



Humboldt County Fair Vendor Guidebook

Welcome to the 130th Humboldt County Fair!
2026 marks our 130th year of the Humboldt County Fair!

The Humboldt County Fair is scheduled to run daily from 12:00 PM to 9:00 PM, August 12th through August 16th, 2026

Contact: vendors@humboldtcountyfair.org

We are excited to invite vendors, our carnival operator, entertainers, and exhibitors to help make the **2026 Fair** one of our best years ever!

Mark your calendars! The **2026 Fair will take place from August 12th -16th, 2026.**

This year, our theme is **“Where the Trees Meet the Seas”** With a **shorter, action-packed schedule, we’re bringing even more fun, energy, and excitement to every single day.** Expect **non-stop entertainment, incredible local showcases, thrilling rides, and amazing food**—this is a Fair you won’t want to miss!

Our **Vendor Application period goes live on February 4, 2026.** All vendors must complete and submit a new application, regardless of past participation.

As a vendor, it is your responsibility to review and follow the guidelines outlined in our Vendor Guidebook. If you have any questions or need accommodations, please reach out—we want to ensure all vendors, guests, and customers have an enjoyable and successful experience at this year’s Fair.

Thank you for your interest in being a commercial and/or food booth vendor. We can’t wait to see you at the **most exciting Fair yet!**

MOIRA KENNY

Moira Kenny

Chief Executive Officer

Humboldt County Fair Association

Table of Contents

2.....	WELCOME MESSAGE	22.....	Free Gifts with Purchase, Inclement Weather, Mail and Shipments MAINTENANCE & MATERIALS REQUESTS
4.....	INTRODUCTION	23.....	Menu/Price List, Microphones & Amplification, Microwave Notice, Napkins PARKING
5.....	Fair Application Dates & Hours Application FAIR CALENDAR	24.....	Parking-Vendor Lot Parking - General Public Parking Liability Limitations PETS/SERVICE ANIMALS
6.....	APPLICATION	25.....	Recreational Vehicle, Facility/RV Permits, Sales Slips/Receipts SAMPLING OF PRODUCT
7.....	General Policies, Booth Application, Selection Criteria BOOTH OPERATIONS	26.....	Security & Theft Protection SETTLEMENT
9.....	SPACE RENTAL POLICY 8 SPACE ALLOCATION POLICY	27.....	Sexual Harassment Policy, Signs/Banners, Smoke from Stands (i.e. BBQ Grills) , Smoking, Sounds, Trash, Visibility, Water, Wi-Fi ARRIVAL & SET UP, BOOTH EMPLOYEES
10.....	Fees & Requirements CREDENTIALS	28.....	Check In, Staging & Set Up Booth Employees FAIR CLOSING & BOOTH TEAR DOWN
11.....	Daily Admission and Employee Badges NUMBER OF CREDENTIALS ISSUED	29.....	Booth Tear Down & Removal FAIR INFORMATION & GUEST SERVICES
12.....	INSURANCE	30.....	ATM Machines, First Aid Station, Fair Merchandise, Guest Greeters & Information, Lost and Found, Lost Children & Adults EMERGENCY PROTOCOL
13.....	General Liability, Worker's Compensation CHILD LABOR RESTRICTIONS	31.....	CONTACT
14.....	Product Sales/Restrictions, Prohibited Items BUSINESS LICENSE TAXES & PERMITS		
15.....	Health Code Requirements TAXES		
16.....	POSSESSORY Interest Tax Sales Tax, Seller's Permit , Work Permit INFORMATION A-Z		
18.....	Americans with Disability Act (ADA) , Audit/Violations CASH REGISTER REQUIREMENTS 17 CONDIMENTS		
18.....	Cooking Oil Credit Cards DAMAGE / LOSS LIABILITY RELEASE		
19.....	ELECTRICAL		
20.....	Electric or Gas Carts/Scooters ENVIRONMENTAL GUIDELINES		
21.....	FORKLIFT		

Introduction.

Humboldt County Fair Association

PURPOSE

Since 1896, the Humboldt County Fair Association (HCFA) has hosted the annual Humboldt County Fair. Formally established as a California non-profit public benefit corporation, HCFA is governed by an eleven-member Board of Directors who are responsible for governing and overseeing the Association's operations.

MISSION

The Humboldt County Fair and Event Center serves our community by preserving traditions of the people and promoting agriculture while providing everyone a place to learn, have fun, gather together in celebration, be entertained, enjoy economic viability and be safe from potential natural disasters or crisis.



FAIR APPLICATION, DATES & HOURS:

The Humboldt County Fair is scheduled to run daily from **12:00 PM to 9:00 PM, Wednesday August 12th-16th, 2026.**

The Vendor Application period goes live on **February 4, 2026**. All vendors must complete and submit a new application, which must be received by HCFA's Main Office by the due dates below:

Early Applications: Due by 5 PM on April 15, 2026.

Late Applications: Due no later than 5 PM on June 1st, 2026.

Please email vendors@humboldtcountyfair.org if you have any questions.

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2026

Humboldt County Fair Dates

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Aug. 9	Aug. 10	Aug. 11	Aug. 12	Aug. 13	Aug. 14	Aug. 15
FAIR SETUP	FAIR SETUP	FAIR SETUP	OPENING DAY	FAIR	FAIR	FAIR
Aug. 16	Aug. 17	Aug. 18	Aug. 19	Aug. 20	Aug. 21	Aug. 22
FAIR	CLEAN UP DAY	CLEAN UP DAY	CLEAN UP DAY			

Application

GENERAL POLICIES FOR SPACE RENTAL

The Humboldt County Fair Management reserves the final and absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions or differences in regard to or otherwise arising out of, connected with or incident of the Humboldt County Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to be amend or to add to these rules as in its judgement it may determine to be necessary. Firm space reservations will be granted only to selected Concessionaires (Commercial and Food Vendors) from previous fairs. Preferences will be given to those with unique, attractive products which do no duplicate those already booked. There will be limit on spaces available for informational booths.

