

Commercial Vendors

GLOBAL MARKETPLACE HANDBOOK

MARIN COUNTY FAIR
Make A Splash!

¡Hagamos Revuelvo!
FERIA DEL CONDADO DE MARIN



JULY 3-7, 2024 3-7 DE JULIO

MARINFAIR.ORG

Welcome to the Marin County Fair

The Commercial Vendor Application goes live on Wednesday, January 31, 2024. All Commercial Vendor applicants must complete a new application. Vendor selection will begin on Monday, April 8, 2024 for returning vendors in good standing and early applicants on an individual basis. Applications must be submitted no later than the deadline of Friday, May 31, 2024 at 5:00pm.

The Marin County Fair continues to be a great success, attracting over 90,000 fair guests in 2023. 2024 brings us a wonderful community celebration as we present an exciting and award-winning array of family fun. We look forward to another great community celebration! Make A Splash!

Please let me know if you have any questions.

Very truly yours,



Gabriella Calicchio
Director of the Marin County Fair
Email: fair@marincounty.org

FAIR CONTACT INFORMATION

MARIN COUNTY FAIR

10 Avenue of the Flags, San Rafael, CA 94903

WEBSITE

www.marinfair.org

EMAIL

fairsupport@marincounty.org

REGULAR OFFICE HOURS

Monday to Friday: 9:00am to 5:00pm

FAIR OFFICE HOURS

July 3 (Wednesday) to July 7 (Sunday): 8:00am to 8:00pm

CONCESSIONS HOURS

July 3 (Wednesday) to July 7 (Sunday): 11:00am to 11:00pm

VENDOR MANAGEMENT

VENDOR MANAGER

Drew Patterson | fairevents@marincounty.org

COMMERCIAL VENDOR COORDINATOR

Christina Sturken | fairsupport@marincounty.org

How to Apply

1. ONLINE APPLICATION

AN APPLICATION IS REQUIRED FOR ALL PARTICIPANTS IN THE FAIR - There is no application fee.

- Global Marketplace Commercial Vendor applications are available at www.marinfair.org.
- **REQUIREMENTS:** Completed application, product list with product price range or catalog, and California Seller's Permit Number. Photo or diagram of your booth is required for new vendors.
- Booth/Space location requests will be assigned in the order they are received – submit your application early to ensure participation and preference of location.
- Please refer to the Fairgrounds map carefully when selecting your booth location.
- The Global Marketplace Commercial Vendor application is neither an offer nor guarantee of space. Following review and approval of your application, you will be contacted regarding contracting and payment.

PLEASE NOTE: MARIN COUNTY FAIR DOES NOT GRANT EXCLUSIVITY FOR PRODUCTS, SERVICES, OR EXHIBITS.

STATE SALES 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. Regional Office: 50 D Street #230, Santa Rosa, CA 95402 | (707) 576-2100.

WORKERS' COMPENSATION (Must be returned with signed contracts) - Each Vendor who has W2 employees working at the Fair must provide a copy of their Workers' Compensation Insurance. If no W2 employees are working at the Fair, please indicate on application.

2. BOOTH SELECTION*

✓ Please mark on the Commercial Vendor Application. **Maps are located at end-of-document**

MAIN STREET CIRCLE	10' x 20' (NO TENTING PROVIDED)	\$1,650.00*
PLAZA VIEW (Front of Global Marketplace)	10' x 20'	\$1,850.00*
GENERAL GLOBAL MARKETPLACE	10' x 10' In-line	\$ 800.00*
A Street – F Street & G Tent	10' x 10' Corner or End-Cap	\$ 950.00*
	10' x 20'	\$1,850.00*

Spaces that are marked as 10' x 20' on the map must be purchased as such (example: Plaza View booths). In the general Global Marketplace, 10' x 10' spaces may be combined to create larger spaces if desired. For Vendors interested in being a sponsor of the Fair with a sponsorship booth, please email fair@marincounty.org. Fee includes the Fair in full (5-days) plus set-up and teardown (July 1-2 & July 8).

***Above pricing reflects the cost for Small Businesses. Please see Application for all pricings (Large Business, Nonprofit, & County Agency).**

3. POWER SELECTION

✓ Please mark on the Commercial Vendor Application.

4 AMPS / 120 VOLTS SERVICE	\$0.00 (Free)	INCLUDED in contract.
20 AMPS / 120 VOLTS SERVICE	\$85.00	Only available in limited locations.
30 AMPS / 208 VOLTS (Single Phase)	\$160.00	Only available in limited locations.
50 AMPS / 208 VOLTS (Single Phase)	\$250.00	Only available in limited locations.

Fee includes the Fair in full (5-days) plus set-up and teardown (July 1-2 & July 8). **DUE WITH BOOTH FEE.**

4. INSURANCE SELECTION

✓ Please mark on the Commercial Vendor Application.

NEW: BOOTH FEES DO NOT INCLUDE INSURANCE. INSURANCE MUST BE PROVIDED OR PURCHASED.

NEW CFSA INSURANCE REGISTRATION	\$150.00	CFSA registration provided by MCF.
EXISTING CFSA INSURANCE	\$0.00	Must provide membership number.
COUNTY AGENCY	\$0.00	Must provide proof of agency.
WILL PROVIDE INSURANCE*	\$0.00	Must provide proof of insurance.

*If you are procuring insurance outside of the California Fair Services Authority (CFSA), proof of insurance is due with your completed contract (10 days after receipt of contract). Vendors who fail to submit insurance will not be permitted to take part in the Fair and their contract will be terminated.

