



July 17-July 28, 2024

“Wide Open Spaces”

2024 VENDOR HANDBOOK

CONCESSIONS (FOOD & NON-FOOD) VENDORS

Held at the Paso Robles Event Center

(805) 239-0655 | www.midstatefair.com | mail@midstatefair.com

Vendor Manager

Sabrina Sakaguchi, sabrina@midstatefair.com, (805) 296-7383 call/vmail

The vendor contract, including this Vendor Handbook, must be adhered to in its entirety.

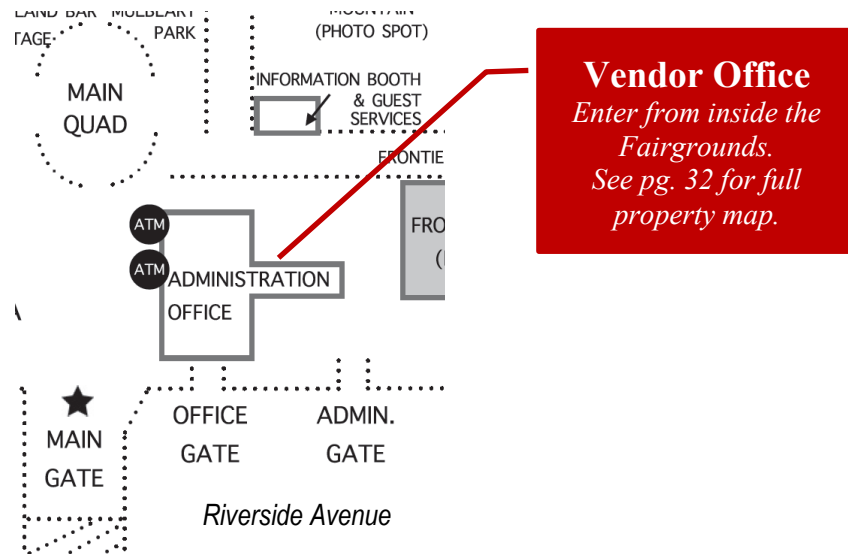
Thank you for your partnership with the California Mid-State Fair. The rules and guidelines provided in this handbook are designed to assist you with being a successful business partner at the California Mid-State Fair. It is important that you and your staff take the time to fully read and understand this handbook and to keep a copy at your booth for reference.

Please remember any violation of the policies contained in this handbook or your Rental Agreement may lead to immediate dismissal of your company from the fairgrounds with the possibility of being banned from future fairs.

VENDOR OFFICE

Located on the backside of the Administration Office, accessible from inside the Fairgrounds.

Services Offered: Vendor Packet Pick-up (see page 5); work pass and permit sales; general information and assistance; Concessions Auditor; and mail/package pick-up.



2024 VENDOR OFFICE HOURS

Pre-Fair

Friday, July 12-Tuesday, July 16

Mo-Fr 8:00 am - 5:00 pm • Sa-Su 9:00 am - 4:00 pm

Fair

Wednesday, July 17 – Sunday, July 28

Daily 9:00 am-8:00 pm

For assistance outside these hours, contact the Vendor Manager.

TABLE OF CONTENTS

Topic	Page
Vendor Office	2
Key Vendor Dates and Deadlines	4
Vendor Schedules	5
Vendor Entry Gates	6
Application & Concessions Agreement	7
Important Information A-Z	8
Dos and Don'ts of Electrical Cords & Appliances	26
Concessions Audit Procedures	27
Beverage Agreement & Prices	29
Alcohol Management Policies	30
Fees	31
Fair Map	32

KEY VENDOR DATES AND DEADLINES

DATE	ITEM
May 17	Overnight Camping/Stock Truck Space Reservation application due. <i>(Space is limited. Program is only available to invited returning campers.)</i> Payment due by May 31
June 14	Deadline to sign contract and pay full guarantee. Last day to cancel booth space to avoid cancellation fee or penalty <i>(See “Cancellation Policy” on page 11).</i>
June 17	Late Fees Applied to all Outstanding Contracts/Balances <i>\$100 per unsigned contract \$100 per unpaid balance per contract</i>
July 1	Last day to pay with a check. Cash or credit card payment only after this date.
	Insurance Deadline - COI on file or request to purchase through the Fair.
	Deadline to submit menus or product list.
	California Sellers Permit Number Due
July 3	San Luis Obispo County Health Department Application & Payment Deadline <i>(Anyone who sells <u>anything</u> consumable needs a health permit. This includes pre-packaged items. Paid and filed directly with the SLO County Health Department.)</i>
July 12-16	Vendor Check-In open for Vendor Packet pickup. <i>(See page 5 for specific hours & dates.)</i>
	Fair Setup. Service & Delivery Pass required to drive on grounds. <i>(See page 5 for specific hours & dates.)</i>
July 12	Overnight camping lot(s) open. <i>(Space is limited. Program is only available to invited returning campers.)</i>
July 16	Last day to purchase additional one-day Work Passes at a discounted rate.
July 17	OPENING DAY! <i>(Setup must be completed by 3:00 p.m.)</i>
July 17-28	CMSF Admission Pass required for entry. Service & Delivery Vehicle Pass required to drive on fairgrounds. <i>(Vehicles are permitted on-grounds from 10:00 am-2:00 pm Monday-Thursday and 8:00 am-10:00 am Friday-Sunday.)</i>
July 29	Teardown may begin no earlier than 10:00 pm for Commercial Indoor (Adelaide & Estrella Halls) and Midnight for Outdoor & Stockyard vendors.
July 30	(3:00 pm) All vendors must have removed all materials from fairgrounds.

VENDOR SCHEDULES

CHECK-IN SCHEDULE July 12-16, 2024 – Vendor Office (see Page 2 for location)

Friday, July 12	8:00 am - 5:00 pm
Saturday, July 13	9:00 am - 4:00 pm
Sunday, July 14	9:00 am - 4:00 pm
Monday, July 15	8:00 am - 5:00 pm
Tuesday, July 16	8:00 am - 5:00 pm

A Note About Vendor Packets

- ✓ May only be picked up during these listed dates and times.
- ✓ Only the Contractor or his/her designated representative may pick up the Packet. **Complete the On-site Information Form!**
- ✓ A signed contract, proof of insurance and full payment must be on file BEFORE vendor packet may be picked up or setup started.
- ✓ Packets MUST be picked-up BEFORE exhibit setup may begin.

SET-UP SCHEDULE July 12-17, 2024

Friday, July 12	9:00 am – 4:00 pm
Saturday, July 13	9:00 am – 4:00 pm
Sunday, July 14	9:00 am – 4:00 pm
Monday, July 15	8:00 am – 8:00 pm
Tuesday, July 16	8:00 am – 8:00 pm
Wednesday, July 17	8:00 am – 2:00 pm (Setup MUST complete no later than 3:00 pm)

FAIRTIME SCHEDULE July 17-28, 2024

Opening Day – Wednesday, July 17, 2024 (New for 2024)

The Main Gate will be closed to EVERYONE until Fair opening at 4:00 pm. Vendors, even with Vendor ID, will not be permitted to go past The Quad area until 4:00 pm. The Flower Gate will be open for Vendors at 6:00 am.

