



**2025 Fair Dates: August 16-24<sup>th</sup> (Dark Days: August 18<sup>th</sup> and 19<sup>th</sup>)**

**Contact:** vendors@humboldtcountyfair.org **Phone:** (707) 786-9511

**1. Application Instructions:**

- Carefully Review the attached application form prior to completing the application.
- Applications are due no later than 5:00 PM on May 15, 2025.
- Submission of an application does not constitute a guarantee of space or agreement.
- You will be notified if your application has been accepted or denied.

**2. Application Processing Fee:**

- A \$25.00 processing fee will be due with this application.
- Submit payment in the form of a check, cashier's check, money order, or credit card payable to "Humboldt County Fair Association". **DO NOT SUBMIT CASH.**

**3. Products and Marketing:**

- Include with your application a list of all products proposed to be promoted, displayed, given away, or sold. *Do not list general categories such as 'accessories'; all specific products must be listed.*
- Include marketing materials.
- Include a picture of your booth.

**4. Insurance Requirements:**

- You must have coverage through one of the following options:
  - Provide a CSFA Master List number and its expiration date.
  - One time insurance may be purchased through "CA Fair Services Authority" which will provide the necessary coverage through the duration of the fair.
  - Certificate of Insurance with the correct coverage verbiage. *An example certificate will be provided to approved applicants.*

**5. California Department of Tax & Fee Administration:**

- A copy of your California seller's permit must be included with your completed application. *Out-of-state vendors must obtain this permit prior to the start of the fair.*
- The permit must include "Humboldt County Fair Association" as a sub-location.
- Failure to provide a copy of the permit & CDTF number may result in booth cancellation.
- Vendors are responsible for collection and payments of any applicable sale taxes.

**The Association minimizes product duplication and places booths strategically to reduce competition.**



## **2025 Humboldt County Fair Commercial & Concessionaire Application**

**Completed Applications may be mailed or emailed to:**

vendors@humboldtcountyfair.org or ATT: Vendor Coordinator  
Humboldt County Fair Association  
1250 5<sup>th</sup> Street  
Ferndale, CA 95536

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**TYPE OR PRINT LEGIBLY IN INK**

**COMPANY NAME:** \_\_\_\_\_

*(NOTE: This is the name that will be on the contract and MUST match the same name that is on the insurance certificate. Please include "doing business as \_\_\_\_" if applicable.)*

**CONTRACT SIGNING AUTHORITY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIPCODE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ONSITE CONTACT NAME:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**CALIFORNIA SELLER'S PERMIT NUMBER/RESALE NUMBER:**  
\_\_\_\_\_

Attach a copy of your seller's permit to this application. If the permit is pending, include a note indicating this. For more information, please contact the CA Department of Tax & Fee Administration. [www.cdtfa.ca.gov/services/permits-licenses](http://www.cdtfa.ca.gov/services/permits-licenses)

**REFERENCES:**

Have you participated as a vendor at the Humboldt County Fair before: \_\_\_\_\_ If yes, when? \_\_\_\_\_

**NEW VENDORS ONLY:**

Please list other events or fairs that you've previously participated in.

1. Contact Name \_\_\_\_\_ Phone Number: \_\_\_\_\_
2. Contact Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

**APPLICATION SUBMITTAL:**

*By Signing this application, I declare that the information contained in the foregoing application is true and correct to the best of my knowledge and understanding*

**Name of Applicant (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **2025 Humboldt County Fair Commercial & Concessionaire Application**

Refer to the “**2025 Vendor Guidebook**” for information about the Humboldt County Fair Association, policies, and regulations pertaining to concessionaires and our facilities.