Fee includes the Fair in full (5-days) plus set-up and teardown (July 1-2 & July 8). **DUE WITH BOOTH FEE.**

5. OVERNIGHT PARKING (DRY CAMPING) SELECTION

✓ Please mark on the Commercial Vendor Application.

OVERNIGHT VEHICLE PARKING: \$175.00 per vehicle.

This fee is for Vendors staying onsite during the run of the Fair in the RV/Overnight Parking Lot. Dry camping ONLY, no hook-ups provided. Fee includes the Fair in full (5-days) plus set-up and teardown (July 1-2 & July 8).

PAYMENT INFORMATION

REMINDER: For security purposes all electronic payment transactions will be processed by the County of Marin through a secure online system. Please do not email *Credit Card* information.

Electronic payment options include *ECheck* (no processing fee) and *Credit Card*. Accepted *Credit Cards* include *Visa*, *MasterCard*, & *Discover*. If you require an alternate payment option such as cash, cashier's check, or money order, please contact the Commercial Vendor Coordinator at fairsupport@marincounty.org. Please note that personal checks and business checks are not acceptable at this time.

PAYMENT INFORMATION WILL BE SENT DURING THE CONTRACTING PROCESS. All payments must be made within 10 days of receipt of contract. Failure to pay will result in termination of contract.

REFUND INFORMATION:

Refunds requests must be made in writing to the Vendor Manager at fairevents@marincounty.org and will be considered on an individual basis. If approved, refunds will be processed after the conclusion of the Fair. Refund requests will not be considered for cancellations less than 15 days prior to the Fair.

2024 Timeline

MILESTONES & DESCRIPTIONS

DATES

ONLINE APPLICATION & HANDBOOK AVAILABLE

To apply, applicants must complete:

- Application
- Upload a List of Products/Prices
- Read the Commercial Vendor Handbook

WEDNESDAY, JAN 31, 2024

RETURNING VENDOR DEADLINE FOR BOOTH/SPACE REQUEST

For RETURNING 2023 Vendors seeking to secure last year's assignment or to move locations, please apply before March 1, 2024.

FRIDAY, MAR 1, 2024

CONTRACTING BEGINS FOR RETURNING VENDORS & EARLY APPLICANTS

Vendor Management will begin reaching out to selected Vendors on an individual basis about booth assignments and contracting with priority given to RETURNING 2023 Vendors. Contracting will be on-going through May 31, 2024.

MONDAY, APR 8, 2024

FINAL VENDOR APPLICATION DEADLINE

- Application
- List of Products/Prices
- Booth Photos - Can be from MCF or other Fairs (NEW VENDORS ONLY)
- Badge Photos for the Booth Manager and Booth Owner

FRIDAY, MAY 31, 2024

CONTRACT DUE IN FULL - Must Include:

- Return signed copy of contract
- Booth(s) Payment
- Electricity/Utility Payment - If applicable
- Proof of Insurance or CFSA Insurance Number
- CFSA Payment (\$150.00) - If applicable
- Overnight Parking Fee (\$175.00) - If applicable
- Worker's Compensation Certificate for W2 Employees - If applicable
- List of Booth Staff & Requested Parking Passes - For Credentialing

WITHIN 10 DAYS AFTER
RECEIPT OF DIGITAL
CONTRACT

MOVE-IN & CHECK-IN (ALL VENDORS)

- Move-in Hours: 9:00am to 5:00pm
- Check-in at the Fair Office to receive your Vendor Packet.

MONDAY, JUL 1 -
TUESDAY, JUL 2, 2024

MOVE-OUT (ALL VENDORS)

- Move-out and clean-up must be completed by 5:00pm

MONDAY, JUL 8, 2024

GENERAL INFORMATION

SPACE ASSIGNMENT & BOOTH INFORMATION

ALL BOOTHS AND SPACES ARE OUTDOORS ON SEMI-HARDSCAPE (Semi-Hardscape is hard-packed dirt and gravel, treated for dust control). The Marin County Fair does NOT offer indoor Commercial Vendor space.

Booths and spaces are assigned based on receipt of your completed application and receipt of your contract and payment. Priority is given to returning vendors for space assignments. Once assigned, Vendors are not allowed to switch booths without prior approval by Fair Management and the Vendor Management team.

FAIR MANAGEMENT RESERVES THE RIGHT TO REFUSE SPACE TO ANY APPLICANT FOR ANY REASON OR TO RELOCATE ANY VENDOR WITHOUT NOTICE.

BOOTH & TENT INFORMATION:

General Global Marketplace booths are 10' x 10' and Plaza View booths are 10' x 20' in size. The in-line units have one selling side and the corner aisle end cap units have two selling sides. Vendors may request multiple spaces (either attached or separated) and will be accommodated to the extent that space is available. All spaces are equipped with one outlet of 4 amps (500 Watts)/120 Volts service (see the *Power Selection* section for purchasing rates of additional electrical power). There is a single Fair provided overhead light in each tent.

VENDORS ON MAIN STREET CIRCLE need to provide their own tent or display trailer. Tenting is NOT provided for Main Street Circle. These spaces are ideal for Vendors with their own tenting/canopy set-ups.

VENDOR SPACES IN THE GENERAL GLOBAL MARKETPLACE AREA & PLAZA VIEW BOOTHS have individual canopies provided, which Vendors are required to use. Each of these booths has 3' high sidewalls, 6 ½' high rear walls. The height of the booth space at the apex of the canopy is 12 ½'.

