_\_\_\_\_

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

\_\_\_\_\_  
Date



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(Vendor Copy)  
**FESTIVAL VENDOR FIRE REQUIREMENTS**

The following are common Fire Code requirements pertaining to vendors:

1. A current State Fire Marshal tagged Class K Fire Extinguisher shall be provided at cooking operations where grease laden vapors are generated (deep frying).
2. Each booth and/or vendor is responsible to provide a 2-A, 10-B:C-rated portable extinguisher, with a current State Fire Marshal tag affixed to extinguisher.
3. Generators and other similar equipment shall be isolated from contact with the public and shall be separated by a minimum of 20 feet from any tent, canopy or membrane structure. Based on generator size and manufacture's specifications, grounding rods may be required.
4. Flammable and combustible liquids (gasoline) shall be stored outside in an approved container not less than 50 feet from tents, canopies, or membrane structures.
5. Any tents or canopies used shall be in conjunction with Chapter 31 of the 2022 California Fire Code.
6. Tents over 400 square feet and canopies over 700 square feet and any tent or canopy shall be flame retardant treated. A State Fire Marshal tag shall be affixed to fabric and a copy of the flame certificate shall be presented to the Office of the Fire Marshal for approval. Small tents/canopies (i.e. 10ft x10ft) shall bear the State Fire Marshal seal/CPAI-84 certified).
7. Tents and inflatable jumpers shall be properly secured to the ground to prevent weather related uplift or collapse.
8. Combustible decorations or effects used within tents, canopies or membrane structures shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.
9. Gas, liquid and solid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy or membrane structure is within 12 inches of the flue or vent. Vents for solid-fuel-burning shall be equipped with spark arrestor having openings no larger than 1/4-inch wire mesh, unless otherwise approved by the fire code official.
10. Deep fry cooking or other cooking generating grease laden vapors, or flying embers shall be conducted outside of the tent(s) and shall be conducted a minimum of 20 feet away from tents. **A Class K Fire Extinguisher is required for any deep fry cooking operations or other cooking generating grease laden vapors.**
11. LP-Gas shall be located a minimum of 10 feet from any tent or structure.
12. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed.
13. No smoking signs shall be posted conspicuously.

**Fire Prevention will conduct a field inspection of the site on the day of the event. Failure to comply with the above conditions may result in closure of the stand.**

If there are any questions concerning these fire requirements, please contact the Office of the Fire Marshal at 951-737-8097.

(City Copy)  
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3. Generators and other similar equipment shall be isolated from contact with the public with barriers and shall be separated by a minimum of 20 feet from any tent, canopy or membrane structure. Based on generator size and manufacture's specifications, grounding rods may be required.
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**I HAVE CAREFULLY READ AND UNDERSTAND THE FIRE REQUIREMENTS DETAILED ABOVE FOR THE EVENT. I AM AWARE THAT IF MY ORGANIZATION DOES NOT COMPLY WITH THESE EVENT FIRE REQUIREMENTS, MY ORGANIZATION WILL NOT BE PERMITTED TO PARTICIPATE IN THE EVENT AND IS SUBJECT TO CLOSURE OF STAND DURING EVENT HOURS.**

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Day Telephone \_\_\_\_\_

Organization \_\_\_\_\_

Evening Telephone \_\_\_\_\_

Address \_\_\_\_\_





The undersigned hereby acknowledges that the Norco Fair Committee will be allowing Vendors to Purchase Bags of Ice the Weekend of the Fair Only – 08/29/2025 – 09/01/2025.

These are 38lbs. bags of ice and are for Purchase Only.

The amount of each bag of Ice is \$15.00 and is not negotiable.

By signing this acknowledgement, you agree to the above notice of the Event Time Span of Sell, and the Amount of the Sell for each bag of Ice. Also agreeing to be invoiced at the end of the Fair for Ice Purchased during The Norco Fair – 08/29/2025 – 09/01/2025.

**\*\* Vendors Must pay Invoice by End of Fair 09/01/2025 – 5PM**

**\*\* If not Paid in Full, All Future Participation in The Norco Fair will be Denied \*\***

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Printed Name/Date **\*\* Please also add Name of Vendor Booth \*\***

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Signature

\*\*\*\*\* Invoice for Ice Purchase Below \*\*\*\*\* Vendor Chair's to Complete \*\*\*\*\*

Total # of Bag's \_\_\_\_\_ Total Sale:\$ \_\_\_\_\_

CC#: \_\_\_\_\_

Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Vnd Chair: \_\_\_\_\_ Vnd Co-Chair: \_\_\_\_\_ Treasurer: \_\_\_\_\_