Area	Monday-Thursday	Friday-Sunday
Outdoor & Stockyard Pavilion	Open to Vendors: 6:00 am Operating Hours: 3:45 pm-Midnight	Open to Vendors: 6:00 am Operating Hours: 11:45 am-Midnight
Adelaide & Estrella Halls <i>(Access prior to Operating Hours is through Mission Square only)</i>	Open to Vendors: 12:00 pm Noon Operating Hours: 3:45 pm-Midnight	Open to Vendors: 9:00 am Operating Hours: 11:45 am-Midnight* <i>*Except last day, close at 10:00 pm</i>

TEAR-DOWN SCHEDULE July 28-29, 2024

Sunday, July 28 (Closing Day)

INDOOR (Adelaide & Estrella):	Start: No earlier than 10:00 pm End: 1 hour after Event Staff all-clear call <i>Vendors may hand carry/cart items out any public entry gate after 10:00 pm CMSF Vendor ID required for re-entry. No exceptions.</i>
OUTDOOR (Includes Stockyard):	Start: No earlier than Midnight End: Event Staff discretion

- **Release form required.**
- **NO vehicles are permitted on-grounds until after sweep is completed on closing night.**
- **Traffic will be ONE-WAY with entry at Flower Gate and exiting at Rodeo Gate.**

Monday, July 29 – One-way vehicle traffic entry at Flower Gate and exiting at Rodeo Gate.

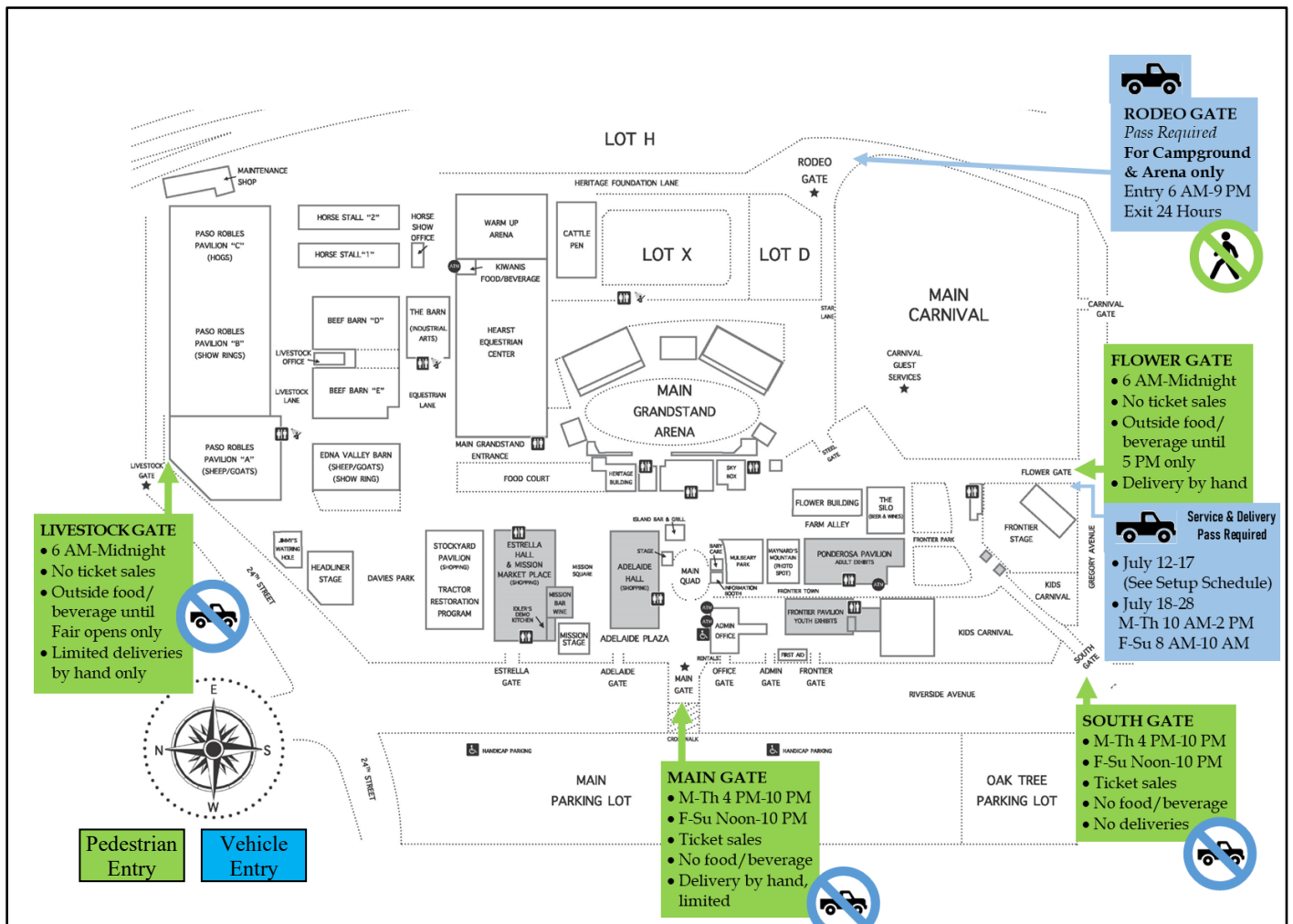
All Areas 8:00 am-3:00 pm (See note below about customer pick-ups.)

(UPDATED FOR 2024) CUSTOMER PICK-UPS FROM THE FAIRGROUNDS: Customers picking up large products (example: Mattresses, spas and massage chairs) may only pick-up on Monday between 1:00 pm-3:00 pm. A company representative MUST BE ON-SITE to facilitate any customer pick-ups. The Fair is not responsible for finalizing sales.

VENDOR ENTRY GATES

ADMISSION GUIDELINES

- The Administration Building is NOT an entrance to the interior of the fairgrounds.
- All vendors and their staff must enter the Fair through one of the below pedestrian entry gates.
- No temporary passes - please plan to walk outside the Fair to provide admission tickets if needed.
- Single-Day Admission Tickets are single-use and cannot be reused once scanned.
- **A 2024 CA Mid-State Fair admission ticket or season pass is required for entry at ANY GATE.**
- **The appropriate vehicle pass for each gate MUST be clearly displayed in the vehicle for entry and while on grounds.**
- **OPENING DAY 2024** – The Main Gate will be closed to EVERYONE until 4:00 pm on Opening Day, Wednesday, July 17, 2024, due to the opening ceremonies. Vendors may enter through Flower Gate off Gregory Avenue (available daily) starting at 6:00 am. An admission ticket or season pass is required.



APPLICATION & CONCESSIONS AGREEMENT

RETURNING VENDORS

Vendors from the most recent CMSF who are in good standing have the first right of refusal to the same location, if available. Vendors from Fairs prior to the most recent one must apply as a New Vendor. A business that has transferred to a new owner does not automatically receive Returning Vendor rights and is reviewed on a case-by-case basis.

NEW VENDORS

- **Application:** The mandatory New Food Vendor Application (www.midstatefair.com – “Applications”) or New Commercial Vendor Application for Non-Food Concessions must be completed and submitted before information will be provided on available space. Submission of an application is not a guarantee of space.
- **Fee:** There is no application fee required and no payments are accepted until a vendor is approved.
- **Additional Required Materials:** California Sellers Permit Number, photos of booth setup and relevant references.
- **Review Process:** What is considered in the application review:
 1. Space availability
 2. Quality standard history of stand, exhibit, signage, staff and customer service
 3. Product balance on the Fairgrounds
 4. Uniqueness and appeal of product to fairgoers
 5. Satisfactory history, or references, of cooperation with rules and regulations
 6. **Applicable and relevant previous experience with live events of five consecutive days or longer**
 7. Quality of booth display and setup

REQUIRED DOCUMENTS

1. Concessions Agreement (provided by the Fair)
2. Proof of Insurance (see page 17 for requirements)
3. California Sellers Permit Number (see page 22 for more details)
4. *Select Vendors:* San Luis Obispo County Health Permit (for sales or sampling of consumable items)
5. On-Site Information Form (provided by the Fair)