- **VENDORS IN THE "G STREET TENT"** are enclosed within a large master tent. The booths are separated by 3' high side walls. The horizontal crossbar on the rear wall of each booth is approximately 8' high.

THERE IS NO ON-SITE RENTAL EQUIPMENT AVAILABLE: ALL TABLES, CHAIRS, OR DISPLAY EQUIPMENT MUST BE PROVIDED BY THE VENDORS.

CANCELLATION OF VENDOR SPACE:

Failure to comply with any provision of the Vendor Contract can result in forfeiture of all payments to the Fair. In addition, the Fair Management can, at its discretion, re-assign the booth space to another Vendor without further notice to the defaulting Vendor.

DIRECTIONS TO THE FAIRGROUNDS

FROM HIGHWAY 101 | NORTHBOUND - Take the North San Pedro exit, bear to the right. First left turn at the stoplight onto Civic Center Drive. Proceed past the lagoon and straight through the roundabout; make the next right turn onto Avenue of the Flags. The Vendor entrance is 200 yards straight ahead through the gate.

FROM HIGHWAY 101 | SOUTHBOUND - Take the North San Pedro exit. At the end of exit, turn left. Then take the first left turn at the stoplight onto North San Pedro Road. Proceed past the lagoon and straight through the roundabout; make the next right turn onto Avenue of the Flags. The Vendor entrance is 200 yards straight ahead through the gate.

MOVE-IN & SET-UP

BEFORE MOVE-IN: Contracts, California Sales Tax Permits, fee payments, and any other required forms must be completed fully before receiving a Vendor Packet (which includes admission and parking passes). Vendors may not assign or sublet their space, or any part thereof, without the signed consent of Vendor Management. Switching booths in any manner is not permitted.

UPON ARRIVAL: All Vendors must check-in at the Fair Office to receive their Vendor Packet. The Fairgrounds will be open for check-in and Vendor set-up anytime between 9:00am to 5:00pm on Monday, July 1; and Tuesday, July 2, 2024. All Vendors must check-in by 5:00pm on Tuesday, July 2 - vendors are NOT permitted to check-in on opening day. All Vendors must be fully set-up with vehicles off the Fairgrounds by 10:00am on Wednesday, July 3, 2024 (Opening Day).

BOOTH LAYOUT & DESIGN

All displays must conform to the booth height restrictions of the side and rear walls (see *Booth & Tent Information* section). All booth/space construction (such as shelves, display equipment, etc.) must take place between July 1 to July 2, 2024 (before the Fair opens). All booths/spaces are required to be ready for inspection at 10:00am on Wednesday, July 3, 2024. Vendors are responsible for installing, maintaining and dismantling their exhibits. **NO FAIRGROUND PERSONNEL, MATERIALS, TOOLS, EQUIPMENT (INCLUDING FORKLIFTS) OR FIXTURES MAY BE USED FOR THIS PURPOSE.**

Aisles and exits must be kept clear at all times. **FAILURE TO CONFINE** display materials, products, demonstrations, or patron seating to the booth space to which you have been assigned may result in termination of your contract. All storage boxes and Vendor materials not in use must be stored out of sight within booth space or offsite. No signage, display materials, or products may be attached to the interior or exterior walls of the booth or displayed on the top of the tent canopy. **NO PART OF A BOOTH'S DISPLAY MAY INTERFERE WITH ANY OTHER VENDOR.**

Each Vendor shall be fully responsible and liable for all displays and materials within their booth. The Fair is not responsible in any way for theft, pilferage or damage to Vendors' displays.

Vendors are welcome to bring and install extra lighting for their booth/spaces. If your lighting set-up requires more than the standard 4 amps/120 volts provided service, Vendors must pay in advance for the additional power service (see *Power Selection* above). All extension cords must be heavy duty (have a ground).

DUE TO FIRE CODE REGULATIONS: Pop-up tent frames may be installed within the Global Marketplace booths only if all fabric (overhead canopy or sidewalls) from the pop-up is removed. All booth set-up materials must be flame retardant treated and must comply with the State Fire Marshal's Code (subject to inspection and enforcement by City of San Rafael Fire Marshall).

VENDOR SIGNAGE - IN DETAIL

Posters, banners, signs, and product displays are not permitted on the outside or above the tent canopy, above the tent cross poles, on Fairgrounds equipment, or anywhere on the Fairgrounds. Any signage used must be confined to the inside of the booth space. Signage must not be attached to the booth walls or conflict with any other booth space.

All signage must be professionally made. Fair Management reserves the right to remove any sign it deems inappropriate for any reason. Bumper stickers and/or posters given from the Vendor's booth and found anywhere on the Fairgrounds must be immediately removed by the Vendor. An additional clean-up fee may be charged by Fair Management.

MOVE-OUT

Vendors may NOT dismantle booths before 9:30pm on Sunday, July 7 (closing night of the Fair). For the safety of departing patrons, cars and trucks will not be allowed on the Fairgrounds until 11:30pm. The Fairgrounds will be open for move out from 8:00am to 5:00pm on Monday, July 8. All materials and equipment must be removed from the Fairgrounds no later than 5:00pm on this date. Vendors are responsible for booth/space clean-up. Trash left behind may result in a ban from future Fairs.

STAFFING & PARKING

VENDOR STAFFING

ALL BOOTHS MUST BE STAFFED FROM 10:30AM TO 9:30PM DURING THE FULL FIVE DAYS OF THE FAIR. Failure to do so can result in immediate cancellation of your contract. Fair Management reserves the right to occupy the space in any manner in the best interest of the Fair - without further notice to the Vendor.