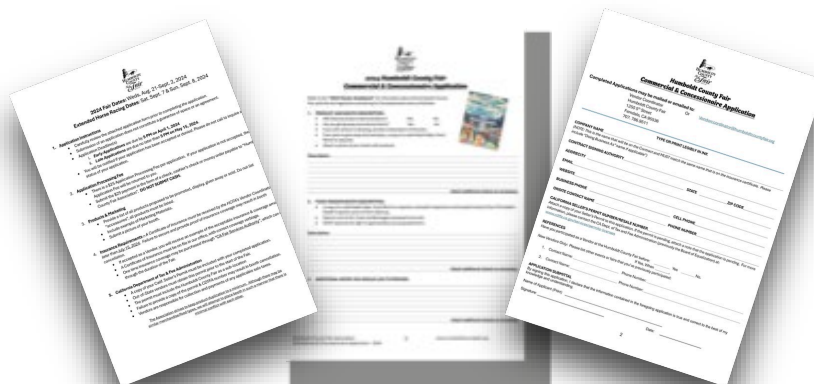
BOOTH APPLICATIONS

Anyone requesting information on obtaining space will be sent an application packet and application. The application must be submitted by the specified date(s). The application is in no way a commitment by management or the applicant. Consideration will be given to each applicant who submits a completed application on time, and notification of acceptance or refusal will be made by the Association's Office Manager or designee. If no space is available, the applicant's name may be placed on a waiting list. The selection criteria, outlined below, will be used to draw applicants from the waiting list.

SELECTION CRITERIA

Each application for space rental during the Fair will be considered by management on the basis of:

- ◇ Stand Appearance
- ◇ Experience
- ◇ Product balance on the fairgrounds
- ◇ Space availability
- ◇ Financial responsibility
- ◇ Returning applicant in good standing the sole decision for selection rests with the Association's Management.



BOOTH OPERATIONS

1.

BOOTH OPERATIONS Failure of Licensee to be fully moved-in and open for business on Opening Day of the Fair, including failure to pass Health Inspection, continuous late opening and/or early closing of Concessionaires space daily during the Fair, closing Concessionaires space during normal operating hours of the Fair or closing Concessionaires space early on closing night of the Fair—for any reason whatsoever and at the sole discretion of the Office Manager—may be grounds for removal of Concessionaires product, cancellation of Concessionaires agreement and/or forfeiture of all rents and moneys paid to the Fair.

2.

SOLICITATION Failure of Licensee to be fully moved-in and open for business on Opening Day of the Fair, including failure to pass Health Inspection, continuous late opening and/or early closing of Concessionaires space daily during the Fair, closing Concessionaires space during normal operating hours of the Fair or closing Concessionaires space early on closing night of the Fair—for any reason whatsoever and at the sole discretion of the Office Manager— may be grounds for removal of Concessionaires product, cancellation of Concessionaires agreement and/or forfeiture of all rents and moneys paid to the Fair. Failure of Licensee to be fully moved-in and open for business on Opening Day of the Fair, including failure to pass Health Inspection, continuous late opening and/or early closing of Concessionaires space daily during the Fair, closing Concessionaires space during normal operating hours of the Fair or closing Concessionaires space early on closing night of the Fair—for any reason whatsoever and at the sole discretion of the Office Manager—may be grounds for removal of Concessionaires product, cancellation of Concessionaires agreement and/or forfeiture of all rents and moneys paid to the Fair. No roving vendor or solicitor, acting for a profit-making, non-profit, religious, or other organization or on its behalf shall be permitted on the Fairgrounds. All solicitations for either contributions or sale must be made from within the confines of the approved booth. No person shall be permitted to distribute advertising materials, handbills, fliers, tokens or other material at the Humboldt County Fair, except from their leased vendor space. Tacking or posting of an advertisement, bill, sign, banner or printed matter other than within the

3.

SUBLEASING/BOOTH SHARING Concessionaires are strictly prohibited from subleasing, assigning or apportioning the whole or any part of the contracted space allotted for exhibiting, or selling any goods not sold by the licensee in the regular course of business. No subleasing of space shall be allowed under any circumstances. Subcontracting shall be allowed only to permit a manufacturer to sell its own product through a third party. No subcontracting or subleasing shall be allowed to a third party to sell, advertise, or exhibit anything but the assigned Concessionaires

THE CONTRACT OF ANY LICENSEE ENGAGING IN PROHIBITED ACTIONS SHALL BE SUBJECT TO IMMEDIATE CANCELLATION.

Space Rental Policy

The following policies shall apply to all Humboldt County Fair Vendors and Concessionaires: It is the policy and practice of the HCFA Board of Directors to establish and revise from time to time, fees or rates to be charged to individuals or entities utilizing vendor space during the annual Humboldt County Fair.

Criteria to be applied in the establishment of fees or rates for specific areas or facilities shall be limited to the following:

- ◇ Demand for space within specifically defined area or facility or the fairgrounds
- ◇ Desirability of area or facility as indicated by potential traffic volume.
- ◇ The nature of accommodation.
- ◇ The degree to which services are rendered to accommodating the licensee.

Employees and Officers of the HCFA may not have direct financial interest or direct profit from any vendor or concession on the Humboldt County Fairgrounds. Non-direct association must be reported with full disclosure and approval prior to event.

The misrepresentation of vendor or concessions ownership, operation or appearance on the application and photographs accompanying applications shall be grounds for immediate removal from the Humboldt County Fair and the owner of such equipment waives all claims for damages against the Humboldt County Fair Association, its officers, agents and employees.

The Humboldt County Fair Association reserves the right to reject any application for space submitted by:

- A. *Any person who has been convicted of a felony within the 5-year period immediately preceding the date of this application; and/or*
- B. *Any person who, in the judgment of the Humboldt County Fair Association, poses a threat to the safety and security of its patrons, vendors, and/or employees.*

Concessionaires will not offer or give any gift or gratuity to any employee or officer of the Humboldt County Fair Association, as employees and officers are not permitted to accept them.

Concessionaires solicited by employees or officers for free gifts or services should immediately report such incidents to the Association's Office Manager or the Association's CEO.