CONCESSIONS GUARANTEE INCLUDES

- Designated vendor space
- Electricity (*Any use above this allotment will result in additional charges*)
 - Concessions Vendors: 50amp, 208volt 1-Phase electrical power
See page 13 for more details and guidelines about electricity use.
- Admission
 - Food Vendor: 48 one-day work credential (one-time use) and 2 season credentials per contract
 - Non-Food Vendor: 36 one-day work credential (one-time use) and 2 season credentials per contract
- Two (2) Service & Delivery Pass for loading and unloading only, 1-hour restriction
- **Please note: There is no extra storage space available. All items must be contained neatly and completely INSIDE your designated space.**

IMPORTANT INFORMATION A-Z

A

Adelaide Hall
Admissions – Public/General
Admissions – Vendor
Alcohol & Alcoholic Beverage
Control (ABC)
Animals & Pets
Armed Forces Day
ATM Machines
Attendance

B

Baby Care Center
Beverages
Booth Display & Presentation
Requirements
Booth Operations
Booth Staffing and Hours of
Operation
Bottled Water
Box Office

C

California Department of Tax &
Fee Administration
Cancellation Policy
Career Fair
Cash Register
Cattlemen's & Farmer's Day
Check-In
Credentials

D

Dangerous Items
Dates – Fair
Deliveries
Drawings & Raffles
Dress Code

E

Electricity And Lights
Electricity Overage Charge
Emergency Services
Essential Items
Estrella Hall
Event Staff
Exclusivity

F

Fees
Fire Extinguisher Service
Fire Marshal – State of California
First Aid

Flower Gate
Food/Beverage for Working Staff
Forklift

G

Gates
Generator
Giveaways
Golf/Utility Carts
Grandstand Arena
Grease & Oil
Grey Water
Ground Beef
Guarantee
Guest Services
Guns & Firearms

H-K

Health Department
Horse Show
Ice
Information Booth
Insurance
Janitor Services
Knives

L

Livestock
Locker Bags
Lost And Found
Lost Children

M

Maintenance Requests
Menu and Price List
Mission Market Place
Motorized Vehicles

N-O

Noise
Novelty Exclusivity
Overnight Camping

P-Q

Packaging
Parking
Permanent Structures
Pets
Phone Lines
Point-Of-Sale (POS) System
Pricing
Printing Services
Product Restrictions

Prohibited Items
Propane
Public Hours
Public Safety
Public Safety Power Shutoff
Purveyor
Questions

R

Raffles
Replica Guns
Reporting – Sales
Restocking
Restrooms
Rodeo Gate
RV
RV Pumping Services

S

Sales Reporting
Sales Tax
Security
Sellers Permit
Service & Delivery Vehicle Pass
Smoking/Vaping
Soda
Solicitation
Special Days
Sponsors
Stickers
Stockyard Pavilion
Storage
Storm Water

T

Tents
Toy Guns
Trash Removal
Tumblers, Dirnk

U-Z

Utility/Golf Carts
Vehicle Access – Service &
Delivery
Water – Bottled
Western Fairs Association (WFA)
Wheelchairs
Wi-Fi
Will Call

A

ADELAIDE HALL

One of two indoor commercial halls. Pipe and black drape are provided for each vendor unless otherwise requested. See “Booth Display & Presentation” for more details on booth setup. Main entrances are from the Main Quad, Midway Lane and Mission Square. Building temperature is controlled by evaporative coolers.

ADMISSIONS – PUBLIC/GENERAL

2024 general admission is as follows:

Type	One-Day	Season	Special Days
Adult (13-61)	\$15.00	\$70.00	
Senior (62+)	\$12.00	N/A	Friday, July 19 – Discount senior admission of \$6.00
Child (6-12)	\$10.00	\$35.00	Friday, July 26 – Free admission for children 12 and under
Child (5 and Under)	Free	N/A	Free

ADMISSIONS – VENDOR

A one-day admission ticket or season pass is required for Fair entry at all times. If entry is outside public hours, vendors must also show a California Mid-State Fair Vendor ID (available for free from the Vendor Office). One-day admission tickets are one-time use. Season passes are issued to a single person and are non-transferable. As a convenience to vendors, the Fair offers both single-day work admission tickets and season work passes at a discount through the Vendor Office. See page 31 for pricing. Western Fairs Association (WFA) membership cards can be redeemed through the Vendor Office for one (1) complimentary season pass or 12 complimentary one-day work admission tickets. CMSF is not responsible for any lost or stolen passes.

These passes are to be used only by working staff and may not be sold or given away. Any vendor who is found abusing these working passes may be found in breach of contract and grounds for immediate removal from the Fair and will not be permitted to be a vendor at future Fairs.

ALCOHOL & ALCOHOLIC BEVERAGE CONTROL (ABC)

“Alcohol” is considered any intoxicating liquor including, but not limited to, distilled spirits, liqueurs, beer and wine that is subject to regulation and permitting by the Alcoholic Beverage Control (ABC) Department. Only vendors who have explicit rights to serve or sell alcohol according to a fully executed agreement with CMSF, hold a valid, current permit from the Alcoholic Beverage Control (ABC) Department, and hold the required liquor liability insurance may serve or sell alcoholic beverages of any kind.

Consumption of alcohol by vendors and their staff while on-duty is strongly discouraged. Any vendor found intoxicated may cause for an immediate cancellation of Rental Agreement to the Fair’s sole discretion.

Also see Alcohol Management Policy on page 30

ANIMALS & PETS

No animals will be allowed on the fairgrounds, including overnight camping areas, except for service dogs and animals that are part of an authorized show or competitive exhibit. Service dogs must be on a leash, always. Pet owners are liable for any public or personal damages. If you have a service dog, please inform the Vendor Manager before arriving at the fairgrounds.

ARMED FORCES DAY

Traditionally the second Saturday of the Fair, this special day provides free Fair admission with a valid military ID.

ATM MACHINES

There are several machines located throughout the fairgrounds. Report any issues with onsite machines to the Vendor Manager.

ATTENDANCE

The 2023 Fair welcomed 334,000 guests and the average annual attendance for the California Mid-State Fair is 400,000.

B

BABY CARE CENTER

A secure, private kiosk is located in the Main Quad.

BEVERAGES

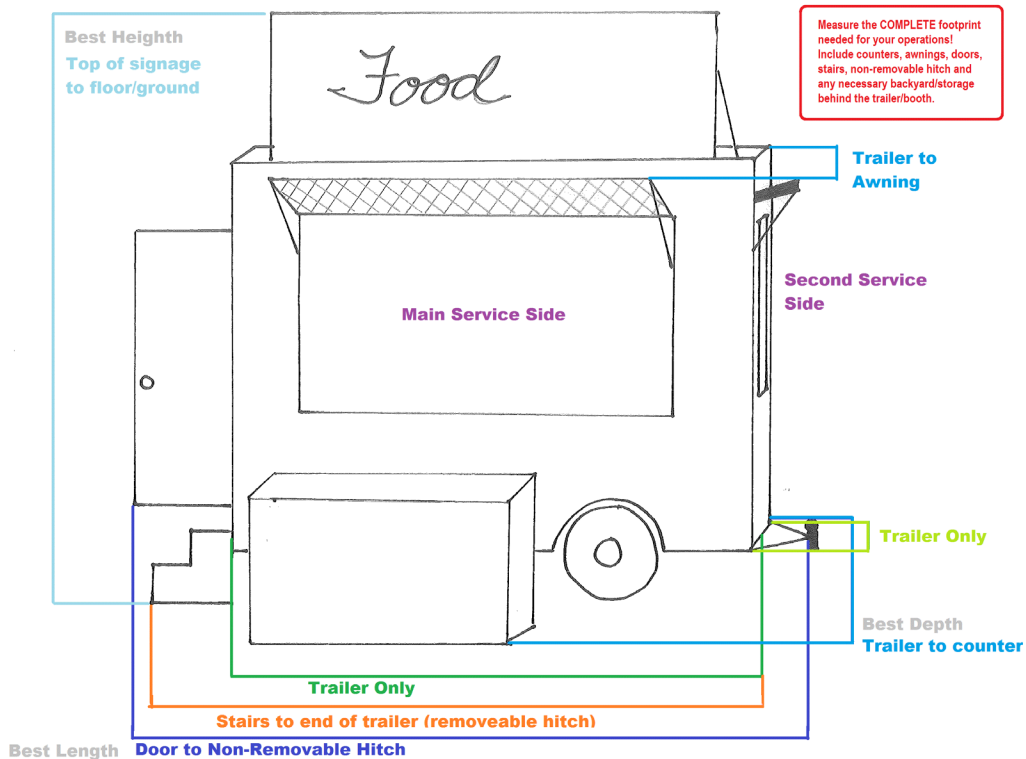
See “Beverage Agreement & Prices” page 29

