

Food Concessionaire

VENDOR 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

Welcome, and thank you for your interest in applying for a food concession at the 81st Marin County Fair. The 2024 Fair runs from Wednesday, July 3 through Sunday, July 7, from 11:00am to 11:00pm daily.

All Food Concessionaire applicants must complete a new application and submit it no later than the deadline of Monday, February 22, 2024 at 5:00pm. We will notify those selected and contracts will be issued in March 2024.

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 Fair! Make A Splash!

Very truly yours,



Gabriella C. Calicchio
Director of the Marin County Fair

FAIR CONTACT INFORMATION

MARIN COUNTY FAIR	10 Avenue of the Flags, San Rafael, CA 94903
WEBSITE	www.marinfair.org
EMAIL	fair@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 10:00pm

VENDOR MANAGEMENT

CONCESSIONAIRE VENDOR MANAGER	Jennifer Olvera Jennifer.Olvera@marincounty.gov
COMMERCIAL VENDOR COORDINATOR	Christina Sturken fairsupport@marincounty.org

How to Apply

1. ONLINE APPLICATION

THE FOOD BOOTH APPLICATION IS DUE ONLINE BY 5:00PM ON MONDAY, FEBRUARY 22, 2024.

Please read this entire Food Concessionaire application handbook carefully. You may not refer to previous year's applications or contracts. An incomplete application or one without the required photographs or application fee will not be accepted. Applications must be correctly completed, along with the fee and photos, by the deadline of 5:00pm on February 22, 2024. You must submit the application online.

APPLICATION FEE – We require a \$25 non-refundable application fee, photographs of your vending vehicle or booth, and headshots of your booth manager and owner.

ELECTRICAL REQUIREMENTS – You must list the amps, volts, and phase for your electrical requirements on your application. We require that you itemize each electrical connection you will need, along with their amps, volts, and phase—including fans, night lighting, etc.

FOOD MENU & PHOTOS – Please include your menu and 1 or 2 photos of your food truck or booth with your application.

HEALTHY FOOD MENU ITEM – Please include a description of your Healthy Food Menu item with your application. See page 12 for more information about the requirements for your healthy food.

FOOD HANDLER CERTIFICATE - Being Food Safety Certified means you or at least one of your employees has taken and passed an approved food safety manager's certification class and possesses a valid certificate in food safety. Please include a copy of your Food Manager Certificate or Food Handler Card with your application or with your contract.

2. FEES & CONTRACTING

Food Vendor Applications for the 2024 Marin County Fair will be reviewed and selections made by March 1st. All selected applicants will be notified via email by March 1st and contracted in March 2024.

FIRST TIME CONCESSIONAIRE DEPOSIT – If you are selected to be a Concessionaire and it is your first time as a Concessionaire at the Marin County Fair a deposit of \$1,000 is required with your signed contract. Pending any damages, the deposit will be deducted from the County of Marin commission settlement.

FOOD VENDOR FEES – The County of Marin retains the following percentage of your sales: Food Concessionaire commission owed to the Marin County Fair shall be \$1,250 or a percentage of gross sales (as detailed below), whichever is greater - for each booth.

- **FOOD & BEVERAGE SALE PERCENTAGES:** 25% for commercial vendors, 23% for non-profit Concessionaires
- **ALCOHOL SALES PERCENTAGES:** 37% for commercial Concessionaires, 35% for non-profit Concessionaires.

3. HEALTH PERMIT

The County of Marin requires that all Food Concessionaires obtain a *Temporary Food Facility Health Permit*. The Fair Office collects all applications and delivers them to Environmental Health Services (EHS). An application will be enclosed with your contract.

YOU ARE REQUIRED TO RETURN THE HEALTH APPLICATION AND FEE, MADE OUT TO “COUNTY OF MARIN”, TOGETHER WITH YOUR SIGNED CONTRACT. For additional information please contact EHS at 415.473.6907 or www.marincounty.org/ehs. On opening day, all Concessionaires must be open and ready by 9:00am for inspection by the Health Department and Food Auditor. You must remain in your booth/truck until they have both arrived.

