



# GRAVENSTEIN APPLE FAIR

2012

AUGUST 11 & 12, 2012 . RAGLE RANCH PARK . SEBASTOPOL . CA

## *Exhibitor - Booth Application*

*(Due - Friday, May 11, 2012)*

Business Name \_\_\_\_\_ CA Resale Permit # \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ Home/Office \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

\* **Previous Apple Fair Vendor:** Yes  No

- If Yes, which years? (Circle) 2011 / 2010 / 2009 / 2008 / 2007 / 2006 / 2005 / 2004 / 2003 / 2002 / 2001 / 2000

\* **California Resale Permit is Mandatory** - Permit information is available at: <http://boe.ca.gov/info/reg.htm>

**Booth Activities** - The primary purpose of the exhibit booths must be community education or service. The Fair requires that all Exhibitors respect and reflect theme of the "Traditional Country Fair" and that some type of interactive game/activity/service/demonstration be provided for the public. A limited number of exhibitor booth spaces are available. Each application will be reviewed by the jury committee. Please describe all booth activities:

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### **Booth Description**

\* Please include a minimum of (1) photo of the booth & (3) photos of work(s) to be sold (if applicable).

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- **Booth Dimensions:** 10' x 10'  15' x 15'  10' x 20'  / Height \_\_\_\_\_ feet

\* Booth dimensions include space for all equipment (BBQs, generators, tables, etc.), storage, & personal property.

\* Some booths will be located under oak trees where vertical clearance may be an issue. If any portion of your booth is taller than 8 feet, you will be placed in an area free of tree canopies.

\* Due to concerns for the health of the native oaks, vendor trailers may not be parked under oak trees.

**Items for Distribution or Sale** - Samples of any printed material to be distributed at the event must be submitted with this application. All items for sale must be listed and are subject to approval by the jury committee (attach separate sheet if necessary). No material that is political in nature may be distributed at the Fair.

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## *Exhibitor - Booth Application (cont.)*

**Booth Spaces & Fees** - All Exhibitors selling items must pay a 10% override on their "Gross" Fair sales to "Sonoma County Farm Trails." The override is payable **on-site** at the end of the Fair. See "Vendor/Exhibitor Agreement" for further information.

Type of Membership	Booth Size 10'x10'	Booth Size 15'x15'	Booth Size 10'x20'	Fee
NonProfit (501(c) tax status) & Government Agency	FREE	FREE	FREE	
Business / Corporation	\$170	\$200	\$250	\$ _____
<b>Insurance Fee</b> (if not providing own insurance certificate)		\$65		\$ _____

- \* Vendors are required to carry at least \$1,000,000 of liability insurance.
- \* Insurance is available through Sonoma County Farm Trails for a fee of \$65. This fee and the insurance application form **MUST** accompany this vendor application.
- \* Vendors using their own liability coverage must provide a current "**Certificate of Insurance**" naming "**Sonoma County Farm Trails**" as an "**Additional Insured.**"

### **Exhibitor Admission Passes**

- \* Each NonProfit/Govt. Agency Exhibitor will be issued (8) Fair Passes (wristbands). Each wristband is to be worn by Exhibitor & their volunteers for both Fair days. Additional "One Day" passes are available for \$5 each, if purchased prior to July 1, 2012.

# of Addt'l Passes \_\_\_\_\_ X \$5 ea \$ \_\_\_\_\_

- \* Each Business /Corporate Exhibitor will be issued (4) Fair Passes (wristbands). Each wristband is to be worn by Exhibitor & their workers for both Fair days. Additional "One Day" passes are available for \$6 each, if purchased prior to July 1, 2012.

# of Addt'l Passes \_\_\_\_\_ X \$6 ea \$ \_\_\_\_\_

**Electricity** - Electrical power **will not** be provided by the Gravenstein Apple Fair. Vendors requiring the use of electrical power may use portable generators (gas only), which must be "silent/quiet" type and produce fewer than 60 dB. See Vendor Agreement for more information.

