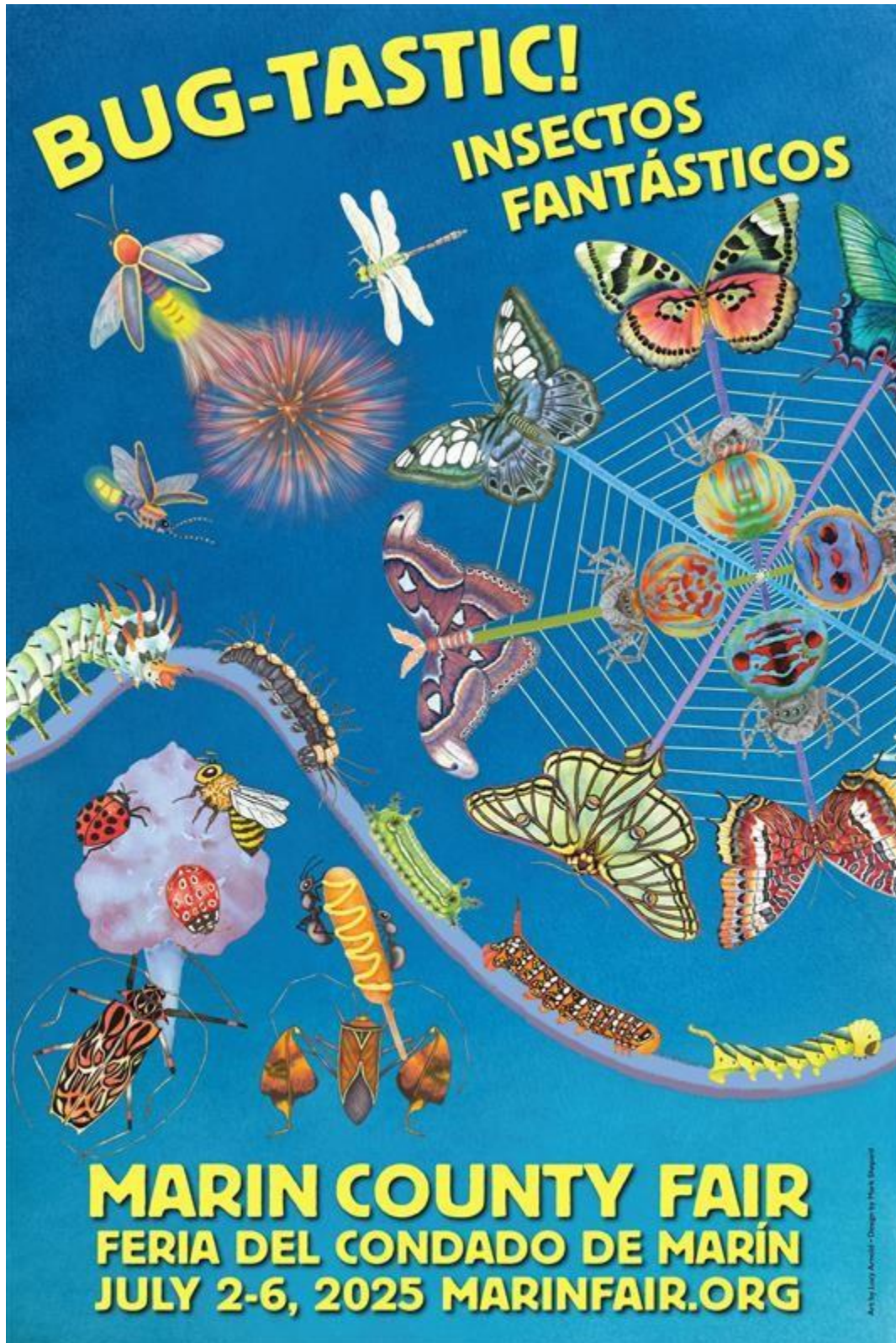


Food Concessionaire

VENDOR HANDBOOK



Welcome to the Marin County Fair

Welcome, and thank you for your interest in applying for a food concession at the 82nd Marin County Fair. The 2025 Fair runs from Wednesday, July 2 through Sunday, July 6, 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 Sunday, February 16, 2025, at 11:59pm. We will notify those selected and contracts will be issued in March 2025.