BOOTH DISPLAY & PRESENTATION REQUIREMENTS

The California Mid-State Fair strives to offer Fairgoers a clean and professional event to enjoy and expect all vendors to adhere to the following guidelines pertaining to the presentation of booth spaces and surrounding areas:

- Due to limited space, providing the EXACT measurements of your operations when in full operation to the Vendor Manager is essential. When providing measurements, don’t forget to include counters, unremovable hitches, awnings, condiment stations, stairs, doors, etc.

Food Trailer Measurements



- Signage should be clean and easy to read. Menus or product lists with pricing should be clearly displayed for guests and only include items permitted in your Concessions Agreement. Any item or promotion of items not specifically listed on the formal agreement may be requested for removal by Fair Management.
- All setups must meet State Fire Marshal standards. It is the duty of the individual operator to ensure any infractions are remedied in a timely fashion.
- All items for sale, signs, booth props, umbrellas and any other elements of your exhibit MUST be wholly contained within the designated vendor space. Other elements include, but are not limited to, table or canopy legs, hitch, equipment and free-standing signs.
- Any storage of additional inventory, supplies or storage containers must be stored safely, out of view of the general public, and contained within your designated vendor space.
- Design of space should be clean, professional, in good repair, adequately lit and related to the product or services referenced in your Vendor Agreement.

- All aisles, exits and pathways are to be kept clear of staff, exhibit materials, trash, etc. at all times.

The definition of “appropriate use” of designated booth space is at Fair Management’s sole discretion.

BOOTH OPERATIONS

Booth operators shall cooperate fully with Fair Management regarding the total operation of the booth, including, but not limited to hours of operation, product, pricing, signage, lighting, loud or inappropriate music, etc. All products, supplies, fixtures, equipment not belonging to Fair must leave the grounds immediately after the conclusion of Fair unless prior approval of Fair Management is confirmed. Any violation shall result in immediate cancellation of contract and dismissal from the property.

BOOTH STAFFING AND HOURS OF OPERATION

All booths must be open and staffed no later than 15 minutes before the public opening of the Fair each day through Fair closing: 3:45 pm-Midnight Monday-Thursday and 11:45 am-Midnight Friday-Sunday (with exception of Indoor Commercial vendors on closing day. See page 5 for Tear-Down Schedule.) Any violation may result in immediate cancellation of contract, dismissal from the property and the possibility of being banned from future fairs at the discretion of Fair Management.

BOTTLED WATER

See “Beverage Agreement & Prices” page 29

BOX OFFICE

Located outside the Main Gate off Riverside Avenue. Questions regarding concert tickets can be directed to (805) 239-0655 or tickets@midstatefair.com. The Box Office is not available for vendor ticket holds or pick-up.

C

CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION

Anyone who makes sales of tangible personal property (i.e. merchandise) located on the real property of a California state-designated fair/fairgrounds, must separately state the amount of those sales on the CA Department of Tax and Fee Administration (CDTFA) sales and use tax return. The separately reported amount will be used for funding allocation purposes only and there is no additional tax or fee due on these sales. For more information, visit www.cdtfa.ca.gov/state-fairgrounds.htm or call (800) 400-7115.

Also see “Sellers Permit”

CANCELLATION POLICY

All Concessions Vendors are subject to the following regarding cancellation fees and refund policy for any money paid toward the guarantee. Money paid for insurance, work passes, permits and any other purchased items is fully refundable if cancellation is confirmed and received before opening day.

- Cancel June 30 or later: Full refund of guarantee paid less \$50 fee per contract.

CAREER FAIR

Located in The Stockyard Pavilion, representatives from local trades organizations are on-hand daily with career and educational opportunities. This is a sponsored area.

CASH REGISTER

See “Concession Audit Procedures” on page 27

CATTLEMEN’S & FARMER’S DAY

Scheduled for the first Thursday of Fair, this special event gathers members of the community to celebrate the contributions of San Luis Obispo County cattlemen, cattlemen and farmers with a special barbecue lunch and auction held in the Paso Robles Pavilion. This is a ticketed event and all activities happen in the Livestock Area. The Main Gate will open early for attendees and the rest of the Fair will not be open early.

CHECK-IN

Each vendor is required to check-in at the Vendor Office before setting up. See page 5 for specific dates and times. At Check-In, vendors will receive the necessary admission and passes needed during Fair.

CREDENTIALS

See “Admissions”

D

DANGEROUS ITEMS – UPDATED FOR 2024

Knives (hunting, switchblade and pocketknives of any size), tasers, pepper spray, personal protection devices, firearms, razors, explosives and any other item deemed dangerous in the sole opinion of Fair Management may be prohibited for sale, display or promotion at the California Mid-State Fair at the sole discretion of Fair Management. Any cutlery products and hard-sided drink tumblers (metal, glass, etc.) must be displayed in a fashion that the public cannot easily access the products. Any dangerous items deemed permissible for display and/or sale by Fair Management must be displayed in a fashion that the public cannot easily access the products and may not be supplied to the customer on-site and must be shipped to the customer or provided directly to the customer off-site.

Also see “Replica Guns” and “Prohibited Items”

DATES – FAIR

The California Mid-State Fair is scheduled for July 17-28, 2024; July 23-August 3, 2025; July 22-August 2, 2026; July 21-August 1, 2027; and July 19-30, 2028.

DELIVERIES – USPS*, UPS AND FEDEX

Due to limited storage, any mail or shipping deliveries will only be accepted July 12-28, 2024 (Set-up through Fair). Any delivery attempted outside these dates will be returned to sender. For mail to be delivered to you while at the Fair, please have all SHIPPED* mail and packages addressed accordingly:

California Mid-State Fair – Vendor Office
c/o (Booth Name)
2198 Riverside Avenue
Paso Robles, CA 93446

Please Note: FedEx also requires a vendor phone number

For standard mail through the US Post Office, please use PO Box 8, Paso Robles, CA 93447. Standard mail sent to the street address may be returned to sender per USPS discretion. Please know daily pick-up is not guaranteed from the Post Office.

No COD (cash on delivery) orders will be accepted, and all fees must already be paid prior to delivery.

Mail and deliveries can be picked up at the Vendor Office which is accessible from inside the fairgrounds on the backside of the Administration Office. See page 2 for operating hours. Fair Staff will not deliver to your booth/location.

Large deliveries that require drop-off near or at your booth must be coordinated in advance with the Vendor Manager and/or Vendor Office for a temporary one-day vehicle pass or the delivering company may apply as a “Purveyor”.