Vendors are responsible for the conduct and appearance of their volunteers and/or paid staff. Intoxication, use of controlled substances, inappropriate conduct or speech toward Fair patrons or Fair Staff will be grounds for termination of the Vendor's contract.

PLEASE NOTE: No personal cooking of any kind is permitted in the Global Marketplace or on the Fairgrounds. Sleeping overnight in the Global Marketplace or on the Fairgrounds is strictly prohibited. All Vendors are expected to source accommodation or purchase an Overnight Parking pass for the Dry Camping parking lot.

PASSES AND PARKING (CREDENTIALS)

In 2024, each Booth Owner and Booth Manager will receive a plastic Vendor Identification Badge. These badges will allow entry access and parking for Owners and Managers (two badges total). All other booth staff will continue to use paper daily passes (same as in 2023).

PHOTO REQUIREMENTS FOR UPLOAD:

Upload your photo(s) in the Credentials section of your application, please do not mail or email separately.

- **Owner and/or Manager Headshot(s)** | Shoulders to head, no full body photos.
- **Full-color photo** | No black & white photos.
- **Photo(s) should be in focus and well-lit.**
- **Limited accessories** | Please remove hats, glasses, and other items that may obscure your face.
- **Include your name(s) in the file title** | Please ensure that photos are labeled correctly.
- **Upload an acceptable file type** | .pdf, .jpg, .jpeg, .png, .gif

Daily Passes and Parking Passes (credentialing) will be included in your Vendor Packets upon check-in (at the Fair Office, July 1-2). Passes will be determined based on the total number of booth staff.

No workers will be admitted onto the grounds unless they are credentialed. Please ensure, in advance, that each member of your staff has the credentials they need for admission to the grounds. **NO CREDENTIALS MAY BE LEFT AT ANY FAIR GATE** for staff or volunteers.

CREDENTIALS ARE FOR THE EXPRESS USE OF THE CONTRACTED VENDOR & STAFF. PASSES MAY NOT BE GIVEN AWAY TO FAMILY, FRIENDS, OR PATRONS, DISCOUNTED, SOLD, TRADED, COPIED, OR REPRODUCED IN ANY FASHION. Violators will be removed from the grounds and restricted from future participation in the Marin County Fair.

Vendors may purchase General Admission Tickets at the Box Office or online at www.marinfair.org, if needed. There will be no refunds for unused General Admission Tickets. The Marin County Fair does not provide free re-entry or passes for patrons returning to pick up merchandise from a Global Marketplace Vendor except on same-day of purchase with a hand stamp.

OVERNIGHT PARKING (DRY CAMPING)

All vehicles (vans, trucks, RV's, storage trailers, refrigerator trucks, etc.) will be charged a flat fee of \$175.00 per vehicle for Overnight Parking for the run of the Fair. Only vehicles registered with the Fair Office and assigned a parking pass will be permitted. Arrangements for this parking must be made and paid for in advance at the time of application and/or contracting and purchased Overnight Parking Pass will be included in Vendor Packets at Check-in. Overnight Parking space is limited and is available on a "first come, first served" basis.

Vehicles eligible for Overnight Parking must park in the dirt lot (**LOT A, see photo below**) area due east of the paved lot behind the Exhibit Hall. No overnight vehicles are allowed to park on the paved lot during the Fair. All vehicles must be self-contained. **THERE ARE NO ELECTRICAL, WATER, OR SEWER HOOK-UPS AVAILABLE.**



Overnight Parking Passes are to be placed in the front right-hand corner of the windshield. Vehicles not registered with the Fair Office and found outside their designated areas on the Fairgrounds will be subject to additional parking fees and vehicles will be required to be moved or will be towed at the owner's expense. Personal cars may not park overnight at any time during the Fair. A listing of near-by RV Parks and other lodging information can be found towards the end of the document.

PETS & SERVICE ANIMALS

No animals except service animals for individuals with disabilities are permitted on the Fairgrounds. Vendors staying in recreational vehicles at the Fairgrounds must leave their pets in the vehicle unless walking them (leash required) and are required to clean up after them.

PRODUCTS

ACCEPTED PRODUCTS

ALL PRODUCTS AND/OR SERVICES MUST BE LISTED ON THE APPLICATION. Contracts will be issued on the basis of this listing and no additional items or services may be sold. Violation of this rule can result in immediate cancellation of your contract without refund of fees.

When listing products, the following must be considered:

“Any authority granted Vendor by Fair to sell is not and shall not be in derogation of any copyright, trademark or other proprietary interest in the product(s) and will be granted without prejudice to any right of the owner of any such copyright, trademark or other proprietary interest to forbid any display of such product(s) without a license or other permission by the owner. Vendor shall not display signs or sell product(s) that bears any marks, words or designs that cause confusion or mistake or deceive the public. By execution of this application, Vendor warrants that permission to sell the product(s) has been obtained from the owner in a manner consistent with law and that in the selling of such product(s) or offering of such product(s) for sale, Vendor will not violate any copyright trademark or other proprietary interest in said product(s).”

Product refund and warranty information must be clearly posted in each booth. Business cards/vendor contact information and purchase receipts must be available to all shoppers.