The Marin County Fair continues to be a great success, attracting nearly 100,000 fair guests in 2024. The 2025 Marin County Fair—BUG-TASTIC! will celebrate all things flittery, fluttery, buzzy, creepy, crawly, sticky, prickly, wiggly, and everything in between. This ultimate bug fest will be filled with activities that highlight insects, spiders, scorpions, centipedes, millipedes, and more, from competitive exhibits, hands on art projects, entertainment, education, and fairground décor, all while providing a great opportunity for families to have a good time and develop a love of nature! Have a BUG-TASTIC! Fair!

Sincerely,

Jennifer Olvera
Marin County Fair Manager

FAIR CONTACT INFORMATION

MARIN COUNTY FAIR	10 Avenue of the Flags, San Rafael, CA 94903
WEBSITE	www.marinfair.org
EMAIL	fair@marincounty.gov
REGULAR OFFICE HOURS	Monday to Friday: 9:00am to 5:00pm
FAIR OFFICE HOURS	July 2 (Wednesday) to July 6 (Sunday): 8:00am to 8:00pm
CONCESSIONS HOURS	July 2 (Wednesday) to July 6 (Sunday): 11:00am to 10:00pm

VENDOR MANAGEMENT

CONCESSIONAIRE VENDOR MANAGER	Jennifer Olvera Jennifer.Olvera@marincounty.gov
COMMERCIAL VENDOR COORDINATOR	Casey Kennerson Fairsupport@marincounty.gov

How to Apply

1. ONLINE APPLICATION

THE FOOD BOOTH APPLICATION IS DUE ONLINE BY 11:59PM ON SUNDAY, FEBRUARY 16, 2025.

Please read this entire Food Concessionaire application and handbook carefully. You may not refer to previous year's applications, contracts or Handbooks. 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 11:59pm on February 16, 2025. 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 2025 Marin County Fair will be reviewed and selections will be made starting February 28th. All selected applicants will be notified via email and contracted in March 2025.

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.*

2025 Timeline

DESCRIPTION	DEADLINES
APPLICATION DUE IN FULL - Must Include: <ul style="list-style-type: none"> ➤ \$25 Application Fee ➤ Photos of Truck/Booth ➤ List of Menu items with prices and sizes ➤ Healthy Food Menu Item w/ nutritional facts 	SUNDAY, FEB 16, 2025
FOOD CONCESSIONAIRES SELECTED & CONTRACTS ISSUED	MARCH 31, 2025
CONTRACT DUE IN FULL - Must Include: <ul style="list-style-type: none"> ➤ 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 (\$180 or \$230 per vehicle) ➤ Worker’s Compensation Certificate (if applicable) ➤ Food Safety Certification 	10 DAYS AFTER RECEIPT OF CONTRACT
OVERNIGHT PARKING CONTRACT DEADLINE	MONDAY, MAR 31, 2025
CREW SCHEDULE (Non-Profit Organizations ONLY)	MONDAY, JUN 2, 2025
FOOD BOOTH MOVE-IN STARTS	SATURDAY, JUN 28, 2025

MOVE-IN & CHECK-IN (ALL VENDORS) ➤ Move-in hours: 9:00am to 5:00pm Passes/Overnight Parking Permits issued at Check-in	SAT, JUNE 28 - TUE, JULY 1, 2025
HEALTH INSPECTION - Ready opening day by 9:00am ➤ FOOD AUDITING - Cash register ready for Food Auditors by 9:00am	WEDNESDAY, JULY 2, 2025
MOVE-OUT (ALL VENDORS) Move-out and clean-up must be completed by 5:00pm	MONDAY, JULY 7, 2025
COMMISSION SETTLEMENT ADJUSTMENTS	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 – Santa Rosa, CA 95402 (707) 576-2100.