DRAWINGS & RAFFLES

Drawings or raffles must have prior written approval from Fair Management. The following must be provided to the Vendor Manager in advance of holding any drawing: 1. Signage, 2. Information collected/requested for entry, 3. Prize, 4. Start and end dates. Additional requirements include:

1. Entry (including lead gathering) forms may only ask for name, address, e-mail and phone number. No other personal information may be requested. Any information gathered may only be provided to your company or the California Mid-State Fair and may not be provided or sold to any third party.
2. There may be no fee or purchase required to enter.

3. Signage must clearly indicate the prize and the type of “program” they are registering for (example: timeshare, membership, email list, etc.), if applicable.
4. Signage must also include “Winners need not be present to win” and “No purchase necessary to participate”.
5. The drawing of the winning name or ticket must be held in your designated booth space during the Fair’s current public hours and viewable by any member of the public.
6. The winner’s information as collected on the entry form must be submitted to the Vendor Manager no later than 3:00 pm the day after the last day of Fair.

There will be no games, gambling or any other activity that requires money as a prize or premium (including buyback discount coupons for cash). Additionally, no raffles requiring the exchange of money or other items of value as entry will be permitted.

Also see “Giveaways”

DRESS CODE

The California Mid-State Fair is intended for the enjoyment of the public and particularly families. To ensure the quality of our family atmosphere, vendors and their staff must dress appropriately and refrain from wearing clothing or apparel that displays profanity, suggests gang affiliations, or displays drug paraphernalia or offensive slogans. Interpretation of this policy will be made solely by Fair Management, whose decision will be final.

E

ELECTRICITY AND LIGHTS (See also page 26 for dos and don’ts with electrical cords and appliances)

Use of LED lighting is strongly encouraged. Decorative lighting on booths can be illuminated ONLY during the hours the booth is open for business to the public during the twelve (12) days of Fair. Non-compliance will put the vendor in violation of their contract. This rule will be strictly enforced.

Extension cords used to distribute power to any electrical apparatus shall be rated 15 AMPS minimum or the appropriate minimum size for the load if higher and contain ground wire. Cords should not be connected via “daisy chain” and should be one contiguous cord of the length needed. Cords not meeting these requirements shall be confiscated for the duration of the Fair. All cords in public areas must be covered by approved covering. All use of electrical cords must adhere to the standards set by the State Fire Marshal. Any fees or fines incurred by improper use are the sole responsibility of the offending vendor.

Use of any electronic appliances (A/C unit, fan, space heater, microwave, hot plate, refrigerator (mini, small or standard), slow cooker/InstaPot, rice cooker, coffee maker, clothes iron, hair styling equipment etc.) is strictly prohibited without prior written approval from Fair Management.

ELECTRICITY OVERAGE CHARGE

Vendors will be charged for any electrical services required beyond what is provided under the contract.

EMERGENCY SERVICES

See First Aid

ESSENTIAL ITEMS

A limited assortment of essential items like sunscreen, lip balm, etc. are available for purchase at the Mission Market Place located in Estrella Hall.

ESTRELLA HALL

One of two indoor commercial halls. Pipe and black drape are provided for each vendor unless otherwise requested. See “Booth Display & Presentation” for more details on booth setup. Main entrances are from the Mission Square, Midway Lane and Stockyard Pavilion. Starting with the 2024 Fair, building temperature is controlled by air conditioning and is set at a standard temperature at the discretion of Fair Management.

EVENT STAFF

California Mid-State Fair public safety department who manages patrols of the property. Each member wears a “CMSF Event Staff” shirt for easy identification. Please report to any member of Event Staff lost children, theft, unusual activity

and anything that may be a concern of public safety. This department works closely with the on-site personnel from the San Luis Obispo County Sheriff Department, California Highway Patrol and Paso Robles Police and Fire Departments.

Also see “Public Safety”

EXCLUSIVITY

Exclusive rights to sell or promote a certain product or service or a product/service category will not be granted to any vendor unless such rights have been negotiated and granted through a special sponsorship prior to the start of each Fair.

F

FEES

See page 31 for this year’s fees

FIRE EXTINGUISHER SERVICE

Alpha Fire Unlimited will be on-site on Monday, July 15, 2024, from 8:30 am-Noon providing fire extinguisher services.

- Fire extinguisher inspection (for first 3) \$45.00 (\$5.00 for each additional extinguisher)
- 6 year teardown service per ABC extinguisher \$20.00
- 12 year hydrostatic service per ABC fire extinguisher \$45.00
- 12/5 year hydrostatic service per Halon/CO2 fire extinguisher \$125.00
- FX recharge service per ABC fire extinguisher \$20.00
- New 2.5lb ABC fire extinguisher \$56.20 each
- New 5lb ABC fire extinguisher \$70.90 each
- New 10lb ABC fire extinguisher \$112.60 each
- New 20lb ABC fire extinguisher \$204.00
- ABC chemical \$4.50/pound
- CO2 chemical \$2.50/pound
- Extinguisher valve stem \$12.00 each
- Extinguisher pressure gauge \$16.20 each
- Extinguisher O-Ring \$1.80 each

To set up an account or schedule an appointment, contact Alpha Fire Unlimited trevor@alphafsa.com (preferred method) or (805) 541-2527.

FIRE MARSHAL – STATE OF CALIFORNIA

All vendors must adhere to the State Fire Marshal’s rules concerning fire safety and are responsible for any and all associated fees related to any infraction incurred by the individual vendor. For more information on laws and regulations regarding Special Events please visit osfm.fire.ca.gov/divisions/fire-and-life-safety-division.

Fire hoses must be easily accessible and may not be locked or blocked by product or displays. Emergency exit signs may not be covered, removed or otherwise altered. Fire extinguishers may not be obstructed or obscured from sight. The 36 inches immediately in front of electrical panels must be kept clear of, including but not limited to, display, product and drape.

Also see “Special Events and/or DAA Fairs” brochure included with your contract

FIRST AID

Operated by Paso Robles Fire Department. Located inside the Fair, west of the Frontier Pavilion (Youth Exhibits).

FLOWER GATE

Vehicle entry gate located on the south side of the fairgrounds off Gregory Avenue. This is the only gate vendors should be using to drive-on to the property. A CMSF Service & Delivery Vehicle Pass is required.

Also see Vendor Entry Gates on page 6

FOOD/BEVERAGE FOR WORKING STAFF

Vendors and their staff who wish to bring outside food and nonalcoholic beverages for personal consumption may use the Flower Gate to enter the Fair until 5:00 pm daily.

- An admission ticket or season pass is required for entry.
- There are no admission sales at this gate. The nearest admission sales are at South Gate which is open Monday-Thursday 4:00 pm-10:00 pm and Friday-Sunday Noon-Midnight.
- Vendor entry without food or beverage is available at all other public entrances during the times listed on page 6.
- An admission ticket or season pass **MUST** be presented for entry at any gate. Everyone will be screened by Event Staff to include bag searches and walk-through metal detectors.

Please note: The Administration Building is not to be used as an entry into the fairgrounds. Vendors and their staff are requested to utilize the Flower Gate or a public entry gate. Current official WFA credentials are accepted – visit the Vendor Office to redeem for admission passes or credential for easier access.

Electrical appliances to prepare food (microwaves, hot plates, slow cookers, etc.) are strictly prohibited. Food preparation by Commercial Exhibitors is for public demonstration purposes only and as approved by Fair Management in writing.

Consumption of alcohol in exhibit area while on-duty is strictly forbidden and is strongly discouraged for vendors who are off-duty. If a vendor is found drinking alcohol and/or intoxicated, this is grounds for immediate cancellation of contract, dismissal from the property and the possibility of being banned from future fairs at the discretion of Fair Management.