Space Allocation Policy

- A. It is understood and agreed that Concessionaires/Vendors from previous fairs do not automatically “return”. There is no guarantee that a current space at the fair will ensure an invitation to subsequent fairs. Each Concessionaires agreement is reviewed and acted upon in the best interest of the fair on an annual basis.
- B. If invited to return, every effort will be made to allot the same space as in the prior year, but management has the right to move Concessionaires to another location in the best interest of the fair at any time. There is no guarantee that a returning Licensee will be assigned the same space.
- C. Locations are assigned by management. Returnees may request a different location. Re-quests are accepted in written form only. Every consideration will be given to such a request should space become available.

FEES & REQUIREMENTS

Fees & Payments

One payment of the entire deposit is due and payable on date specified in the contract.

NO LATE PAYMENTS WILL BE ACCEPTED.

Payment must be made with credit card, company check, cashier’s check or money order only, payable to the Humboldt County Fair Association.

General payment policy for all Concessionaires:

- ◇ An administrative fee of \$35.00 will be charged for any check returned for ANY reason.
- ◇ Any contract not returned and not paid in full, including all fees and late charges, is subject to cancellation whenever fair management deems necessary.
- ◇ An administrative fee of \$25.00 will be charged for any lost contracts that need to be replaced.
- ◇ An administrative fee of \$25.00 will be charged for any contract to which alterations have been made by the Licensee (changes to the contract must be made by the Fair Office only).

If there are any questions regarding the contract, please contact the Fair Association’s Office Manager. Attach a separate note with any requested corrections or changes and return with contract to the Humboldt County Fair Association’s Main Office, 1250 5th Street, Ferndale, CA 95536.

Credentials

DAILY ADMISSION AND EMPLOYEE BADGES

The number of employee badges and/or admission credentials (or “passes”) allotted to each licensee will be so noted on the contract. These credentials will be included in Vendor/Concessionaires information packet which will be distributed from the Concessionaires /Vendor Check-in Area.

VENDOR CHECK-IN: Will be Clearly Marked and Located in Hindley Hall

Credentials will be released only to licensee or authorized personnel listed on the Credential Release Form.

The sole purpose of these credentials (or “passes”) is for use by employees of the Licensee who are actually engaged in the operation of the contracted space. The credentials (or “passes”) provided with each contract are to be used by a single operator for the duration of the Fair season. A credential (or “pass”) must be submitted by each individual to gain entry to grounds.

Concessionaires/Vendors are expressly prohibited from selling, duplicating, giving away, loaning or reissuing admission credentials (or “passes”).

Violators will be removed from the fairgrounds and will be unable to operate at future Association sponsored events.

NUMBER OF CREDENTIALS ISSUED

INDOOR VENDORS - Will be issued (2) - Duration of the Fair season, credentials (or “passes”) with (1) additional at no fee upon request on Application or Check-In

OUTDOOR VENDORS - Will be issued (3) - Duration of the Fair season credentials (or “passes”) with (1) additional at no fee upon request. *(Due to longer open hours and nightly wrap out.)

FOOD VENDORS/Concessionaires - Will be issued (4) - Duration of the Fair season credentials (or “passes”) with (1) additional at no fee upon request.

If the staffing of your stand requires credentials (or “passes”) in addition to those allotted, up to (10) Day use, additional credentials (or “passes”) may be purchased at \$5.00/pass. To be used by an operator of your booth as single day admission good for any single day of the Fair season.

Upon Check-In up to (10) additional day-use credentials (or “passes”) may be purchased in the form of a check , cash, or credit cards will be accepted.

Request of replacements for lost or stolen credentials (or “passes”) is not guaranteed. Review of request and replacement will be issued by Concessionaires/Vendors coordinator with approval from the Main Office.

Western Fairs Association (WFA) cards are not accepted as admission at any gate. WFA cards must be brought to the Main Office to be exchanged for single day credentials.

**CREDENTIALS (OR “PASSES”) WILL BE INCLUDED WITH VENDOR/ CONCESSIONAIRES
INFORMATION PACKETS AVAILABLE BEGINNING: 3 DAYS PRIOR TO EVENT**

Insurance

GENERAL LIABILITY



General Liability insurance coverage is mandatory for all Concessionaires. There are 3 options to comply with insurance requirements:

- A. Certificate of Insurance** sent directly to the Main Office from the Concessionaires representative. Only originals with the original signature and without corrections are acceptable. Concessionaires name and the insured must be identical. These certificates must be valid through September 30, 2024. Refer to Attachment A for Insurance requirements for required wording, etc. on the Certificate of Insurance.
- B. California Fairs Service Authority (CFSA) Master List** if you have coverage through CFSA and are on their Master List, provide your Master List number to the HCFA's Main Office.
- C. Insurance coverage** may also be purchased from California Fairs Service Authority through the HCFA Main Office. Payment must be made in the form of a Cashier's Check or Money Order only (cash will not be accepted), made payable to: C.F.S.A. Food/Concessionaire coverage rates are: Food Concessionaire: \$195.00 Non-Food concessionaires: \$155.00 Payment must be accompanied with a \$20.00 Administrative Processing Fee.

Submit Payment with your signed Contract

WORKERS' COMPENSATION

California State Law Requires: All employers to carry Workman's Compensation Insurance whether you have full, part-time or temporary employees. The policy must be current, valid and in force under the name of your legal entity which would be the same as your registration with the California State Board of Equalization, Employment Development Department and the Internal Revenue Service. Employees include ANYONE who is not a legal owner or a legal partner of the business.

The Fair is not able to assist Concessionaires with the purchase of the required Worker's Compensation Insurance; however, the following number may be helpful:

State Compensation Insurance Fund (877) 405-4545 www.scif.com

Child Labor Requirements

Employees under eighteen years old; must have current school work permits, whether they are residents of California or out of state. Out-of-state minors must secure their work permit from the school district they reside at while in California.

Product Sales & Restrictions

Only those items approved within the Contract may be sold. If a request to sell certain items on the application is not reflected on the contract, those items are not approved for sale. No substitutions can be made without prior approval of Fair management. Misrepresentation of product or business on the application may result in cancellation of contract.