NOTE: THE MARIN COUNTY FAIR DOES NOT GRANT EXCLUSIVITY FOR PRODUCTS, SERVICES, OR EXHIBITS. AS FAIR TIME APPROACHES AND AS BOOTH SPACES BECOME LIMITED, VENDORS WITH SIMILAR OR SAME PRODUCTS MAY BE PLACED IN CLOSE PROXIMITY. If too many vendors apply with similar items, we will review the applications and accept based on a first come, first served basis and long-term applicants.

PROHIBITED PRODUCTS AND SERVICES

The following items and/or services are **PROHIBITED** from sale or giveaway by Vendors:

- Counterfeit items including but not limited to trading cards, toys, and other merchandise.
- All tobacco and smoking related products: including fake cigarettes, cigarette lighters, and drug paraphernalia of any kind.
- Knives of any kind.

- Jewelry or toys with any lead content or any lead-based products.
- Guns (authentic or toy) and ammunition of any kind.
- Swords and daggers - including ceremonial or decorative.
- Any other weapons - such as katanas, bows and arrows, crossbows, electrical shock devices and ninja type weapons; laser pointers, mace, pepper sprays, stink bombs, poppers, fireworks or any other incendiary device; products made from any endangered animal; all items marketing alcohol-related products.
- Ear piercing and body piercing of any kind - such as permanent tattooing, PPD/Black Henna tattoos, branding of any kind, or intimate products.

Additional notes to be considered:

- Face painters must use products that are specifically designed for use on the face and skin, such as theatrical face paints.
- Beverage bottles (other than refillable water bottles) and cans are not allowed on the Fairgrounds.
- Sound devices of all types are subject to the approval of the Fair Management; volume of sound devices must be controlled so they do not interfere with neighboring booths. Fair Management reserves the right to have sound level lowered or sound devices removed.
- **NO LIVE PERFORMANCES OR BROADCASTS ARE ALLOWED IN COMMERCIAL VENDOR BOOTHS AND SPACES WITHOUT PRIOR AUTHORIZATION FROM THE MARIN COUNTY FAIR MANAGEMENT.**

PRODUCT SAMPLES AND GIVEAWAYS

Vendors who conduct prize drawings and/or giveaway products must obtain permission in advance from Fair Management (notate on Commercial Vendor Application). All prizes must be awarded during Fair hours and the winner information must be submitted to the Fair Office and posted clearly at the Vendor's booth. Balloons may not be given away as a form of promotion.

FOOD OR BEVERAGE PRODUCTS

Only prepacked food and beverages can be sold in the Global Marketplace and cannot conflict with Fair Food Concessions. All food sales and/or samples must be approved in advance by Fair Management. Vendors must obtain a food permit through the Marin County Department of Environmental Health Please refer to the EHS website for information on permit fees at www.marincounty.org/ehs. EHS Office: 3501 Civic Center Drive, Room 236, San Rafael, CA 94903

PRODUCT SALES TECHNIQUES

NO SOLICITING OF ANY KIND IS PERMITTED OUTSIDE OF YOUR BOOTH/ASSIGNED SPACE.

Vendors and staff must remain within the confines of their purchased booth space and may not venture into aisles, the booth/space of other vendors, onto the Fairgrounds or at Fair entrances. Vendors found in violation of this policy will not be invited to return to the Fair.

PRODUCT DELIVERIES

All Vendor deliveries must be made through the Avenue of the Flags Gate on 10 Avenue of the Flags. **THE MARIN COUNTY FAIR WILL NOT SIGN FOR BE RESPONSIBLE FOR ANY INDIVIDUAL BOOTH DELIVERIES.** The Marin County Fair and the County of Marin are not responsible for lost or stolen deliveries/packages. For all deliveries/packages - *Please add your contact phone number!*

No vehicles will be allowed on the grounds after 10:00am during the run of the fair. Arrangements must be made with fair management for admission of any deliveries, by hand truck only, after this time.

FAIR SERVICES DURING OPERATIONS

FIRST AID

First Aid Stations are located in the Exhibit Hall building across from the Fair office, and in the parking lot adjacent to the carnival area. Personnel are on duty from 11:00am to 11:00pm daily during the Fair.

SECURITY

The Marin County Fairgrounds are completely fenced with security guards stationed at each gate and roving security guards on duty around the clock from 8:00am Monday, July 1 until 5:00pm Monday, July 8. However, all merchandise should be moved off tabletops and stored in the rear of the booth overnight. Any valuables should be locked up or carried out. If possible, utilize tarps to enclose your booth space overnight. Any losses should be reported to the Fair Office immediately upon detection, and a report made to the Marin County Sheriff's Department. Fair Management is not responsible for lost, damaged or stolen merchandise.

ELECTRICAL REPAIRS ASSISTANCE

If you have electrical problems in your booth, please request repairs at the Fair Office or contact the Commercial Vendor Coordinator. Requests will be handled on a "first come, first served" basis.

JANITORIAL SERVICE

The Fair will provide routine janitorial service for aisles and areas used by the public. Vendors must at all times and at their own expense, keep their own space properly arranged and clean. If trash containers near your areas are full, there are large debris containers to the rear of the Exhibit Hall where you can deposit trash that is properly bagged and securely tied. Each Vendor is asked to recycle cardboard and corrugated waste. All empty cartons should be flattened and deposited in a separate trash bin that is available for this purpose.

RESTROOMS

Indoor Restrooms are in the Exhibit Hall at each end of the building, in the VMA and portable restrooms are available throughout the fairgrounds. Restrooms are not to be used for Vendor maintenance needs.