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 monies 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 2025. 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.

Bounce Check Policy: If a check is returned for any reason, your personal and business check will no longer be accepted. Additionally, an administrative fee of \$40.00 will be charged for each return check.

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 3, 2025). 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 business check or a cashier's check only. Cash and credit card payments are NOT accepted.

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 set up.

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 28, 2025 - Tuesday, July 1, 2025, 9:00am – 4:00pm, 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 2025 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 8:00am Monday, June 30 - Tuesday, July 7, 4:00pm. 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 concession'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 7 by 5:00pm.

Admissions & Parking

CREDENTIALS/ADMISSION TICKETS

In 2025, each Booth Owner and Booth Manager will receive a 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 2024).

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 2025 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, 2025.

FAIR PARTICIPANT PARKING

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) \$180 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 - \$230 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%
Cholesterol	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 2025 Marin County Fair, July 2 - July 6, including set-up dates June 28 – July 1 and teardown through July 7, 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
- Limits of liability for the required coverages, as specified above

- Additional Insured endorsement to read as follows:
- The Commercial General Liability insurance policy shall be endorsed to name the Marin County Fair, County of Marin, its officers, employees, and agents as additional insured.

SPECIAL EVENTS LIABILITY INSURANCE THROUGH CFSA

If you have Liability Insurance through CFSA you may submit that in place of a Certificate of Liability Insurance and an Endorsement Form.

If your organization does not carry the required liability insurance, you can purchase your liability insurance through the California Fair Services Authority (CFSA) through our office. California Fair Services Authority (CFSA) is a not-for-profit joint powers authority (JPA) established to manage and administer workers' compensation, property and general liability self-insurance pools related services and programs exclusively for California fairs. Further information can be found on the CFSA website at www.CFSA.org.

A. Call with Credit Card Information OR send a business check to the Marin County Fair office:

- Liability Insurance: A business check made payable to the Marin County Fair \$195.00
in the amount quoted. Credit Cards Accepted
- Liquor Liability Insurance: Call CFSA for a Quote. A business check made payable to the Marin County Fair in the amount Quoted. Credit Cards Accepted
- Processing Fee for requests more than 30 days in advance \$25.00
- Processing Fee for requests less than 30 days in advance \$100.00

C. Our office will process the paperwork and send you a County Auditor’s Receipt for your handling fee, a receipt for your payment of Liability Insurance, and a copy of your Evidence of Coverage.

Insurance Form Samples

CERTIFICATE OF LIABILITY

BARTUNL-01 PATRA

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
03/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0167057 CONTACT NAME: _____
PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____
E-MAIL ADDRESS: _____
ADDRESS: _____

SAMPLE ONLY

INSURER(S) AFFORDING COVERAGE _____ NAIC # _____

INSURED _____
INSURER A: _____
INSURER B: _____
INSURER C: _____
INSURER D: _____
INSURER E: _____
INSURER F: _____

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			BKW1856513738	01/25/2017	01/25/2018	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	
	<input checked="" type="checkbox"/> Liquor Liability						MED EXP (Any one person)	\$ 15,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000	
	OTHER:						PRODUCTS - COM/POP AGG	\$ 2,000,000	
							LIQUOR LIABILITY	\$ 1,000,000	
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
	<input type="checkbox"/> NON-OWNED AUTOS ONLY							\$	
C	UMBRELLA LIAB						EACH OCCURRENCE	\$	
	EXCESS LIAB						AGGREGATE	\$	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE							\$	
	DED <input type="checkbox"/> RETENTION \$							\$	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			XWS56513738	11/03/2016	11/03/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
A	Liquor Liability			BKW1856513738	01/25/2017	01/25/2018	Aggregate	\$ 2,000,000	

➤ 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 2025 Marin County Fair, July 2- July 6, including set-up dates June 28 – July 1 and teardown through July 7, or from the time they arrive at the fairgrounds to the time they are completely torn down and off the fairgrounds property."

CERTIFICATE HOLDER **CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
[Signature]

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

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 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/sfon

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