Prohibited Items

The Humboldt County Fair is a family friendly event. We reserve the right to prohibit the sale, rental or display of any item that we reasonably deem objectionable from the standpoint of taste, quality or compatibility with the Fair. This includes but is not limited to: weapons of any kind, toy guns, products made from endangered animals, pornographic or drug-related items or any items displaying the Confederate flag.

Additionally, the following may not be sold, displayed, or given away on the fairgrounds:

Stickers: A fine of \$200.00 per occurrence will be assessed to any Licensee whose stickers are found anywhere on the grounds. Any Licensee found to be giving away stickers will receive a violation notice, which may jeopardize future participation in the fair. Exceptions will be made to Concessionaires who sell prepackaged sheet stickers, however prior approval must be obtained from the Concessions Office.

Flyers: A fine of \$500.00 per violation applies to the distribution of flyers outside your booth. Advertising by means of posters, handbills, flyers, etc., on buildings, trees, posts, parked vehicles or other places is not permitted, nor will anyone be permitted to distribute advertising material outside their assigned space. Placing of advertising material on or in automobiles on the fairgrounds is specifically prohibited.

MANAGEMENT RESERVES THE RIGHT TO DETERMINE WHETHER AN ITEM IS CONSIDERED OFFENSIVE, DANGEROUS OR IN POOR TASTE, AND TO PROHIBIT THE SALE/DISPLAY OF SUCH AN ITEM(S).

Business Licenses, Taxes & Permits

Concessionaires are required to comply with applicable licenses & permits.

HEALTH CODE REQUIREMENTS / SERVSAFE / SAFE FOOD HANDLING FEE

Each food facility shall have an owner or employee who has successfully passed an approved and accredited food safety /ServSafe certification examination.

All food vendors must meet California Uniform Retail Food Facilities Law Requirements as administered by the Ferndale Health Department. Non-compliance with health codes will be considered a breach of contract. Contact the **Ferndale Health Department at (707) 599- 3455** prior to the first day of Fair to schedule a meeting.

Stationery & mobile food units must comply with the CA Health & Safety Code

If your unit is not certified, you are required to call the City of Ferndale's Health Department to make an appointment for certification.

Outside food preparation is not permitted. No steamers, cookers or other preparation units may be located outside of mobile food unit or food processing areas (exception: flat grills and traditional BBQ). No food will be permitted to be stored in the ice storage case. Refrigerators or freezers, separate from the ice case, shall be required for all foods.

NO FOOD STAND WILL BE PERMITTED TO OPERATE WITHOUT AN INSPECTION BY THE FERNDALE HEALTH DEPARTMENT



POSSESSORY INTEREST TAX

This rental may create a possessory interest subject to property taxation and the Licensee may be subject to the payment of property taxes levied on such interest. Information concerning the possessory interest tax that results from your contract with the Humboldt County Fair is available from the **Humboldt County Tax Assessor's Office 707-445-7663**. In brief, the law states:

“Under State law, a possessory interest is the taxable value for the private use of nontaxable public property. The taxable value of the possessory interest is determined by considering the length of the rental, the rental payments, and the permitted use of space.”

SALES TAX

The current local sales tax rate for Humboldt County is 8.50% (subject to change). Sales tax must be declared as having been collected in the City of Ferndale.

SELLER'S PERMIT

Any Licensee who will be selling or taking leads for future business must obtain a California state sales permit number. All Concessionaires must file for this permit, even if only taking leads for future business while at the Humboldt County Fair. A current, valid copy of your permit must be on file with the HCFA's Main Office. Concessionaires without a valid seller's permit during the Fair will be closed down. Please be sure your permit is valid for the entire run of the Fair Aug. 21-Sept. 2, 2024 and the name on the permit must match the contracted name.

The California Department of Tax and Fee Administration (formerly known as State Board of Equalization) wants to make doing business in California as easy as possible.

You can register for a seller's permit or use tax account online using electronic registration. Your Seller's Permit must have Humboldt County listed as your location of doing business.

Their website is www.cdtfa.ca.gov or contact them for questions at **(800) 400-7115**.

WORK PERMIT

Employees under eighteen years old must have current school work permits, whether residents of California or out of state. Out of state minors must secure their work permit from the school district they temporarily reside while in California.

Information From A-Z

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) makes it illegal to discriminate against anyone because of a physical or mental impairment. It is the responsibility of each licensee and their employees to adhere to the requirements of ADA. In simple terms, every effort should be made to allow guests with disabilities to participate in the purchase of food or merchandise, receive services, etc. The following specific examples will be of assistance in accomplishing compliance. All Concessionaires at the Humboldt County Fair must make a special effort to serve guests with disabilities, for example:

If someone in a wheelchair needs assistance in ordering or receiving a product, extra effort should be made to assist this person, even if it requires sending an employee outside the concession to take their order, provide service, or deliver the product.

Your staff should be prepared to read your menu to a visually impaired guest.

Strive to meet all reasonable requests. For instance, providing a small beverage in a large cup is a reasonable request for someone with a disability to make; it should be met. Any questions, comments or complaints should be directed to Fair's Main Office, located near the lighthouse at the main fairground entrance.

It is the position of the Humboldt County Fair that all guests be treated in an equal and courteous manner so that they may participate in the fun and enjoyment the fair offers while ensuring a safe and enjoyable experience for all.

AUDIT / VIOLATIONS

Concessionaires must comply with audit requirements and any adjustments that are required as a result of an audit/evaluation conducted by management of the Humboldt County Fair Association. In the event that management determines a violation of audit policy has occurred, penalties will be assessed according to the following schedule, however management may use discretion depending on the nature of the violation:

FIRST VIOLATION:	VERBAL WARNING
SECOND VIOLATION:	WRITTEN WARNING
THIRD VIOLATION:	\$200.00 FINE
FOURTH VIOLATION:	IMMEDIATE CONTRACT TERMINATION/REMOVAL

All violations will be documented and become a permanent record on file. Violations do not have to be of the same nature for this step structure to apply. It is your responsibility to make your employees aware of the severity of audit violations.