ICE SERVICE

For your convenience, San Francisco Ice Company will be on the grounds for Food Concessionaires and Commercial Vendors with heat-sensitive products. General hours for ice delivery is 8am to 6pm daily. Ice prices and delivery schedules will be available directly from San Francisco Ice Company on-site staff. Ice merchandisers will be available for rent for Vendors in need of access to ice storage. Vendors will be charged directly by San Francisco Ice Company. Onsite phone number will be provided closer to Opening Day.

FAIR INITIATIVES

ALCOHOL-AWARE

Beginning in 2004, a growing group of community organizations came together to make history at the Marin County Fair by replacing two beer companies as sponsors - and ending alcohol sponsorship and advertising at the Fair. In 2005, the Marin County Board of Supervisors passed a resolution prohibiting sponsorship or marketing of alcohol-related products at the Fair (and other county venues). Reducing alcohol advertising and promotion is critical because exposure to alcohol marketing influences young peoples' decision to drink.

SMOKE-FREE FAIR

The Marin County Fair is a Smoke-Free County Fair to provide for the public health, safety and welfare of all fair-goers. The policy discourages the inherently dangerous behavior of tobacco use near non-tobacco users; protects children from exposure to smoking and tobacco; reduces the potential for children to associate smoking and tobacco with a healthy lifestyle; protects them from smoking and tobacco-related litter and pollution; and affirms and promotes the family-friendly atmosphere that the Marin Fair is known for. In 2016 an ordinance was passed prohibiting smoking anywhere on County of Marin property.

HEALTHY FAIR

Beginning in 2004, the Healthy Food Choice Initiative was launched to educate and work with Fair concessionaires around providing and promoting healthy food choices. The nutrition guidelines mandated for all public schools under SB 12 and 965 were adopted which specify zero trans-fats and lower fat and sugar content of foods offered. This effort has continued each year with the 2010 Fair requiring every Vendor to include at least one healthy food/beverage choice at their booth. Fair concessionaires also only use biodegradable or recyclable plates, cups and utensils. Food waste is composted. Social marketing signage and messages (including - Feel the Difference! Eat Healthy! Be Active! Feast on Fruits and Vegetables and Be Physically Active! At least 60 minutes daily) were also added along with other colorful icons.

TIPS FOR "GOING GREEN"

From going paperless to finding environmentally friendly exhibit materials, green experts offer tips for helping Vendors get green.

1. ECO-FRIENDLY EXHIBITS

- Consider using recycled carpeting, alternative floor coverings, walls or structures with low or no volatile organic compound (VOC) finishes, recycled or recyclable pieces and parts.
- Rethink the lifespan of your booth. Refurbish rather than rebuild. Avoid dated information on booth panels.

2. CONSIDER USING PROMOTIONAL PRODUCTS

- Source environmentally friendly giveaways – notepads from recycled paper, mouse pads from recycled materials, seed packets, etc. Even things like pencils and T-shirts are being manufactured from earth-friendly or recycled materials.
- Keep imprints generic, with just a company name, logo and contact information – nothing show-specific, so surplus can be used at other events.

- Request bulk packing on all orders, without individual plastic wrap.
- Donate unused premiums to local charities. (Avoid waste and return shipping impact.)
- Rather than a giveaway, make a donation to a charitable cause.

3. AVOID WASTE

- Save packing cartons to reuse rather than throwing them away. If they can't be reused, research recycling options.
- Separate aluminum, glass and paper. Look for designated bins on the fairgrounds before, during and, especially, after the show.

4. GREEN MATERIALS CONTRACTORS OFFER VENDORS

- Framing components of recycled and recyclable aluminum.
- Plyboo and laminates made from recovered wood chips or other recycled/recyclable materials.
- Recycled/recyclable carpet, floor tiles and padding made from recyclable materials and even recycled automobile tires or plastics like soda bottles.
- Formaldehyde-free countertops and shelving made from agri-fibers such as wheat or corn stalks.
- Table coverings and wastebasket liners made of biodegradable materials.
- Banner and signage recycled materials; and more digital signage options.
- Visqueen and other fabrics that are printable and made from recycled materials (such as soda bottles) and are recyclable.
- Green cleaning solvents that are nontoxic and biodegradable.

5. ENERGY USE

- Research design of both structures that require less lighting. Where there's lighting, use energy-efficient light bulbs such as compact fluorescent bulbs and LED lighting.
- Turn off lights, computers and other electrical appliances and unplug each night.

6. FOOD AND BEVERAGE

- If food sampling will take place in booths, use compostable products.
- Avoid unnecessary packing.
- Choose local products whenever possible to avoid shipping impact.
- Compost food when possible.
- Donate leftover food to local community service organizations.

BENEFITS FOR VENDORS: Going green can help differentiate a company from competitors. There's PR value in corporate environmental responsibility. Promote what you are doing to green your exhibit. Local sourcing can save shipping/transportation costs, helping to offset the cost of investments in greener booths.

About Bamboo Products - Bamboo is a quick-growing, sustainable product resource that is replaceable in nature many times faster than timber. Because the majority of it is produced in China, shipping issues as well as environmentally friendly and socially responsible manufacturing processes have come under consideration in the United States, making it controversial.