FORKLIFT

Contact the Vendor Manager for assistance. Any vendor who opts to bring and use their own forklift and operator, the appropriate liability insurance must be on file with the Fair. All forklifts must be operated in a safe and responsible manner. Fair's equipment is not available for use by vendors or outside companies. The definition of responsible use is at the Fair Management's sole discretion.

G

GATES

See page 6.

GENERATOR

Generators are prohibited at the California Mid-State Fair in all areas, including overnight camping lots. If your trailer/unit has an installed generator that cannot be removed, the generator cannot have more than 5 gallons of fuel or 1/4 tank full, whichever is lower. Additionally, it must be disconnected and not reconnected at any point for the duration of the Fair for any reason whatsoever.

GIVEAWAYS

All giveaways must receive prior approval from the Vendor Manager, in writing. The following are prohibited as giveaways: Adhesive stickers, food and beverage including candy (unless you are permitted to sell/promote consumable items), sharp or dangerous items (see "Dangerous Items" and "Prohibited Items" for more details), weapons of any kind (see "Replica Guns" and "Prohibited Items"), pornographic or drug-related items, gum, or any item deemed in poor taste by Fair Management.

GOLF/UTILITY CARTS

See "Utility Carts"

GRANDSTAND ARENA

Featuring headline entertainment including live concerts, rodeo and motorized events. Most events require an additional ticket and/or special vendor credentials for access. Entertainment lineup is available at www.midstatefair.com.

Vendors contracted for booth space or concessions permits in the Grandstand Arena will be issued staff access wristbands for each night's performance. These wristbands are not valid for the pit, backstage, VIP seating or any areas other than concession stand(s).

GREASE & OIL

Food Concessions must use proper disposal containers for grease, cooking oil and raw garbage and arrange for disposal of same. Any vendors disposing grease in planters, trash bins or sewers will be fined \$250, plus any applicable cleanup fees, for each violation and may not be allowed to return to the fairgrounds the following year. All grease barrels must include a catch basin. Contact RP Environmental at (805) 929-5509 for assistance.

GREY WATER

Disposal of grey water should only be in sewer drains and not down storm drains, in flower plants, or down restroom toilets or sinks.

GROUND BEEF

The California Mid-State Fair requires that all ground beef and beef products must be pure in nature and cannot contain any type of additive. Due to the regulations enforced by the State Department of Agriculture, meats must bear the State established labels and be of uniform quality.

GUARANTEE

Concessionaries are required to pay a minimum guarantee as listed in their concessions agreement and by the deadline included on Key Dates on page 4. This initial payment is applied to the total payment due to the Fair at the conclusion of the event.

GUEST SERVICES

General questions or concerns from the public can be sent to mail@midstatefair.com or (805) 239-0655.

GUNS & FIREARMS

There shall be no sales of any firearm, firearm precursor part, or ammunition on State property or State-owned buildings (California Penal Code Section 27573). Additionally, the display of any actual firearm during the annual Fair is strictly prohibited. The display of firearm-related items may be permitted on a case-by-case basis per Fair Management's sole discretion and in advance.

H

HEALTH DEPARTMENT

Any vendors selling food, beverage or any consumable product (including prepackaged food) must have a San Luis Obispo County Mid-State Fair Health Permit to be a partner at the Fair. Vendors should review the county health department requirements, application and associated fee schedule immediately upon being accepted as a vendor. The application is available online and additional information can be found at www.slocounty.ca.gov/health/publichealth.htm. For more information, contact San Luis Obispo County Environmental Health Services at (805) 781-5544 (Food Safety Program) or San Luis Obispo County Public Health Department at (805) 788-5500.

HORSE SHOW

The California Mid-State Fair Horse Show is held in the Hearst Equestrian Center located on the east side of the fairgrounds. Special events include the County Rodeo on the last Saturday and Sunday and the Country Rodeo Finals in the Grandstand Arena (additional ticket required) on the last Saturday. Visit www.midstatefair.com for the full schedule and details.

I

ICE

The California Mid-State Fair’s official on-site bagged ice provider is Cuesta Springs Ice. 16-pound bagged ice (\$6.50/bag) is available for delivery to your stand/location at the following times:

Monday-Thursday 3:30 pm, 7:00 pm and 9:00 pm
Friday-Sunday 11:30 am, 3:00 pm, 6:00 pm, 9:00 pm
Subject to change.

Additionally, a self-service machine (credit card required) is available 24-7 on Equestrian Lane (see map to the right).

Refer to the Cuesta Springs Ice flyer included in your Vendor Packet to schedule a delivery.

It is mandatory for Concessionaires to purchase bagged ice from the official on-site bagged ice provider. No concessionaire may use their own ice-making machine and/or bring in ice from off-site without prior written approval from Fair Management each year and the purchase of an ice permit in advance.

INFORMATION BOOTH

Located in the Main Quad. Open during public operating hours.

INSURANCE

All vendors must provide proof of liability insurance coverage no later than the deadline listed on Key Dates on page 4 and by one of the following means:

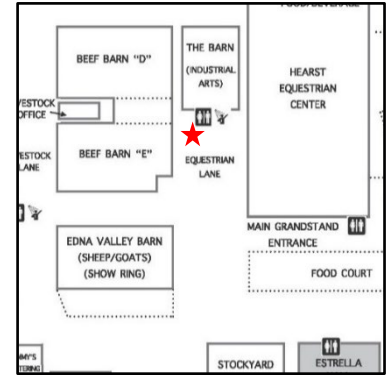
1. An original copy of a Certificate of Insurance (COI) provided to the Vendor Manager directly from a certified insurance agent showing all of the following:
 - a. General liability coverage of no less than \$1,000,000.00 per occurrence.
 - b. Coverage dates that include at minimum any and all setup and tear-down dates as listed on the rental agreement. See page 5 for specific dates.
 - c. Include the following phrase in full as Additional Insured: “That the State of California, the California Fair Services Authority, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/ Sublessor if fair site is leased/subleased, Citrus Fruit Fair, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned.”
 - d. Certificate holder should be listed as California Mid-State Fair, PO Box 8, Paso Robles, CA 93447, sabrina@midstatefair.com.
2. Purchase of Special Event Insurance through the California Mid-State Fair. See Fees on page 31 for current rate. Contact the Vendor Manager or Vendor Office to purchase.
3. Provide California Fair Services Authority (CFSA) Master List Insurance number.

Additionally, any vendor who hires staff to operate or support the on-site booth in any way must also hold Workers’ Compensation Insurance in compliance with California state law.

J

JANITOR SERVICES

The California Mid-State Fair will furnish necessary janitor service for all aisles, streets, roads and areas used by the public, but Vendor must, at his/her own expense, keep the designated space and adjacent areas properly arranged and clean. All Vendor spaces must be clean, all coverings removed. Booth must be ready for business each day at least one hour before the Association is open to the public. Receptacles will be provided at several locations to receive Vendor’s trash, and such trash must not be swept into the aisles or streets or any public space. Report any large messes to the Vendor Manager.



K

KNIVES

See “*Dangerous Items*” and “*Prohibited Items*”

L

LIVESTOCK

Located on the north end of the fairgrounds, the annual California Mid-State Fair Livestock Shows are a time-honored tradition and showcase the talents of local youth from 4-H and FFA plus independent exhibitors. A variety of shows and competitions are held for cattle, swine, goat, sheep, poultry and small animals. The popular Junior Livestock Auction is held on the last Saturday starting at 8:00 am and the Replacement Heifer Sale is the last Friday starting at 5:30 pm. For a full schedule and details, visit www.midstatefair.com.