2024 Timeline

DESCRIPTION

DEADLINES

APPLICATION DUE IN FULL - Must Include:

- \$25 Application Fee
- Photos of Truck/Booth
- List of Menu items with prices and sizes
- Healthy Food Menu Item w/ nutritional facts

FRIDAY, FEB 22, 2024

FOOD CONCESSIONAIRES SELECTED & CONTRACTS ISSUED

MARCH 31, 2024

CONTRACT DUE IN FULL - Must Include:

- Three copies of signed contracts
- Finalized Menu and prices
- Health Permit Application w/ Fee
- Deposit Due (for 1st time vendors only) of \$1,000
- Insurance Certification & Endorsement Form OR CFSA #
- CFSA Fee (if applicable)
- Overnight Parking Fee (\$175 or \$225 per vehicle)
- Worker’s Compensation Certificate (if applicable)
- Food Safety Certification

**10 DAYS AFTER RECEIPT
OF CONTRACT**

OVERNIGHT PARKING CONTRACT DEADLINE

FRIDAY, MAR 31, 2023

CREW SCHEDULE (Non-Profit Organizations ONLY)

MONDAY, JUN 3, 2024

FOOD BOOTH MOVE-IN STARTS (Non-Profit Organizations ONLY)

SATURDAY, JUN 29

MOVE-IN & CHECK-IN (ALL VENDORS)

- Move-in hours: 9:00am to 5:00pm

**SAT, JUNE 29 - TUE, JULY
2, 2024**

Passes/Overnight Parking Permits issued at Check-in

HEALTH INSPECTION - Ready opening day by 9:00am

➤ **FOOD AUDITING** - Cash register ready for Food Auditors by 9:00am

MOVE-OUT (ALL VENDORS)

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

COMMISSION SETTLEMENT ADJUSTMENTS

WEDNESDAY, JULY 3, 2024

MONDAY, JULY 8, 2024

CLOSING NIGHT

Permit & Finance Information

STATE SALES PERMIT

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 at <https://www.boe.ca.gov/>. Regional Office – P.O. Box 730, Santa Rosa, CA 95402 (707) 576-2103.

HEALTH PERMITS

Each Food Concessionaire is **REQUIRED** to apply for a Health Permit from the County of Marin Department of Environmental Health Services (EHS). EHS has requested the Fair Office collect all the applications and money orders for submission as one packet. A *Temporary Food Facility Health Permit* Application Packet that includes the permit application will be provided by the Fair Office with contracts. If you have questions concerning the application, please contact EHS at www.marincounty.org/ehs or phone (415) 473-6907.

PERMIT TYPES AND FEES, PAYABLE TO COUNTY OF MARIN:

- **FULL SERVICE** (with Cooking): **\$412**
- **LIMITED FOOD PREP** (Includes Espresso/Coffee, Snow Cones, Ice Cream): **\$392**
- **PRE-PACKAGED FOOD** (Includes Wine & Beer): **\$330**
- **ADDITIONAL CHARGE** of **\$104** (Will be charged for late submittals)

POINT OF SALE SYSTEM

Food Concessionaires must have a Point-of-Sale (POS) System with the ability to email a daily sales report to the Fair Office OR be equipped with two (2) Register Tapes.

If using a system with Register Tapes, one tape is delivered to the Front Office daily. This tape is kept by the Fair and will not be returned to the Concessionaire. The second tape is for customer receipts or Concessionaire's records. You must be able to provide receipts to customers if they request one. If using a tablet-based POS, it must have the capacity to email a daily sales report to the Fair Office and email a receipt to the customer - if requested.

ALL FOOD CONCESSIONAIRES ARE REQUIRED TO TAKE DEBIT/CREDIT CARDS. NO EXCEPTIONS.

BANKING SERVICES

The Marin County Fair will not provide Bank services in 2024. Payment towards Commission can be made at the Fair Office by cashiers or business check.

Please note, the Fair Offices will not provide change, start banks, nor check-cashing services. If cash is needed, please plan accordingly and around the holiday. There are several banks near the fairgrounds.

COMMISSION PERCENTAGES

The required commission will be calculated by taking the highest paid commission over the last five years. You must pay the estimated commission no later than the second day of the Fair (Thursday, July 4th, 2024). Any balance left of your deposit after the settlement will be returned to you. If your deposit doesn't cover your balance, we will settle with you on closing night prior to you leaving the Fairgrounds.

The Fair Office will accept payments towards commission balances in the form of check or a cashier's check. The Fair Office will not accept credit card payments.

OPERATING EXPENSES

Daily expenditures for operations such as ice, soft drinks, supplies, etc., are NOT to be deducted from daily gross receipts or from your deposits.