CASH REGISTER REQUIREMENTS

POS SYSTEMS REQUIRED:

The Humboldt County Fair requires an integrated POS system where credit cards are processed through one device (i.e., Square, Clover, Toast, Yuma). In essence, you cannot have a credit card system that works independently from your POS system.

POS SYSTEM REQUIREMENTS:

You must allow the Association's Concession Auditors to log in to your web-based POS system at anytime to review sales and reports. Alternatively, you can email the auditors end-of-sales day reports with full journal detail that can be tracked based on date and time. Further, if you do not allow the auditor to log in to your system to see live data, you will be asked to come into the auditor's office daily and log in on their computers to provide live data streaming. Before arriving to the Fairgrounds, you should confirm your login information so you are not prevented from opening. You must always have batteries or a backup system in place should you lose ground power or the system stops functioning.

POS SYSTEM TAGGING & CHECKING:

Before starting sales at the Fair, you need to have your POS system tagged and verified by the concession auditor. Before meeting with the auditor, you should have your POS system in the location that it will be during the Fair; have it correctly programmed with the date, time, and price codes (if applicable). It will take 10-15 minutes for the auditor to check your devices.

GENERAL RULES AND GUIDELINES (SOME MAY NOT APPLY TO YOUR SYSTEM).

All stands must have devices that have a battery backup.

Your POS program must be able to track the time the till is opened for the day and when the till is closed. Working out of an open drawer is prohibited.

It is preferred that your POS system have a display window that allows the customer to see the transaction. You may only use a POS account that the auditor has approved.

All transactions must be rung up for the correct sale amount.

"No Sales" or "drawer open" transactions are allowed, provided they are not excessive (over 8 per day).

If you do not have your POS approved by **Tuesday, August 20th by 5 pm**, you will not be allowed to open on Wednesday for sales until the auditor has approved your system.

A copy of the Association's full 2024 Audit Procedures will be provided with a contract to those selected vendors.

CONDIMENTS

Each stand must provide napkins, straws, and/or condiments (when applicable) to be available upon request. Condiment areas must be kept cleaned and fully stocked at all times.



COOKING OIL

All cooking oil must be Trans Fat Free. Vendors are responsible for ensuring proper storage and disposal of used cooking oil; discharge to the grounds or storm drains is strictly prohibited.

CREDIT CARDS

All stands must have the capability to accept credit cards as a form of payment from the customer, and must take credit cards as a method of payment, unless otherwise determined by management. Please note that the State of California allows for posting of “\$10 minimum credit card purchase” signs. Any credit card machine problems and/or associated downtime must be reported immediately to the Association’s Auditor with no exceptions.

Non-food Concessionaires must provide us with copies of credit card machine batch reports daily, for each credit card machine you have. These daily batch reports must have the details of each transaction, including the date and time of each sale as well as the dollar amount, and must also have a credit card total \$ amount at the end of the report.

The Auditor will check daily to make sure that your batch report credit card sales totals match credit card

sales reported by your cash registers in Z reports. In the event that these amounts do not match and your batch report exceeds register-reported credit card sales by \$50 or more, we will add the discrepant amount into your daily sales totals and use this adjusted amount for rent calculations. The Association reserves the option to complete a detailed audit to attempt to reconcile differences in lieu of adding the discrepant sales back into daily sales totals on the second time this occurs. Repeated discrepancies beyond a second time will result in violations in conjunction with a meeting between the concession

owner/manager,

the Office Manager and the Auditor, and the discrepant amount will be added into daily sales totals.

All Concessionaires are required to comply with all Federal credit card law policies.

DAMAGE / LOSS LIABILITY RELEASE

The Association is not responsible for any damage or loss to merchandise or booth under any circumstances.

ELECTRICAL POWER

- ◇ Electrical Power is available.
- ◇ Each Commercial Booth has one (1) 110-volt, 20-amp outlet available for use. Each Concession Booth has one (1) 208-volt, 60 am outlet available for use.
- ◇ Additional power may be available at an additional fee rate of \$20.00 per 20-amp service. Please indicate on your application of any extra electrical needs.

ELECTRIC OR GAS CARTS / SCOOTERS

All non-Association motorized electric or gas carts/scooters used on the Fairgrounds must be authorized to be driven on the fairgrounds.

Cart Permits are available on a limited basis from the Main Office. All drivers must follow designated cart paths.

A Certificate of Insurance for General Liability in the amount of \$1,000,000 as evidence of coverage is required before a permit can be purchased and will be kept on file in the Main Office. The certificate must state "Golf Cart Coverage" to be valid. Failure to do so will result in a \$200.00 fine and jeopardize future participation at the fair.

Bikes are prohibited on the grounds other than those that are authorized by the Association for Security and Medical personnel.

Carts are considered a safety hazard and Fair management shall have sole discretion to determine the use and limits of electric carts on the grounds (no carts permitted in buildings at any time).

Skateboards or roller skates/blades and hover boards are prohibited on the Fairgrounds at all times.

EMPLOYEE DISCOUNTS

Concessionaires are not expected to offer, nor are they obligated to extend, discounted merchandise or food to any employees or officers of the Humboldt County Fair. You are encouraged to notify the Main Office if approached or solicited by any employee asking for free or discounted merchandise or food.



ENVIRONMENTAL GUIDELINES

Vendors are required to comply with the following:

Batteries: AAA-DDD batteries (no auto batteries) must be collected and recycled separately from the blue recycling bins. Take used batteries directly to the Maintenance Office near the Livestock Barns for proper disposal.

BBQs: Vendors are required to line BBQ pits to protect the asphalt from the continuous heat and the potential for grease spillage or splatter. Sand is an excellent barrier to assist with the heat protection.

Bottles & Cans: (glass, aluminum, steel/tin & plastic) go in the BLUE wheeled containers. Cardboard boxes must be emptied, broken down and recycled. Flattened boxes are to be placed into the designated recycling bins area.

Food Scraps: Vegetable & Fruit food waste may be required to be deposited in the designated Food Scrap recycling bins.