LOCKER BAGS

Available for all-day rentals (\$5 for one bag) in the Information Booth located in the Main Quad. Rental fee includes tote bag to keep. Renter can return to add or take out items throughout the day without limits. Bags are held with Event Staff at the end of the day and Lost and Found if left after the end of Fair. Proceeds benefit the Friends of the Fair.

LOST AND FOUND

Located in the Main Quad in the Information Booth. Open during public operating hours.

LOST CHILDREN

Report any lost child to a uniformed CMSF Event Staff employee.

M

MAINTENANCE REQUESTS

Contact the Vendor Manager with any needs from the Maintenance Department.

MENU AND PRICE LIST

Each concessionaire must submit a menu or product list with prices to the Vendor Manager no later than July 1. Sales tax must already be included on any prices listed for the public. Menus and prices are subject to approval by Fair Management. Some products have set prices, please see Beverage Agreement & Prices on page 29.

MISSION MARKET PLACE

Consignment boutique managed by the Fair and offering locally made products for sale. Located in Estrella Hall.

MOTORIZED VEHICLES

Any motorized vehicle (battery- or fuel-operated) that is part of your display must be approved by the Vendor Manager in advance. Any approved vehicles must remain the duration of the Fair and may not be moved for any reason, expect with advance approval from the Vendor Manager. Any vehicles with an internal combustion gas engine approved for display inside of a building (includes Stockyard Pavilion) must also adhere to the following:

- The fuel tank may be no more than one quarter full (or 5 gallons, whichever is less) and the gas cap shall be taped in place to deter removal.
- All batteries must be disconnected, and terminals taped with electrical tape.
- All display vehicles are subject to inspection and approval of the State Fire Marshal.

For driving privileges on the property see “Vehicle Access – Service & Delivery.”

N

NOISE

No loud or inappropriate music may be projected from any stand such as to conflict with on-grounds activity or annoy neighboring vendors and/or patrons. Please notify the Vendor Manager or Vendor Office of any problems. All vendors are

required to cooperate with Event Staff and/or Vendor Manager when asked to comply with a noise complaint. Failure to comply may result in fines and possible removal from the fairgrounds.

NOVELTY EXCLUSIVITY

There are no novelties allowed for sale on grounds except those provided by California Mid-State Fair’s designated vendor, Hansen Trading Company. Fair Management shall determine the definition of a “novelty” item.

O

OVERNIGHT CAMPING

Overnight camping is limited and only invited vendors are permitted. Two on-site lots are available for vendors: Lot X and Lot D. Lot X provides power and water for RVs and motorhomes no larger than 14 feet wide by 25 feet long. Power per site is one (1) 120V and one (1) 280V RV receptacle. See “RV Pumping Services” for details on sewer for Lot X. Lot D offers two sizes of 50-foot-long sites of 20 feet wide or 15 feet wide. Each site is allotted power (a single 30 amp, 110 volt standard RV receptacle), water and sewer. Generators, storage of fuel and open fires are strictly prohibited.

For off-site camping, please visit these local businesses:

- Paso Robles RV Ranch, 398 Exline Road, (805) 237-8685
- Sun Outdoors Central Coast Wine Country, 2500 Airport Road, (805) 238-4560, www.sunoutdoors.com/california/sun-outdoors-central-coast-wine-country
- Sun Outdoors Paso Robles, 3800 Golden Hill Road, (805) 242-4700, www.sunoutdoors.com/california/sun-outdoors-paso-robles
- Vines RV Resort, 88 Wellsona, (805) 296-5201, www.sunoutdoors.com/california/vines-rv-resort

P

PACKAGING

As per SB 1335 Sustainable Packaging for the State of California, any concessionaire or food vendor on State-owned property are required to only use food packaging products that meet specific reusable, recyclable, or compostable criteria as set by the State of California. This requirement applies to bowls, cups, plates, containers and trays. This requirement does NOT apply to straws, lids, plastic bags or utensils. For a list of approved products and more information on SB 1335, visit <https://calrecycle.ca.gov/packaging/statefoodservice/>.

PARKING

- KIWINS Leadership (North Riverside Avenue): Reserved Season Pass (12 days) for \$150 includes one guaranteed parking spot daily. Pass is transferrable. This lot will not be oversold and once all parking spots are reserved, sales stop. The lot is attended 2:00 pm-8:30 pm Monday-Thursday and 11:00 am-8:30 pm Friday-Sunday. The Fair sponsors a shuttle van 10:00 am- 1:00 pm (Fri-Sun), 2:00 pm- 5:00 pm (Mon-Thur) and 10:30 pm- 12:30 am (all 12 days of Fair) primarily for vendors and sponsors. Shuttle times subject to change without notice. Required reservation form is available from the Vendor Manager or contact Vicky Jeffcoach for more details: (805) 835-2052.
- Knights of Columbus (Tractor Supply Lot): Limited season passes available for \$230 per reserved space. For more details call (805) 610-1706
- CMSF Main Parking Lot off Riverside Drive: Public Parking for \$25.00 per vehicle per day with no in-and-out privileges and no advance sales.

On-site parking is only permitted through the Overnight Camping program.

PERMANENT STRUCTURES

All concessionaires who sell out of permanent structures are responsible for full or shared payment of building maintenance charges including but not limited to: hood system cleanings, Ansul fire suppression system inspections, Ansul tank hydro testing and Ansul regulator flow testing. The Fair will schedule cleanings and inspections. Permanent structure vendors are expected to leave their structure free of debris and all CMSF-provided equipment remains. CMSF staff will conduct Post-

Fair inspections. All permanent spaces must be vacated of all equipment and supplies owned by contractor no later than the first Friday after the last day of Fair (interior and exterior spaces), unless otherwise approved by Fair Management in writing.

PETS

See “Animals”

PHONE LINES

For a dedicated phone line, please contact AT&T/Charter at (800) 750-2355 or ATT.com.

POINT-OF-SALE (POS) SYSTEM

See “Concessions Audit Procedures” on page 27

PRICING

Menu and product pricing must be provided to the Vendor Manager no later than July 1. Any requests for changes must be submitted in writing BEFORE activation. All publicly listed prices should INCLUDE sales tax. Prices for soda, bottled water and some alcoholic beverages are set by the Fair and must be adhered to. See Beverage Agreement & Prices on page 29 for more details.

PRINTING SERVICES

There are no on-site printing services. The nearest printing is The UPS Store at 2425 Golden Hill Road and 179 Niblick Road and North County Copy & Parcel at 3850 Ramada Drive.

PRODUCT RESTRICTIONS

No vendor will sell any product bordering on pornography, gang affiliation or of a drug-related nature. It will be the sole discretion of Fair Management to determine what constitutes a product, decoration or concession stand deemed objectionable or in bad taste. The sale, promotion and/or sampling of cannabis-based products are prohibited.

PROHIBITED ITEMS – UPDATED 2024

The following items are prohibited at the Fair at all times:

- Guns, including pellet and BB guns (concealed weapons permits are NOT accepted on Fair property. All armed on- and off-duty law enforcement are required to check in with Event Staff at a gate.)
- Ammunition
- Explosives
- Electric weapons
- Martial arts weapons
- Knives, including pocketknives of any size/length
- Batons
- Brass knuckles
- Mace
- Pepper spray
- Handcuff keys (except for law enforcement/ probation/parole personnel)
- Hard-sided drink tumblers (metal, glass, etc.)

The California Mid-State Fair and its employees will not hold prohibited items discovered during the screening process for persons to retrieve at a later time.

There shall be no sales of any firearm, firearm precursor part, or ammunition on State property or State-owned buildings (California Penal Code Section 57573). Additionally, the display of any actual firearm during the annual Fair is strictly prohibited. The display of firearm-related items may be permitted on a case-by-case basis per Fair Management’s sole discretion and in advance.