General Information

CHECK-IN & SET-UP

Fully-executed contracts, insurance certificates, and other permits/forms as required prior to move-in or setup.

CHECK IN AT THE FAIR OFFICE IS REQUIRED PRIOR TO PLACING YOUR VENDING VEHICLES OR MOVING IN FOR OVERNIGHT PARKING. CHECK-IN DATES & TIMES: Saturday June 29, 2024 - Tuesday, July 2, 2024 9:00am – 5:00pm, unless other dates have been previously approved by the Fair office.

OPERATING HOURS

Food Concessionaires must be open and ready to serve, with cash registers operating, by 11:00am, and may not close prior to 10:00pm daily. All Food Concessionaires must be staffed during the 5-days of the Fair. Please plan inventory carefully so that food supplies will last the full run of the Fair. Food Concessionaires who run out of food prior to Fair close will NOT be invited back.

ON OPENING DAY: ALL CONCESSIONAIRES MUST BE OPEN AND READY BY 9:00AM FOR INSPECTION BY THE HEALTH DEPARTMENT AND FOOD AUDITOR. You must remain in your concession until they have both arrived.

DELIVERIES

All deliveries to Concessionaires shall be through the *Vendor's Entrance* on Avenue of the Flags. Someone must be present at your location to accept deliveries. Fair Staff is not permitted to receive or sign for deliveries for Concessionaires. All deliveries must be completed no later than 10:00am on a Fair day. All delivery vehicles must be off the Fairgrounds (including those delivering beer and grounds concessions) no later than 10:00am on a Fair day.

SIGNS

All signage needs to be clean, clear and professionally made. Hand-drawn signs and menus are NOT permitted.

Signs are to be placed on the exterior of the booth – above the counter level. Fair Management reserves the right to review and approve these signs. Alcoholic beverage concessionaires must post signage required by Fair policy prior to opening.

WASTE DIVERSION & RECYCLING

Marin Sanitary Service will deliver four (4) 20-yard bins located at the end of Avenue of the Flags. When the trash receptacles in your booth are full, take your debris, secured in plastic bags or boxes, to the bins. All debris must be securely tied or placed in boxes, well-wrapped, so that we can keep odor and flies to a minimum.

NO STYROFOAM products or single use plastic bottles are to be used (i.e. cups, plates, etc.) as these products cannot be recycled.

55-gallon drums are located throughout the food vendor areas for collection of cooking oil and cooking grease. Used or excess cooking oil needs to be deposited into one of these drums (Concessionaires can move drums closer to their booth if needed). If you need a dedicated grease bin, please make arrangements with the Fair Concessionaire Manager.

CARDBOARD – There is a separate bin at the end of Avenue of the Flags for recycling flattened, clean, dry non-waxed cardboard. Please flatten all your empty cardboard boxes. If this specified bin is filled, please flatten, and leave them next to the bin for pickup. No cardboard is to be placed in the other dumpsters.

PLEASE REFER TO THE REUSABLE FOODWARE ORDINANCE.

PLEASE REFER TO THE ENCLOSED 2024 MARIN COUNTY FAIR WASTE DIVERSION & RECYCLING GUIDELINES.

FAIR SERVICES DURING OPERATIONS

FIRST AID

First Aid Stations are located in the Exhibit Hall building across from the Fair offices 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 8:00 am Monday, July 1 - Tuesday, July 8, 5:00 pm . 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 Concessionaire Manager. 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 always and at their own expense, keep their 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, 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. Ice prices and delivery schedules will be available directly from San Francisco Ice Company on-site staff. Concessionaires will be charged directly by San Francisco Ice Company. Onsite phone number and hours of operation will be provided closer to opening day.

ADDITIONAL RULES & REGULATIONS

PETS

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

SMOKE FREE FAIR

The County of Marin has banned all smoking on all county property including parking lots.

CLEAN-UP

Plastic milk crates, bread trays, and soda canisters used during the Fair must be removed when you dismantle and move-out. Any debris or equipment left in your booth requiring removal and disposal by the Fair will be charged to your concessioner's account at the time of settlement.

HEIGHT RESTRICTIONS

The Marin County Fair's height restriction is 15' including flags on top of your Concessionaire vehicle/booth/tent. You will be required to remove any part of your structure over this height prior to the opening of the Fair.