### **1. PRODUCT AND BOOTH DESCRIPTION:**

- I. Will there be product demonstrations?            YES            NO
- II. Are you giving away promotional items?        YES            NO
- III. If you conduct a drawing, provide a description of the prize. \_\_\_\_\_
- IV. If you plan to give away food samples, a copy of a valid Health Department Food permit is required
- V. Attach a photo of your booth with products

**Description: (Attach additional sheets as necessary)**

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### **2. FOOD VENDOR BOOTH DESCRIPTION:**

- I. A copy of a valid Health Department Food permit is required, and booth inspections must be preformed by City of Ferndale’s Health Inspector prior to the fair’s opening.
- II. Submit a list of ALL Food and Beverages proposed to be sold.

*HCFA reserves the right to approve or deny any proposed items.*

**Description: (Attach additional sheets as necessary)**

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### **III. Additional notes you would like to provide:**

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## **2025 Humboldt County Fair Association Commercial & Concessionaire Application**

I am interested in applying for booth space for the identified period(s) and vendor.

**Mark all that apply.**

Humboldt County Fair: August 16<sup>th</sup> to August 24, 2025

Day Vendor – Requested Day(s): \_\_\_\_\_

Vendor Type: Food Concessionaire  Non-Food Commercial Concessionaire

### **1. FOOD CONCESSIONAIRE:**

I. Booth Size: \_\_\_\_\_

II. Electrical Needs: \_\_\_\_\_

Food Concession space rental rate: \$500.00 and/or 25% of gross sales (after sales tax), whichever is greater.

### **2. COMMERCIAL (NON-FOOD) CONCESSIONAIRE:**

I. Preferred space location: Inside  Outside  (Limited availability)

i. Inside space preference: In-Line  Corner  Double Corner  Day Use

II. Booth Size: \_\_\_\_\_

III. Electrical Needs: \_\_\_\_\_

### **3. ON-SITE RV LODGING: (Limited space availability)**

I. Size of RV: \_\_\_\_\_

II. Water and Electric Hook-up? YES NO

III. RV Space used in 2024: \_\_\_\_\_

IV. Lodging Period: Full Fair  Select Days  (Please list dates): \_\_\_\_\_

V. RV Lodging Cost: *Cost will depend on how many days you are planning on staying.*

VI. *Septic pump-out service (RV's requiring septage disposal may be serviced through an independent 3<sup>rd</sup> party secured by the association. Please coordinate pump out services directly with the HCFA's main office at least two days prior to the need for service and pay the service fee at the time of scheduling.)*



## 2025 Humboldt County Fair Commercial & Concessionaire Application

# 2025 Fees & Rates

Check all those that apply to determine your preliminary cost.

### 1. **Commercial Vendors – Flat Fee**

**Outside Booth:** 10' x 10' \$600.00  Outside Booth 10' x 20' \$1200.00

#### **Indoor Booth (In Line):**

10' x 10' \$500.00  10' x 30' \$900.00

10' x 20' \$750.00  10' x 40' \$1200.00

#### **Indoor Booth (Corner):**

10' x 10' \$550.00  10' x 30' \$1000.00

10' x 20' \$750.00  10' x 40' \$1200.00

**Indoor Booth (Double Corner):** 10' x 20' \$850.00

**Indoor Booth (Day Vendor):** Tuesday-Friday 10' x 10' \$125.00  Saturday-Sunday \$145.00

### 2. **Food Vendors:**

*Base Rate and or 25% of gross profits after sales tax, whichever is greater*

• **Full Fair Dates(Base Rate):** \$500.00

• **Additional Electrical:** \$20.00

### 3. **RV LODGING:**

*A total occupancy tax (T.O.T) of 12% is added to the camping rates, this tax is passed through to the City of Ferndale and Ferndale Lodging Alliance. Requests for additional time may have extra rates.*

• **RV Space:** [(flat rate) \$330.00 + \$39.60 (T.O.T)]: \$369.60

### 4. **CSFA INSURANCE (CA Fair Service Authority):**

• **HCFA Processing Fee** \$20.00

• **Food Vendor** \$195.00

• **Commercial Vendor** \$155.00

**Preliminary Total:** \_\_\_\_\_