



## Wheatland/Beale Community Fair 2012

January 2012

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Wheatland, CA 95692  
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Dear Vendor Applicant:

Bear River Middle School is hosting its 11<sup>th</sup> Annual Wheatland/Beale Community Fair on Saturday, May 12, 2012, from 9am to 3pm. This special day is planned to bring together all the diverse resources in our unique community. We are inviting local business, Beale AFB squadrons, family resources, county agencies, health groups, children's groups, craft and food vendors to participate in the fair. The booths can be used for a demonstration, to play games, or to sell merchandise, but mainly to focus on sharing the different unique resources available in rural California as well as life in the military.

Enclosed is an application for the Wheatland/Beale Community Fair. **Please read your General Contract and Vendor Policies prior to filling out your application.** Return your completed application with all supporting information, to the Family Resource Center via US mail to 100 Wheatland Park Drive, Wheatland, CA 95692

Sincerely,

Cory O'Neal  
Grant Coordinator

Jodie Almond  
Event Coordinator

## General Contract & Vendor Policies

Please Take Note of the Following:

- To insure variety and to eliminate multiple repetitions, the fair will limit the kinds of food, drinks and other items for sale at the fair.
- We strongly encourage any approved emphasis on 0-5 age children and their families.
- There will no longer be table rentals available to any vendors. Please make sure to make proper arrangements for providing your booth with a table.
- Reminder: Non-profit booth spaces remain free up to the first 10x10 space.

## General Information & Vendor Application

This information has been put together to provide you with as much information that is current as possible to assist you in filing your application with us and to make the fair an enjoyable experience for everyone. Please keep in mind that the policies and regulations in this application have been established with the assistance from many vendors and our experience with events that have been held throughout the years. By signing your application for a space at the fair, you acknowledge that you have read and agree to abide by the policies set forth in this application.

1. The Wheatland/Beale Community Fair does not guarantee vendor sales.
2. Attendance is projected and the Wheatland/Beale Community Fair does not present projected attendance as actual - it is an ***estimate only***, based on last year's attendance, planned promotions, and other various factors.
3. Space request is upon space availability only. First come, first served. Space requests **ARE** considered.
4. All pertinent fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed. There is no smoking on school grounds.

5. The Wheatland/Beale Community Fair will prohibit the installation and operation of any exhibits not meeting the Wheatland/Beale Community Fair approval and in its sole discretion may prohibit the conduct of any activity whatsoever which it deems detrimental and not in the best interest of the Fair. Exhibitor agrees to stipulation that all booth workers be tastefully dressed. No “slogan” worded t-shirts should be worn, as well as, t-shirts promoting alcohol, tobacco, sexual explicitness, or drugs.
6. **Rental Period:** From vendor set-up time as documented in Confirmation Letter of acceptance to 3:00 p.m. on May 12, 2012.
7. Vendors can sell only from their rented booth space. We do not allow walking on the grounds selling merchandise or handing out fliers.
8. **Vendors are required to find a garbage can** at the end of the event and dispose of booth garbage properly. Vendors are responsible for cleaning up their areas at the end of the event.
9. Exhibitor agrees not to take down booth, and/or drive vehicle into fair area, which includes all entrance areas and driveways, before the end of the fair. **Vendors may start tearing down their booths no earlier than the specified ending hour of the event (3 p.m. on Saturday). Vehicles will not be allowed onto the event area until all patrons have cleared the area. Vendors closing early will not be invited back.** Vendors agree to park their vehicle in designated “Exhibitor/Vendor Parking Areas” only.
10. Vendors may not leave, place, or distribute fliers or leaflets at unattended locations.
11. The vendor shall comply with and instruct his/her staff, employees and agents to comply with the vendor policies and the requirements of the vendor space rental agreement. Failure to comply or instruct staff, employees, and/or agents to comply with the General Contract and Vendor Policies shall be grounds to expel the exhibitor/vendor from the event or any future events.
12. **Noise amplification equipment is not allowed** unless approved by the Wheatland/Beale Community Fair in advance.
13. **Cancellations:** If there is a need to cancel your fair appearance, vendors need to call the **fair office at (530) 633-4061**. After

your application has been processed, no refunds or credits will be issued.