MOVE-OUT (ALL VENDORS)

Food Concessionaire booths/trucks may not be dismantled or moved-out prior to 11:30pm on closing night of the Fair. No vehicles are permitted on the grounds before that time. All materials, equipment, etc., must be removed from the grounds no later than Monday, July 8 by 5:00 pm.

Admissions & Parking

CREDENTIALS/ADMISSION TICKETS

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 with Concessionaire's Packets upon check-in (at the Fair Office). Passes will be determined based on the total number of booth staff. More information about credentialing for the 2024 Fair will be included in the Vendor contracting phase.

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. Concessionaires may purchase General Admission Tickets online at www.marinfair.org, if needed. There will be no refunds for unused General Admission Tickets.

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. Concessionaires may purchase General Admission Tickets online at www.marinfair.org, if needed. There will be no refunds for unused General Admission Tickets.

NON-PROFIT CONCESSIONAIRES will receive admissions tickets based on their crew schedule due to the Fair offices by June 3, 2024.

FAIR PARTICIPANT PARKING

OVERNIGHT PARKING REQUESTS FOR OVERNIGHT PARKING MUST BE ACCOMPANIED BY A PHOTO WITH LICENSE PLATE NUMBER OF EACH VEHICLE FOR EACH OVERNIGHT SPACE NEEDED. Only vehicles registered with the Fair office will be permitted. Arrangements for this parking must be made and paid for in advance with the return of the signed contract. Overnight parking space is limited and is available on a “first come, first served” basis. **MARCH 31** is the deadline for Concessionaires from the previous year, in good standing, to contract an overnight parking space. Any remaining spaces will be open to other vendors.

Overnight parking permits will be issued at check in time. They must be placed in the front windshield. Vehicles not registered with the Fair Office and found outside their designated areas on the Fairgrounds will be subject to additional parking fees. Vehicles will be required to be moved or will be towed at the owner’s expense. There are two types of overnight parking: with services and without.

LOCATION A - NO SERVICES AVAILABLE (DRY CAMPING ONLY) \$175 PER VEHICLE: Vans, storage trucks, pickup trucks, and self-contained campers or RV’s park overnight in the dirt lot behind the Exhibit Hall parking lot. - *No electrical service, water, sewage provided.*

LOCATION B - \$225 PER VEHICLE: Vehicles needing electrical service (refrigerator trucks, food storage vehicles, and stock trucks or vehicles) have precedence for parking in Location B. Service will be limited to each vendor in accordance with electrical service available. Concessionaires will be advised pre-Fair regarding assigned space and electrical service available. *All grey waste or sewage must be self-contained and is not allowed to be dumped at or on the Fairgrounds.*



NO VEHICLE CHANGES

Vending and Overnight Vehicles have a contracted size, electrical requirements, and move-in/check-in date. NO changes may be made in vehicle size, electrical requirements, or arrival/check-in/checkout date or time without prior approval of Fair Management. The Fair will determine parking spaces for each vehicle in Lot B.

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 Concessionaire's 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. The 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 Concessionaire's entrance is 200 yards straight ahead through the gate.

HEALTHY FOOD MENU ITEMS

In 2008, the Marin County Fair instituted the requirement that all Food Concessionaires offer at least one Healthy Food Choice on their menu. On the application, separate from listing your menu items, you will list one (1) or more of your Healthy Food Choice items. A dietician will review the healthy food items to ensure that they meet FDA standards. A copy of your recipe may be requested by the dietician to ensure accuracy of nutritional facts.

HEALTHY FOOD CHOICE REQUIREMENTS

- Represent at least 1 of the 5 major food groups: Whole grains, Fruits, Vegetables, Low-Fat Dairy or Lean Protein (skinless poultry, fish, legumes).
- Prepared in a healthy way: raw, steamed, baked, grilled or sautéed with no added sweeteners or fats.
- Be served in appropriate portion sizes, especially for children (bite sized portions are encouraged):
 - Lean proteins (3 oz. servings).
 - Grains & Starches (1/2 to 1 cup servings).
 - Dairy products – 1 cup (8 fluid oz. servings).
- Follow the state-wide guidelines for schools & vending products:
 - Calorie limits
 - Snack items: ≤ 200 calories
 - Entrée items: ≤ 350 calories
 - Sodium limits
 - Snack items: ≤ 230 mg
 - Entrée items: ≤ 480 mg
 - Fat limits
 - Total fat: ≤ 35 of calories
 - Saturated fat: < 10% of calories
 - Trans fat: zero grams
 - Sugar limit
 - ≤ 35% of weight from total sugar.