Hotel & Motel Information

SAN RAFAEL | HOME OF MCF

Embassy Suites

101 McInnis Parkway
415.499.9222

www.embassysuites.com

Mileage: Walking Distance

Four Points by Sheraton

1010 Northgate Drive
415.479.8800

www.marriott.com/en-us/hotels/sfofr-four-points-san-rafael

Mileage: 1.0

Marin Lodge

1735 Lincoln Avenue
855.344.7496 | 415.578.2827

www.marinlodge.com

Villa Inn

1600 Lincoln Avenue
888.845.5246 | 415.456.4975

www.villainn.com

Mileage: 1.75

Panama Hotel

4 Bayview Street
415.457.3993

www.panamahotel.com

Mileage: 3.5

North Bay Inn

855 Francisco Boulevard East
415.456.8620

www.northbayinn.com

Mileage: 4

Motel 6

737 Francisco Boulevard East
415.453.3450

www.motel6.com

Mileage: 4.5

Extended Stay America

1775 Francisco Boulevard East
415.451.1887

www.extendedstayamerica.com

NOVATO | 4-9.5 MILES FROM MCF

Best Western Novato Oaks Inn

215 Alameda del Prado
415.883.4400

www.NovatoOaksInn.com

Mileage: 4

Marinwood Inn & Suites

275 Alameda del Prado
877.883.2406 | 415.883.2406

www.innovato.com

Mileage: 4.5

Courtyard by Marriott Novato

1400 N Hamilton Pkwy
800.321.2211 | 415.883.8950

www.Marriott.com/sfonv

Mileage: 5.9

Days Inn

8141 Redwood Boulevard
415.493.0114 | 800.225.3297

www.daysinn.com

Mileage: 6

Inn Marin Hotel

250 Entrada Drive
415.883.5952

www.innmarin.com

Mileage: 6

America's Best Value Inn

7600 Redwood Boulevard
415.892.7500

www.americasbestvalueinn.com

Mileage: 9.5

LARKSPUR & CORTE MADERA | 6.5-8 MILES FROM MCF

Courtyard by Marriott

2500 Larkspur Landing
800.321.2211 | 415-925-1800

www.marriott.com/sfoll

Mileage: 6.5

Marin Suites Hotel

45 Tamal Vista Boulevard
833.827.3206

www.marinsuites.com

Mileage: 7

56 Madera Boulevard

800.777.9670 | 415.924.1502

www.cortemaderainn.com

Mileage: 8

Best Western Corte Madera Inn

MILL VALLEY | 9-11 MILES FROM MCF

Travelodge Mill Valley

707 Redwood Highway

415.569.3948

www.travelodge.com

Mileage: 9

Tamalpais Motel

680 Redwood Highway

415.381.4775

www.tamalpaismotel.com

Mileage: 10.5

America's Best Value Inn

155 Shoreline Highway

415.332.1732

www.americasbestvalueinn.com

Mileage: 11

Holiday Inn Express

160 Shoreline Highway

800.972.3165 | 415.332.5700

www.holidayinnexpress.com

Mileage: 11

RV Parks

GREENBRAE | 5.5 MILES FROM MCF

Marin Park, Inc.