**Ice**- Do you need ice? Yes  No  How many 20 pound bags do you estimate you will need? \_\_\_\_\_

- \* Farm Trails - GAF will have a limited amount of 20 pound bags of party ice for sale.
- \* Ice will be sold to Vendors/Exhibitors at cost.
- \* Note: Unused ice cannot be returned for a refund. Please order only what you think you'll need.

**Total Enclosed** - Make check payable to "**Sonoma County Farm Trails.**"

\$

**Additional Vendor & Product Information** - For use in Fair Publicity. Attach additional page, if necessary.

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## Vendor / Exhibitor Agreement

*Please read all information carefully, complete and mail as instructed. Your check will not be deposited unless your application is complete and you are accepted. Notice of acceptance, rejection, or waiting list status will be mailed to you after the selection process is complete. Fair passes and booth set-up instructions will be mailed at a later date.*

**NO APPLICATIONS WILL BE CONSIDERED WITHOUT COMPLETE PAPERWORK!!!**

### **Booth Fees**

- \* Booth fees are as stated in the application. Sonoma County Farm Trails - Gravenstein Apple Fair (GAF) charges a booth space fee and a 10% override fee based on Vendor/Exhibitor "gross" sales. All override fees are due and payable on Sunday, August 12, 2012, at the close of the Fair.
- \* Booth fees cover ground space only. Vendors/Exhibitors are responsible for providing all equipment, supplies, and products necessary for their booth (shade structures, tables, chairs, BBQs, refrigerators, shelving, etc.)
- \* Ice - Farm Trails - GAF will have a limited amount of ice for sale for Vendors/Exhibitors.

### **Booth Locations**

- \* Farm Trails - GAF reserves the right to alter booth locations and Fair layout from previous years.
- \* Vendors/Exhibitors should be aware that the venue for the Fair is a County Park with much of the area consisting of natural, unpaved, & uneven terrain.
- \* Some booth locations are located under oak trees where vertical clearance may be an issue. If any portion of a booth is taller than 8 feet, you will be placed in an area free of tree canopies.
- \* Due to concerns for the health of the native oaks, vendors/exhibitors trailers may not be parked under oak trees.

### **Arts/Crafts Vendors**

- \* This is a juried Arts/Crafts show. Farm Trails - GAF will accept only Fine Arts/Crafts that are "Handmade" by the Vendor/Exhibitor. All Farm Trails members are automatically accepted into the Fair, and must sell items that are "Handmade."
- \* Nonprofit Organizations interested in selling Arts/Crafts must sell items that are locally "Handmade" by their members.
- \* PREVIOUS YEAR'S ACCEPTANCE DOES NOT GUARANTEE ACCEPTANCE THIS YEAR.

### **Food Vendors**

- \* All Food Vendors must comply with local Health Department rules and regulations. Specific information can be obtained by contacting the Sonoma County Department of Health Services. The Health Department will be present at the Fair and will inspect all Food Booths.
- \* Food Vendors must provide a proposed menu including beverages.
- \* Farm Trails - GAF does not promise exclusivity on any food or beverage item.
- \* Fire Extinguishers - Food vendors must comply with local fire department requirements for fire extinguishers.
- \* Cleaning Deposit - A refundable cleaning deposit fee is due with the submittal of the Vendor/Exhibitor Application. Refunds are mailed within one week of Fair closing.



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## *Vendor / Exhibitor Agreement (cont.)*

### **Parking**

- \* On-site parking is limited. Two (2) parking passes are issued to each Vendor/Exhibitor. This allows two (2) vehicles entrance to the Fair and Vendor/Exhibitor parking area. Carpooling is encouraged.
- \* Vendors/Exhibitors will be issued individual wristbands to be used as entrance passes into the Fair.
- \* There is no overnight parking/camping allowed in Ragle Ranch Park prior to, during, or after the Fair.

**California State Resale Permit** - Resale permit number **must** appear on application.

- \* The State of California requires a valid Sales Tax Permit (Tax Resale I. D.) on file with the Fair. There is no charge for obtaining this permit from the California State Board of Equalization.