IS IT HEALTHY? This is a BBQ Sauce SAMPLE that meets the Healthy Guidelines:

Nutrition Facts

Serving Size: 2 Tbsp (1.13 oz.)

Servings Per Container: APPROXIMATELY 10

Amount Per Serving: Calories 40 Calories from Fat 0

	% Daily Value*	
Total Fat	0g	0%
Saturated Fat	0g	0%
Trans Fats	0g	0%
Cholest.	0mg	0%
Sodium	170mg	7%
Total Carbohydrate	17g	
Dietary Fiber	0g	0%
Sugars	0g	
Protein	0g	
Vitamin A: 2%	Vitamin C: 4%	
Calcium: 0%	Iron: 2%	

*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on Your calorie needs:

	Calories	2,000	2,500
Total Fat	Less Than	65g	80g

Sat Fat	Less Than	20g	25g
Cholesterol	Less Than	300mg	300mg
		2,400	2,400
Sodium	Less Than	mg	mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram: Carbohydrate 4 Protein 4 Fat 9

Do the (easy) math!

___ Fat: (calories from fat / total calories x 100%)

___ Saturated Fats:

(sat. fat g x 9 = sat. fat calories / total calories x 100%)

___ Sugar (sugar g / # of oz. per serving x 28.35 x 100%)

Reading Nutrition Labels:

- **Fat:** No more than 35% calories (calories from fat / total calories x 100%)
- **Saturated Fats:** No more than 10% calories (sat. fat g x 9 = sat. fat calories / total calories x 100%)
- **No Trans Fats**
- **Sugar:** No more than 35% total weigh (sugar g / (# of oz. per serving x 28.35) x 100%)

Exhibit “B” Insurance Requirements

- Certificate of Liability Insurance with Endorsement Form
- Workers Compensation Insurance (needed if employees are on your payroll)

- OR -

- Special Events Liability Insurance through CFSA (in place of the above – see next page)
 - If you have existing CFSA Insurance, please enclose the CFSA number in your application.

FULL COMPLIANCE IS REQUIRED OF ALL CONCESSIONAIRES.

CERTIFICATE OF LIABILITY INSURANCE & WORKERS COMPENSATION

Return with signed contract. Example below.

Food Concessionaire is responsible for providing a Certificate of Liability Insurance with the following insurance requirements: Each Vendor who has employees (on payroll vs contracted) working at the Fair must also provide a copy of their Workers’ Compensation insurance. If no employees are working at the Fair, please indicate on application.

- \$1,000,000 each occurrence and \$2,000,000 annual aggregate
- Commercial General Liability—Combined | Bodily Injury and Property Damage
- \$500,000 Liquor Liability (ALL ALCOHOL CONCESSIONAIRES MUST HAVE COVERAGE)
- Statutory Workers' Compensation (where applicable)
- Shall contain no riot exclusion clauses
- Description of Operation:
 - "It is understood and agreed that the Marin County Fair, County of Marin, its officers, employees, and agents are named as additional insured as respects to operating a food concession at the 2024 Marin County Fair, July 3- July 7, including set-up dates June 29 – July 2 and teardown through July 8, or from the time they arrive at the fairgrounds to the time they are completely torn down and off the fairgrounds property."
- Certificate Holder: “Marin County Fair, County of Marin, its officers, employees, and agents as additional insured.”

ENDORSEMENT FORM

Return with signed contract. Example below.

Certificate of insurance AND SEPARATE ENDORSEMENT FORM shall be returned to the Fair Office with the return of signed contract and will be reviewed to be certain adequate coverage is provided. Information that must be included is listed below:

- Complete name of insurance company
- Policy Inception and Expiration Dates

ENDORSEMENT FORM

SAMPLE ONLY

Policy#

COMMERCIAL GENERAL LIABILITY

CG 20 26 07 04

This Endorsement changes the policy. Please Read it Carefully.