Grease & Used Cooking Oil: Disposal containers are not provided. Grease may only be disposed of in a designated receptacle near the Maintenance Building. You must protect the ground/pavement from grease spillage/splatter in your area. Failure to properly dispose of grease may result in a \$250 fine and the possibility of not being allowed to return to the Fairgrounds the following year.

Hazardous Materials/Waste: Paint, paint materials and all other hazardous materials or wastes MUST be taken with you when you leave. For disposal please contact:

Hot Ash: Vendors are required to furnish their own containers to fully cool and move the ash from your booth to the designated disposal bins.

Ice & Other Liquids: Please do NOT put ice or any other liquid in planters or on the ground. Storm drains are not to be used for disposal of anything.

Landscaping: No licensee shall cut, trim, damage, or place anything in the Fair's landscaping. Dumping of wastewater or other liquids into landscaping is prohibited. Violators will be charged time and material for repairs.

Packaging Peanuts: Unwanted packaging peanuts MUST be bagged in CLEAR bags while you are inside a building (to help prevent the inevitable blowing of peanuts) and thrown into a trash bin. Do NOT put these in a RECYCLE bin. If your packaging peanuts blow through the area, then you are responsible for chasing them down & keeping them from becoming litter.

Trash:

Each vendor/concessionaire must keep their surrounding area free of trash. ALL trash must be bagged in CLEAR bags and deposited into trash dumpsters. DO NOT leave bagged trash next to smaller trash cans in public areas these are for the use of guests. After Fair closing all bagged trash can be left in the middle of the Midway roadway for fairgrounds staff to pick up.

Humboldt Waste Management Authority (707) 268-8680
or visit www.hwma.net (To schedule an appointment for disposal.)

FORKLIFTS

Vendor delivery transporters must provide self-contained lift or forklifts with operators for unloading of heavy material. The Association is unable to provide use of a forklift or operator.

FREE GIFTS WITH PURCHASE

Concessionaires are prohibited from giving away any items free with purchase. This does not include a “buy one, get one free” policy. Please note: No knives of any kind may be given away free with purchase.

INCLEMENT WEATHER

In the event of inclement weather, all booths (outdoor locations included) are expected to continue operating as per normal fair hours. Concessionaires are expected to make any necessary provisions for protecting stock from sun, wind, inclement weather, flooding, sprinklers, etc. The Association is not responsible for damage to booth/merchandise.

MAIL AND SHIPMENTS

Letter-sized Mail

If you plan to receive letter sized mail on-site during the fair, incoming mail for Concessionaires should be addressed as follows:

Licensee Business Name

c/o HCFA Main Office

Location _____ Space # _____

Humboldt County Fairgrounds

1250 5th Street

Ferndale, CA 95536

Any mail not picked up by the end of the fair is forwarded to your address on file or returned to sender.

Outgoing mail may be sent from the Main Office provided it contains the proper postage. Stamps are not available on the fairgrounds but may be purchased at the U.S. Post Office in downtown Ferndale.

BOXES & OVERSIZED MAIL

Boxes and oversized mail should be addressed as follows:

Licensee Business Name

c/o HCFA Main Office

Location _____ Space # _____

Humboldt County Fairgrounds

1250 5th Street

Ferndale, CA 95536

Incoming shipments of small volume order merchandise/material for Concessionaires will not be accepted prior to August 10, 2024.

Large stock deliveries must be scheduled after **August 19th** with a vendor representative on-site.

Shipments will not be delivered to vendor booths they will be held at the Main Office. The Association is not responsible for tracking or recording when the items are picked up.

MAINTENANCE & MATERIALS REQUESTS

If you require maintenance assistance for hookups of plumbing or electrical, please notify the Main Office. Assistance will be scheduled on a first come first serve basis. To report spills, debris, or other janitorial concerns, contact the Custodial Division by telephone at 707-786-9511 to arrange for assistance to that area. Only non-combustible or flame-proof materials may be used. Concessionaires need to furnish their own materials and decorations. The Fair does not provide tables, chairs, extension cords, water hoses or any other material. Lumber, tools, electrical fixtures, light bulbs, plastic trash liners, paper towels, etc. must be obtained from local suppliers at Concessionaires expense.

MENU/PRICE LIST

Menu boards at each stand must be easily readable and visible from the front of the stand. Menu board must reflect the price of item before tax and indicate that tax will be added. Sales tax is to be added on top of the menu price of items and not already included within. Menu boards must reflect that “prices do not include sales tax”, “plus tax”, or similar terminology. All signage must be of a professional nature. No handwritten signs will be allowed. In addition, menu boards made with ‘interchangeable’ peg-like lettering is not allowed.

MICROPHONES & AMPLIFICATION

Any use of music and/or sound amplification (microphones, etc.) must have prior approval from the Main Office.

MICROWAVE NOTICE

If a microwave is used in food preparation, Concessionaires must post a notice visible to the public to that effect.

NAPKINS

No loose napkins are allowed. They must be dispensed individually (either handed to customers, on a roll, or single napkin dispenser). Please use only biodegradable products whenever possible; knives, forks, spoons, cups and unbleached napkins etc. to help our environment.

PARKING

Parking is at a premium on the grounds during the Fair. Concessionaires are responsible for advising their employees of all parking regulations.

Vehicles will not be permitted within the enclosure of the Fairgrounds at any time Fair management deems necessary - specifically between the hours of 11:00 AM through 12:00 PM (midnight).

Only vehicles with delivery passes will be allowed access (specific times listed on pass).

No cars, cars with trailers, pickups or trucks will be allowed inside any building, at any time, for any reason.

Concessionaires are expressly prohibited from selling, duplicating, or reissuing parking credentials. Violators will be removed from the fairgrounds and will be unable to operate at future Association sponsored events. If you are staying in the RV Park,

DO NOT park behind an RV that is not your own or you will be towed!

PARKING -VENDOR LOT

The Vendor Lot Parking is located on Van Ness Avenue (across from the Commercial and Exhibit Halls) as the designated vendor parking area and each vehicle will require a Vendor Parking Pass.