### **Refunds**

- \* Requests for refunds must be made in writing to the Fair Manager. No refunds will be granted for cancellations less than 30 days prior to the Fair.
- \* Farm Trails - GAF will not refund for conditions considered "Acts of God" (power failure, excessive wind storm, earthquake, rain, fire, etc.).

**Preference** - Selection for the 2012 Gravenstein Apple Fair will be based on the following preferences:

1. Farm Trails Member - Regular "Farmer" or Associate "Corporate/Business"
2. Non-Member, Local Vendor that utilizes products from Farm Trails Member in items sold at the Fair. Food Vendors are encouraged to partner with Farm Trails members to source local products.
3. Local Vendor utilizing locally sourced products in items sold at the Fair.
4. Local Sonoma County Vendor.
5. Non-Local Vendor that utilizes products from Farm Trails Member in items sold at the Fair. Food Vendors are encouraged to partner with Farm Trails members to source local products.
6. Non-Local Vendor utilizing locally sourced products in items sold at the Fair.
7. Non-Local Vendor.

### **Electricity**

- \* Electrical power **will not** be provided by the Gravenstein Apple Fair. Vendors requiring the use of electrical power may use portable generators (gas only), which must be "silent/quiet" type and produce fewer than 60 dB.
- \* A partial list of rental companies that rent portable electric generators is available on the GAF website.

### **Insurance**

- \* ALL Vendors/Exhibitors at the Gravenstein Apple Fair **MUST** have "**current**" liability insurance naming "**Sonoma County Farm Trails**," as an "**additional insured**."
- \* Vendors/Exhibitors can provide their own liability insurance (which must have a minimum of \$1,000,000 coverage), or complete the application for liability insurance for this event, available through Sonoma County Farm Trails.
- \* Vendor/Exhibitor's liability insurance policies must **name** "Sonoma County Farm Trails" and not the Gravenstein Apple Fair, Sebastopol Apple Fair, or any other variation of the name.
- \* Sonoma County Farm Trails is not a licensed insurance broker, nor is it selling/soliciting insurance for any company or broker.



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## *Vendor / Exhibitor Agreement (cont.)*

### General

- \* Alcoholic beverages will be sold by Sonoma County Farm Trails ONLY.
- \* No one may sell Farm Trails or Gravenstein Apple Fair merchandise. The use of the Farm Trails or Gravenstein Apple Fair name or logo is strictly prohibited.
- \* Vendors/Exhibitors agree to maintain the dignity and integrity of the Gravenstein Apple Fair as a “family oriented” event. The Fair reserves the sole right to ask any Vendor/Exhibitor, its employees, or volunteer workers to leave the Fair, if it is deemed (by the Fair Manager) that they are not acting in the best interest of the Fair.
- \* No products may be handed out FREE to the public during the Fair without prior approval & authorization of the Fair.
- \* The Gravenstein Apple Fair reserves the right to deny sale of items that have not been listed on the Vendor/Exhibitor Application.
- \* Pets of any kind are not permitted at Ragle Ranch Park during the operation of the Gravenstein Apple Fair. Only licensed “Service Animals” are exempt and allowed within the Park.

### Acknowledgement

I (we) have read and understand the “Vendor/Exhibitor Agreement” for the Gravenstein Apple Fair.

\_\_\_\_\_  
Vendor / Exhibitor Signature

\_\_\_\_\_  
Name of Business / Corporation / Organization / Agency

\_\_\_\_\_  
Date

Application Package is due by Friday, May 11, 2012 and MUST include the following to be considered:

- Booth Application (Completed)
  - Vendor/Exhibitor Agreement (Signed)
  - Booth & Product Photos
  - Food Menu with Prices (Food Vendors)
  - Check for Fees & Deposits - Made payable to “Sonoma County Farm Trails”
  - Insurance Certificate naming “Sonoma County Farm Trails” as an “Additional Insured”
  - OR**
  - Single Event Liability Insurance Application (Completed & Signed) & Fee (\$65)
- A single check for all fees is acceptable, if submitted with completed applications & agreements.

**Gravenstein Apple Fair**

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Windsor, CA 95492

(707) 837-8896



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