ADDITIONAL INSURED ENDORSEMENT- DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

County of Marin
Its Officers, Employees, and Agents
Marin County Fair
10 Avenue of the Flags
San Rafael, CA 94903

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

The person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

CG 20 26 07 04
Inc.2004

ISO Properties,
Page 1 of 1

Waste Diversion & Recycling

FOOD CONCESSIONAIRE INSTRUCTIONS: It is the goal of the Marin County Fair to produce an environmentally friendly event. In support of our goals and our already impressive 92% diversion rate; you will notice a comprehensive resource recovery program. Please follow the instructions on the **WASTE DIVERSION & RECYCLING GUIDELINES** to assist the event in exceeding our recycling efforts. We appreciate your support!

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.fourpoints.com/sanrafael

Mileage: 1.0

Marin Lodge

1735 Lincoln Avenue
855.344.7496 | 415.578.2827

www.marinlodge.com

Mileage: 1.75

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/sfony

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/sfol
Mileage: 6.5

Marin Suites Hotel
45 Tamal Vista Boulevard
833.827.3206
www.marinsuites.com
Mileage: 7

Best Western Corte Madera Inn
56 Madera Boulevard
800.777.9670 | 415.924.1502
www.cortemaderainn.com
Mileage: 8

MILL VALLEY | 9-11 MILES FROM MCF

Travelodge Mill Valley
707 Redwood Highway
415.569.3948
www.travelodge.com
Mileage: 9

America's Best Value Inn
155 Shoreline Highway
415.332.1732
www.americasbestvalueinn.com
Mileage: 11

Tamalpais Motel
680 Redwood Highway
415.381.4775
www.tamalpaismotel.com
Mileage: 10.5

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

WASTE DIVERSION & RECYCLING GUIDELINES



@racetozero waste @marincountyfair



YOUR GUIDE TO ZERO WASTE

As we prepare for the 2024 Marin County Fair, please read the updates regarding our sustainability policies and requirements for food vendors.

It is our goal to produce an environmentally friendly, zero waste event. We ask that all vendors comply with our waste reduction policies.

In this packet, you will find information about materials management at the Fair.

Race to Zero Waste is the organization that manages waste diversion for the Marin County Fair. Look for Race to Zero Waste staff in the green vests and at the public Zero Waste Stations!

Please follow the instructions below to help us recover useful materials.

For questions, contact:
Preguntas? Contacta con:
info@racetozerowaste.org



FAIR REQUIREMENTS

Here are the Marin County Fair requirements and the 2024 exemptions to the Reusable Food Ware Ordinance 3763.

- **2024 cold/hot cups exemption!** The County has provided an exemption for all 2024 food vendors to continue using **compostable** cold drink cups that are BPI-certified OR paper Pepsi or 7up cups.
- At the Marin County Fair, **plastic** plates, cutlery, cups, and lids are banned, along with all styrofoam containers.
- Vendors must use paper or compostable fiber products for plates, cups, straws, boats, and bowls, and use wooden or bamboo cutlery to comply.



FAIR REQUIREMENTS

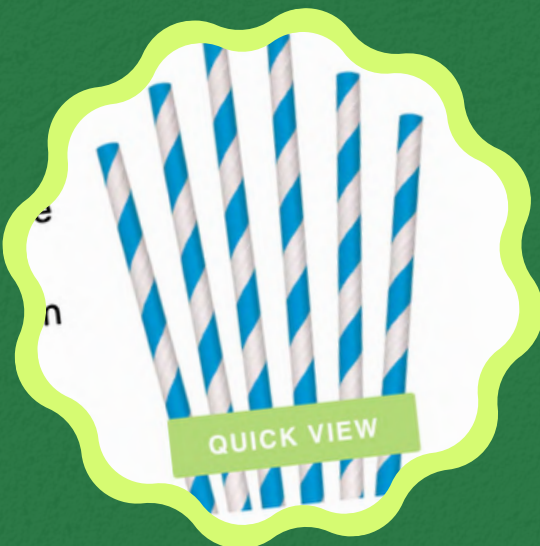
- Plastic water and soda bottles, and plastic cups for lemonade, beer, soda, or wine are not allowed to be sold or used at The Marin County Fair. Water refill stations are available throughout the fairgrounds.
- Plastic souvenir cups, such as those for lemonade, are discouraged at the 2024 Marin County Fair and will be banned in 2025.
- As always, all condiments must be in bulk containers. Single-use plastic condiment packets are not to be used during the Fair.
- To stay in compliance, here is a list to follow and approved by the County of Marin. Please refer to the list under to-go/exempt disposables tab.