14. The fair will be held Rain or Shine.
15. All applicants will be automatically placed on mailing list for the following year.
16. Exhibitors must have displays ready 1/2 hour before opening of the fair.
17. Vehicles are to be removed from loading - building area as soon as unloaded, do not set up booth first. Exhibitors failing to arrive by the end of the day of their scheduled check-in will forfeit booth assignment.
18. All acceptances to the fair are valid only through written confirmation.
19. Have fun....and be creative....decorate your booth in an interactive theme.
20. Set up is on Saturday from 7:30 a.m. - 8:45 a.m. prior to the fair. There will be NO Exceptions to this, so please plan accordingly.
21. Indoor Spaces - Canopies may be used for display set up, however canopy covers will not be allowed.
22. Vendors are prohibited from blocking the view of another booth by their display, sign, or product. Vendors may be asked to move that which is blocking another vendor's booth.
23. Non profit agencies may have a 10x10 space without charge with proof of non-profit status. Any additional space requested will be charged at the regular rate of \$75. This policy replaces any previous agreements or policies from past fairs. We apologize for any inconvenience; however, due to the popularity of the fair booth sizes will be strictly enforced.
24. There will be a \$35.00 service fee for each time your check does not clear your bank and is returned to the fairs financial institution. Please be aware that some financial institutions automatically re-submit a check for payment that has been returned. If this occurs, a \$70.00 fee will be accessed for a NSF check that is re-deposited automatically by our bank.

# APPLICATION FOR BOOTH RENTAL

**PLEASE COMPLETE ALL INFORMATION**  
(Please print legibly or type all information)

COMPANY/ORGANIZATION \_\_\_\_\_

CONTACT PERSON NAME \_\_\_\_\_

PHONE: BUS. \_\_\_\_\_ HOME \_\_\_\_\_ CELL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

ALTERNATE CONTACT \_\_\_\_\_

**ITEMS NEEDED (tables are no longer available to rent)**

Electricity \_\_\_\_\_

**PLEASE TAKE NOTE: BOOTH FEES COVER THE COSTS OF ADVERTISING AND STAFFING OF THE FAIR. ALL VENDORS & INFORMATIONAL BOOTHS ARE REQUIRED TO PAY THIS FEE WITH THE EXCEPTION OF NON-PROFIT GROUPS. \*\***

Space Fee (10 x 10): \$75 x \_\_\_\_\_ = \$ \_\_\_\_\_

\*Some booths in the center of the fair (around the flagpole) are 10 x 5 ½ and are also \$75.00 due to location. PLEASE note that there will be live entertainment in the center of the fair. Those with sensitive ears SHOULD NOT choose a center booth.

| <b>OUTSIDE SPACE</b>         | <b>1<sup>st</sup> CHOICE</b> | <b>2<sup>ND</sup></b> | <b>3<sup>RD</sup></b> |
|------------------------------|------------------------------|-----------------------|-----------------------|
| 10' X 10' outside            | _____                        | _____                 | _____                 |
| 10' X 10' inside (food only) | _____                        | _____                 | _____                 |

List all products you would like to sell at the festival:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**\*\*FEES ARE WAIVED FOR NON-PROFIT GROUPS ONLY\*\***

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**I have read the Wheatland/Beale Community Fair General Contract and Vendor Policies thoroughly for application to participate in the 2012 fair on May 12, 2012. I fully understand the policies, procedures, and requirements, of which I have a copy and will comply with them. Failure to provide complete and accurate information on the application can result in the forfeiture of booth application approval without refunding of fees.**

**Print Name of Applicant:** \_\_\_\_\_

\_\_\_\_\_  
**Signature** (Application is incomplete without your signature)

\_\_\_\_\_  
**Date**