2140 Redwood Highway

888.461.5199 | 415.461.5199

www.marinrvpark.com/

NOVATO | 9.5 MILES FROM MCF

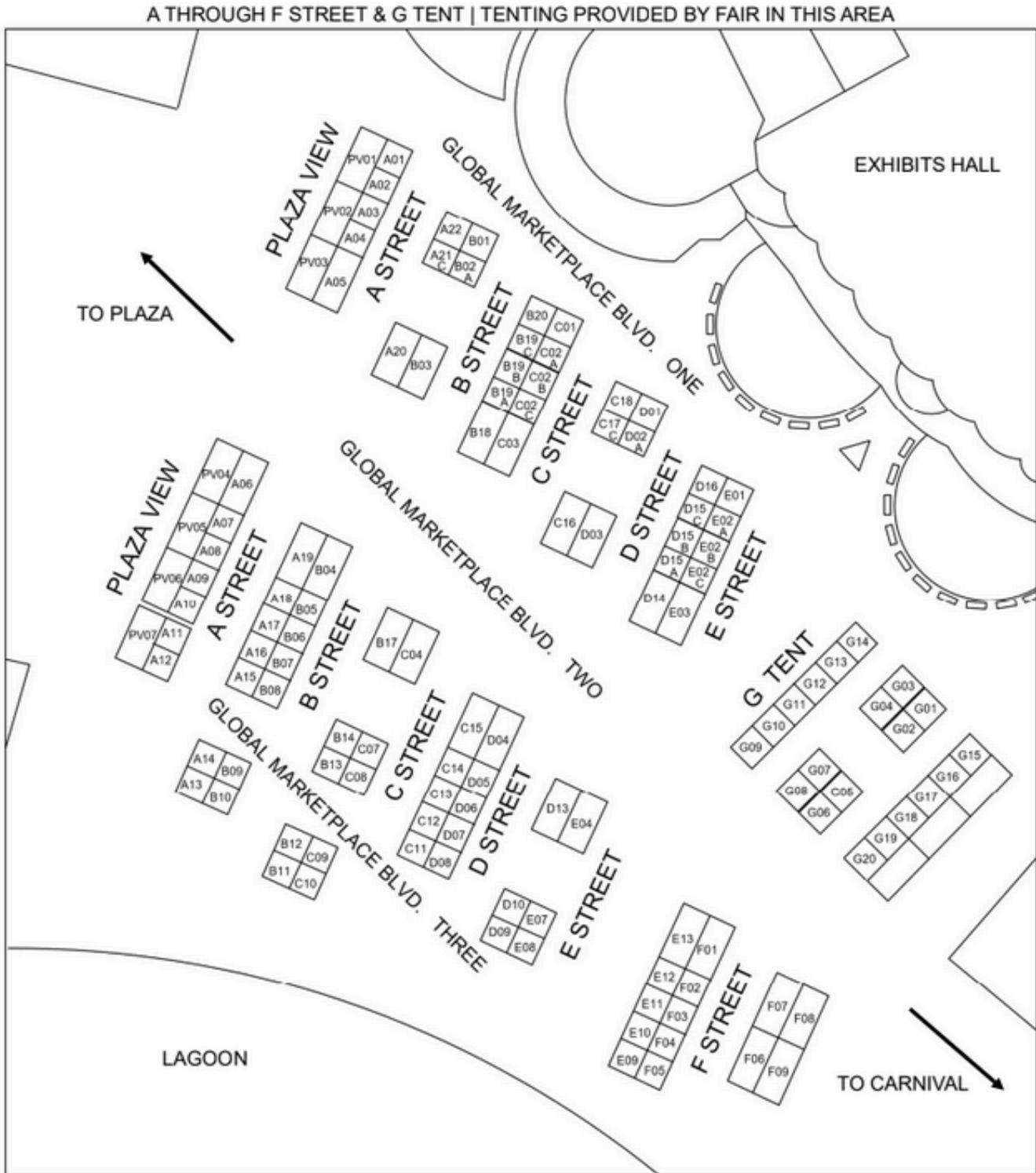
Novato R.V. Park

1530 Armstrong Avenue

800.733.6787

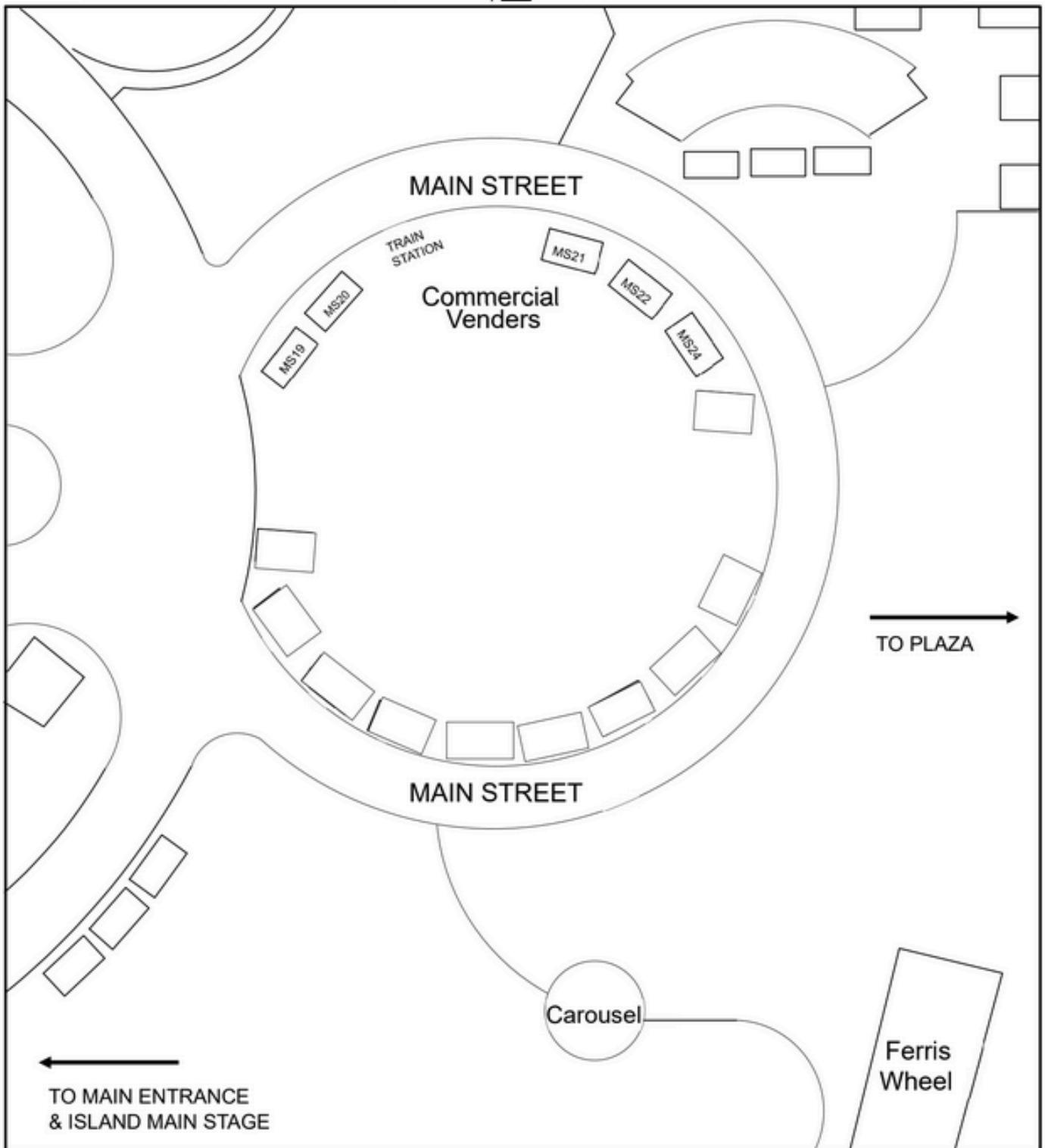
www.novatorvpark.com

Commercial Vendor Maps



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MAIN STREET CIRCLE: SPACES 19 TO 24 | NO TENTING PROVIDED BY FAIR IN THIS AREA



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