APPROVED PRODUCTS

1. Wooden or bamboo cutlery
2. Fiber compostable bowls
3. Uncoated, PFAS-free paper
4. Paper straws
5. Aluminum Cups

Please see [Marin County's purchasing guide](#) for more compliant products.



WHAT GOES WHERE?



Use the app
"Where Does it Go, Joe?"
to see how to sort with
Marin Sanitary Service!



Recycling at the fair:

RECYCLE RIGHT by knowing what is accepted in the blue barrels. Here's a quick list:

1. Plastic jugs, jars, and tubs - as empty as possible with no liquid.
2. Glass jars and bottles - as empty as possible with no liquid.
3. Steel, aluminum trays, foil, and cans
4. **CARDBOARD** - Flattened clean and dry, non-waxed. Place cardboard next to the blue barrel for collection. **No cardboard is to be placed in the other containers.**



Use the app
"Where Does it Go, Joe?"
to see how to sort with
Marin Sanitary Service!



WHAT IS RECYCLABLE?



Composting at the Fair

Every night place the full food scraps container(s) in front of your booth to be collected. Include:

- All food scraps
- Coffee ground and paper filters, tea bags
- Soiled paper plates, bowls, napkins, and paper wrappings

NOTE: NO products lined with PLA plastic, even if BPI-certified compostable, are accepted in the compost bin and must be put in the landfill bin if used. This includes the paper Pepsi & 7-Up cups as they are poly-lined.



Use the app
"Where Does it Go, Joe?"
to see how to sort with
Marin Sanitary Service!



WHAT IS COMPOST?



Landfill items at the Fair

Place items in a separate container and leave them in a designated area for collection.

- Soft plastic/meat bags
- Chip bags/candy & granola bar wrappers
- Aseptic containers and milk cartons
- Latex gloves
- Ice and bread bags

NOTE: Trash containers will not be provided.
Do not leave black trash bags next to public waste diversion stations.



Use the app
"Where Does it Go, Joe?"
to see how to sort with
Marin Sanitary Service!





WHAT IS TRASH?



KEY POLICIES

SB 1383

As of January 2022, every home, apartment complex, and business in California is required by law to collect their food waste, yard waste, and paper separately from all other waste. This includes events and fairgrounds. The law ([SB 1383](#)) aims to reduce harmful methane emissions from landfills that contribute to climate change and global warming.

Food Donation Requirements

Set aside any edible fruits, vegetables, bread, dairy, or meats to be picked up after the event for donation. On the last day of the Fair, Race to Zero Waste staff will be collecting food items to be donated.

Race to Zero Waste staff places 55-gallon cooking oil barrels behind groups of food vendors to collect your used cooking oil.

The [Good Samaritan Food Donation Act](#) of 1996 protects you from liability when providing food donations.





FAQS

01

Are vendors allowed to sell water poured from plastic water bottles into compostable cups for customers?

No. That defeats the purpose of banning single-use plastic bottles.

02

Can we sell other soft drinks in plastic bottles?

No. This still creates single-use plastic waste. Remove all single-use plastic bottles and cups from your fair inventory.

03

Whom do we reach out to for help?

Race to Zero Waste staff can assist you with questions regarding waste management. Please look for green vests with the R20W logo. We are here to help!

04

Can we sell beverages in glass bottles?

No. Glass is not allowed for sale at the Fair.

05

Why is the Marin County Fair moving away from compostable plastic products?

- Most bio-plastics are lined with harmful chemicals/poly-fluorinated chemicals (PFAs/PFOs).
- Most users do not know how to differentiate between compostable plastic products and non-compostable plastics, contaminating the compost stream.
- Not all bio-plastics are accepted by commercial composters.
- When bio-plastics end up as litter in our communities and natural environments, they cause the same harm as traditional plastic products.



SIGNATURE PAGE

All vendors are required to acknowledge the rules and regulations that are given by the Marin County Fair. The vendor packet includes necessary information about the fair, your booths, and our materials management policies. Review the packet carefully and sign the acknowledgement below.

"I confirm that I have received, read, and understood the 2024 vendor information packet for the Marin County Fair."

"Confirmando que he recibido, leído y comprendido el paquete de información de 2024 para los vendedores de la Marin County Fair."

NAME/
NOMBRE _____

BUSINESS/
EMPRESA _____

SIGNATURE/
FIRMA _____