Vehicles with no pass or a fraudulent pass will be towed at owner's expense.

Unless staying at the RV Park, vendors are asked to use Gate C to enter and leave the Fairgrounds.

There is no overnight parking for vendors who are not staying at the campgrounds. To obtain a Vendor Parking space you will need to submit an application. A Vendor Parking Lot Application will be emailed to you upon request. If granted, you will receive your passes with your vendor welcome packet.

Duplication of a Vendor Parking Pass will result in forfeiture of original pass and may affect future participation. Unauthorized use of a Vendor Parking Pass will result in a \$200 fine.

PARKING - GENERAL PUBLIC

Public parking fees are \$5.00/vehicle. Vendor Parking Passes are not accepted in the General Public Parking Lot.

PARKING LIABILITY LIMITATIONS

The Humboldt County Fair Association is not responsible for fire, theft, damage to, or loss of vehicles or articles left therein, on the premises. Any person parking in non-designated areas does so at their own risk and is subject to towing and storage fees.



PETS/SERVICE ANIMALS

Pets may not be brought onto the Fairgrounds unless they are entered in competitive events or other exhibitions. At no time will any pet be allowed in the buildings, commercial spaces, midway areas, livestock or horse racing facilities or any area accessible to the public.

For Concessionaire's temporarily residing on-site, pets are required to stay in your camper, and you are responsible for cleaning up after animal.

Service Animals must always be under control of their handler or a person designated by the handler.

RECREATIONAL VEHICLE FACILITIES / RV SPACE PERMITS

There are a limited number of spaces with full and partial hook ups available for Concessionaires who desire to lodge at the Fairgrounds. Spaces will be allocated by staff and must be paid for in advance. All required forms (or electronic submission) must be filled out as requested, regardless of previous participation.

During the Fair dates septic dumping is not permitted. Campers may schedule septic pump out service through the Main Office with a local septic service provider. Payment will be collected by the Main Office in the form of check due at time of scheduling.

Service availability by the 3rd-party provider is not guaranteed by the Association.

Note: The Humboldt County Fair Association, officers, agents, and employees are not responsible for damage that may occur in the process of pumping recreational units.

SALES SLIPS / RECEIPTS

Sales slips, with contracted business name, address and telephone number must be furnished with each item sold to a patron. This is for the Concessionaires protection as well as that of management. Failure to do so will result in a violation that can affect future participation.

Bartering of products and/or services is not allowed.

The company name printed on the sales slip must match the name on the contract exactly. A copy of the receipt must be submitted with your signed contract.

SAMPLING OF PRODUCT

Sampling may be permitted on a limited basis only after obtaining prior approval from the Main Office and the Ferndale Health Inspector. The following guidelines are to be used by companies offering samples at the Humboldt County Fair.

A written list of items to be sampled must be submitted and approved by the Main Office.

- ◇ Non-Alcoholic Beverage samples are limited to 2 oz. serving, container or package.
- ◇ Food samples limited to “bite size”.
- ◇ Food sampling must comply with all Ferndale Health regulations.
- ◇ Food or beverage items cannot be used as “traffic promoters” (i.e. candy, popcorn, coffee, water, cookies) if not directly related to company’s purpose or business.
- ◇ Product must be appropriate to a “family atmosphere”.
- ◇ Product must be inherent to the space, company or organization offering it.
- ◇ Samples may not congest aisle ways.
- ◇ Persons giving samples need to be clean and appropriately attired.
- ◇ Items dispersed are limited to products manufactured, processed or distributed Licensee.
- ◇ Must be Alcohol Free

SECURITY & THEFT PROTECTION

Booths should never be left unattended at any time during operating hours. Concessionaires should cover all valuable items when leaving the building or area after closing. Losses or infractions should be reported to the Association’s Security contractor or the Main Office immediately upon detection.

Valuable items in outdoor booths such as televisions or any other portable item should be properly secured, concealed, or taken with you at closing. It is suggested that Concessionaires obtain a temporary insurance policy to cover their displays for the fair period, as an added protection against possible losses. Fair management is not responsible for lost, damaged or stolen merchandise.

SETTLEMENT

There will be a preliminary settlement conducted by the Fair's Concessionaire's Auditor during the Fair. Dates and times will be communicated to you by the Association's Auditing contractor.

Final settlement will occur on closing night, after the Fair has closed.

Projected settlement hours are from closing until midnight on the Fair's final closing night. Hours are subject to change and will be posted in Auditing and communicated to you by the Auditing consultant.

Violations will be issued to those who fail to settle at their scheduled time.

SEXUAL HARASSMENT POLICY

The Humboldt County Fair Association is committed to providing a work environment which is free from sexual harassment. Sexual harassment refers to any behavior which is not welcome, personally offensive and/or interferes with employees' effectiveness and work environment.

Sexual Harassment is unacceptable and will not be tolerated.

SIGNS / BANNERS

Any changes to your top of stand marquee sign, banners, or side wings must have prior approval from the Main Office. No hand-written signs will be allowed. All signs must be professional in appearance.

SMOKE FROM STANDS (I.E. BBQ GRILLS)

All smoke from your stands must be controlled in such a manner as to not be directly blown towards the public/customers or into building openings.

SMOKING

The Humboldt County Fairgrounds is a **non-smoking/non-vaping** facility.

SOUNDS

No sound producing device that disturbs the adjoining booth participants or patrons is permitted. Management retains the authority to remove any inappropriate device or exhibit.

TRASH

It is the responsibility of each Concessionaire to keep the area surrounding their food stand, including tables, free of trash. All trash must be set out after the show closes each evening. Do not leave this until the morning as daytime pick-ups will not be made. Trash cans are for the use of the public. Do not pile booth generated trash next to the trashcans.

VISIBILITY

No sign, banner or product may interfere with adjoining booths. Side walls must be no taller than 3 ½ feet, but they may be 6 feet tall with 3 feet to the back wall. No covered booths may be placed inside the interior of the permitted booth.

WATER

Each food concessionaire stand must provide water to any patron who requests it.

WI-FI

Wi-Fi is not currently available on the Fairgrounds. Please do not expect to rely on Fairgrounds Wi-Fi to meet your business needs. You must provide your own cellular solution such as a cellular modem or hot spot.

Arrival & Set Up, Booth Operations

CHECK IN

Credential Packets may be picked up starting Monday, August 19, 2024. Concessionaires arriving to set up are required to check in with the Vendor Coordinator prior to setting up.

Concessionaires will not be allowed to pick up any credentials or open for business until all preliminary requirements (such as insurance, payments, licenses & other requirements set forth in the agreement are on file with the Main Office).

An agreement may be terminated if any one of the preliminary requirements is not properly fulfilled prior to move in and set up.

No food concessionaire shall set up until their location has been verified by the Main Officer Manager or their designee.

STAGING & SET UP

If necessary, you may use the NW corner of the main parking lot for staging of your food stands no earlier than Monday, August 19th.

Booths must be in place by 9 AM on the first day of the Fair. The Fair is open to the public from 12 PM to 9 PM daily, except on the designated dark days.

FAIR-TIME BOOTH EMPLOYEES BOOTH STAFFING & PERSONNEL

Your booth must be properly staffed at all times during fair operating hours. Your booth should never be left unattended!

Licensee shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees shall be neatly dressed, orderly and polite in their conduct and speech at all times.

Staff may not wear tank tops, cut-offs or flip flops. Dress shorts, collared shirts, slacks and closed-toe shoes are recommended.

**ALL PERSONNEL ARE REQUIRED TO WEAR PROFESSIONALLY MADE
(NO HANDWRITTEN) NAME TAG.**

Intoxication, use or possession of any controlled substance, or impolite, discourteous or obscene speech or conduct toward, or in hearing range of the public shall be sufficient grounds for termination of this contract at the sole discretion of Fair Management.

Each vendor/concessionaire owner and manager is ultimately responsible for any claims, liabilities and actions relating to the conduct and representation of their personnel.

Fair Closing & Tear Down

BOOTH TEAR DOWN & REMOVAL

FAIR CONCESSIONAIRE'S

Takedown may not begin until the Fairgrounds are closed late Monday evening on Sept. 2nd, 2024, once the Fairgrounds are closed to the public. Unless otherwise authorized, all stands must be removed from the grounds within two days after the closing of the fair (by Wednesday, Sept. 4th, 2024).

EXTENDED STAY CONCESSIONAIRE'S

Those Concessionaire's remaining on-site through the third weekend of horse racing are expected to leave their booths in-place Tuesday, September 3rd through the closing of the Fairgrounds the evening Sunday, September 8th.

ALL CONCESSIONAIRES

Vehicles will not be permitted inside the gates until the Fairgrounds have been cleared of Fair patrons.



FAIR INFORMATION & GUEST SERVICES

For the most up-to-date information, please visit our website at www.humboldtcountyfair.org.

ATM MACHINES

ATM machines are located in Belotti Hall and Hindley Hall. Contactless transactions are encouraged.

FIRST AID

Professional medical personnel are on the Fair grounds during all operating hours of the Fair. Please direct persons seeking assistance to the left of the Lighthouse at the primary first aid station. NOTE: You are required to immediately report any accidents to Main Office.

FAIR MERCHANDISE

Gift items such as shirts, hats, pins, and or other specialized products embossed with this year's Humboldt County Fair logo are available at our Merchandise shop location located behind the Main Gate. Hours are the same as Fairground operating hours.

GUEST GREETERS & INFORMATION

Guest Greeters are located at the entrance of the fairgrounds and available to provide directions, answer questions and offer general assistance to our fair guests.

LOST AND FOUND, LOST CHILDREN & ADULTS

Lost and Found items are located in the Fair's Main Office located near the Main Gates in the white building to the south of the Lighthouse. Staff will receive lost and found items and assist with reuniting lost children and adults with their parties. Received items are kept until mid-November and then donated to local charities as appropriate.

Emergency Protocol

The First Aid Station is located behind the Main Office near the walkway leading to the Grandstands. The Station is marked with a large Red Cross sign in front of the tent. The station is staffed with First Responder/Emergency Medical Technicians from 12:00 PM through 9:00 PM during the Fair each day.

In the event a medical emergency occurs at or near your booth:

1. If the person is gravely disabled, unconscious or unresponsive to voice stimuli, or has any injury or trauma that renders the person unable to move, leave the person as found. Movement by untrained personnel may aggravate the injury. Loosen tight clothing and check for medical ID bracelets.

- ◇ Name or identify someone in the immediate vicinity to place an emergency call to 911 for help. If you make the call, state this to those around you. By designating someone to make the call, no one mistakenly assumes it is being done by someone else.
- ◇ Contact a Fair employee, or any member of the security staff so they may radio First Aid personnel and Fair Administration for a prompt response.
- ◇ Remain with the person and do your best to keep them calm and comfortable.
- ◇ In the event the injury was the result of a possible crime, be prepared to answer questions from security or law enforcement personnel as to your observations, possible witnesses or any other information that may be helpful.

2. If the person is conscious and alert, remain with the patient and send someone directly to the First Aid Station or contact a Fair employee, or any member of the security staff, so they may radio First Aid personnel and Fair Administration for a prompt response.

3. In the event the injury or medical problem is of a less serious nature, either direct the person to the First Aid Station or send for help as described above.

Remember, Emergency Responders can only respond as quickly as they get the information.

IF 911 IS CALLED.

The Fairgrounds address is:

1250 5th Street, Ferndale, CA 95536

Describe the emergency (i.e. fire, slip and fall, electrical hazard, potential life- threatening situation, etc.)
Condition of any injured person(s) and probable cause of injury, etc.

Provide the operator with an exact reference location (e.g. Hindley Hall, on the Midway near Belotti Hall.)

Provide the operator with your name and phone number.

Notify the Association's Main Office so personnel can prepare an Incident or Accident Report.



2026

Vendor Guidebook

HUMBOLDT COUNTY FAIR ASSOCIATION

**1250 5TH STREET
FERNDALE, CA 95536**

(707) 786-9511

www.humboldtcountyfair.org