Also see “Dangerous Items”.

PROPANE

There are no on-site propane services available. We suggest you visit one of these local businesses:

- J.B. Dewar Diesel, 1049 Riverside Avenue, (805) 238-0634, www.jbdewar.com (2.2 miles from fairgrounds)
- Central Coast Propane, 6260 Monterey Road, (805) 237-1001, www.centralcoastpropane.com (4.1 miles from fairgrounds)
- Suburban Propane, 3455 Theatre Drive, (805) 238-1622, www.suburbanpropane.com (5.6 miles from fairgrounds)
- Delta Liquid Energy Propane, 1960 Ramada Drive, Building A, (805) 239-0616, www.deltaliquidenergy.com (3.7 miles from fairgrounds)

PUBLIC HOURS

The 2024 California Mid-State Fair (July 17-28) is open to the public Monday-Thursday 4:00 pm – Midnight and Friday-Sunday Noon-Midnight. The following closes at 10:00 pm daily: Competitive Exhibit Halls, Ticket Sales and Kids Carnival.

Also see Vendor Schedules on page 5 and Gate Hours on page 6

PUBLIC SAFETY

The California Mid-State Fair provides a safe environment for families and all our guests, exhibitors, staff, volunteers, vendors and partners. The Fair has a Public Safety Program intended to deter unwanted activities on the fairgrounds. We are proactive in our desire to provide a positive experience. Thus, all bags, purses, and personal belongings will be screened at the entrance gates for prohibited items and walk-through metal-detectors will be in use at all gates. No weapons or alcohol are permitted. Outside food and non-alcoholic beverages are only permitted for vendors and their staff during the hours and through the specific gates listed on page 15. Other prohibited items include pocketknives of any size or length and items that would not be allowed onto a commercial airplane. Any person who refuses the gate screening process may be denied entry.

We appreciate your help in identifying any unsafe conditions. Please watch, fix, or report any conditions that might result in a trip, slip or any otherwise unsafe condition. This includes water on floors, debris or holes in the walking surfaces or any condition that might possibly result in injury. Unsafe conditions should be reported to Fair staff as soon as possible.

Also see “Event Staff”

PUBLIC SAFETY POWER SHUTOFF

In the event our local electricity provider (PG&E) declares a Public Safety Power Shutoff for the fairgrounds or power is lost on the property for any reason beyond the control of the California Mid-State Fair (CMSF), CMSF shall not be held liable or responsible for any loss in sales. Reimbursement of rental fees, admission passes, staff wages etc. shall not be issued. For more details on Public Safety Power Shutoffs, please visit www.pge.com.

PURVEYOR

A company that comes to the fairgrounds, including Fair parking lots, to deliver goods or provisions is a Purveyor and must have a rental agreement with the Fair, liability insurance and pay a \$100 fee before being granted on-site driving privileges. Fee includes one season vehicle pass. Additional season passes are \$20 each. Complimentary one-day temporary passes will be issued for emergencies on a case-by-case basis to the sole discretion of the Vendor Manager. Any Vendor who orders an on-site delivery by a Purveyor who has not been granted privileges will be held responsible and liable for any damages caused by said Purveyor and is responsible for any and all related fees of such damages, no exceptions.

Q

QUESTIONS

Direct any questions to the Vendor Manager (sabrina@midstatefair.com) or visit the Vendor Office during the hours listed on page 2.

R

RAFFLES

See “Drawings & Raffles”

REPLICA GUNS

Due to recent gun-related violence at large, live events and in consideration of the family-friendly nature of the Fair, replica guns of any nature will no longer be permitted for sale or giveaway during the annual Fair. Any replica gun or rifle, also known as “toys”, that could be mistaken for a real gun or rifle based on appearance and/or sound produced are strictly prohibited. The allowance of bubble or water guns will be permitted on a case-by-case basis per Fair Management’s sole discretion and in advance.

REPORTING – SALES

See “*Concession Audit Procedures*” page 27

RESTOCKING (FOOD, PRODUCT OR OTHER)

A Service & Delivery Vehicle Pass (valid for entry at Flower Gate off Gregory Avenue only) is required for any vehicles on grounds (this includes pre-Fair setup and run of Fair). There is a one-hour parking time limit at any time. During Fair, all buildings and outside spaces will be open for restocking to AUTHORIZED vendors with CMSF-issued ID only according to the Vendor Schedule on page 5. Vehicles must be off grounds by 2:00 pm Monday-Thursday and 10:00 am Friday-Sunday. No large deliveries are permitted after these times. Restocking after these times must be carried in by handcart or hand. Please know a CMSF Vendor ID Badge is not valid for gate entry and only grants access outside public hours to your specific vendor area when presented with a Fair admission ticket or season pass. Vehicles and utility/golf carts are strictly prohibited inside any building at any time (exception: forklift).

RESTROOMS

There are several restrooms located throughout the fairgrounds. See the map on page 32 for locations. Report any uncleanliness or issues to the Vendor Manager.

RODEO GATE

Vehicle entry gate on the back east side of the fairgrounds located at the end of Gregory Avenue. Access through this gate is for overnight campers, Grandstand Arena production and performers, and livestock show and horse show staff and exhibitors only. Special pass is required for access.

Also see Vendor Entry Gates on page 6

RV

See “*Overnight Camping*”

RV PUMPING SERVICES

The Fair has installed several permanent RV hookups that include sewer in Lot D. For vendors renting on-site overnight spaces without permanent sewer hookups, pumping services are provided by Marborg Industries for \$50/service. This is the only company permitted on the property for these services. Pumping is available Wednesday, July 19 - Sunday, July 31 between 7:00 am and 5:00 pm daily. Service must be scheduled one full day in advance by calling (805) 239-2007. An adult must be present for service to be performed.

S

SALES REPORTING

See “*Concessions Audit Procedures*” page 27

SALES TAX

The current sales tax for the City of Paso Robles is 8.750%. Sales tax must already be included on any prices listed for the public.

SECURITY

See “*Event Staff*”

SELLERS PERMIT

As per State law, anyone selling tangible goods or taking leads for future business are required to have a California sellers permit issued by the California Department of Tax and Fee Administration. Visit www.cdtfa.ca.gov for details. Lead-generating booths must also provide their valid California sellers permit, a CDTFA Form 410, or provide a copy of their

Contractor’s License. Vendors offering immediate services (face painting, etc.) are not required to have a sellers permit on file with the Fair. Any nonprofit organization must submit a valid nonprofit ID number and certification to the Vendor Manager.

SERVICE & DELIVERY VEHICLE PASS

See *“Vehicle Access – Service & Delivery”*

SMOKING/VAPING

The Paso Robles Event Center and California Mid-State Fair is a smoke-free and vapor-free facility and event. Smoking, including the use of pipes, vaporizers and similar devices of any kind, is prohibited anywhere INSIDE the perimeter gates and walls of the fairgrounds, including any “back of house” areas not frequented by the public.

SODA

See *“Beverage Agreement & Prices”* page 29

SOLICITATION

Any solicitation, promotion or advertising must be wholly contained in the designated booth space, unless otherwise approved through a sponsorship or additional agreement with the Fair. Any unapproved activity outside the designated space shall be a breach of contract and grounds for contract cancellation and removal from the fairgrounds.

SPECIAL DAYS

See *“Admissions – Public/General”, “Armed Forces Day”, “Cattlemen’s & Farmer’s Day”, “Livestock”, and “Horse Show”*

SPONSORS

There are several opportunities to become a partner of the Fair by sponsoring a program or area or through a trade agreement. Inquiries about sponsorship should be directed to tk@midstatefair.com. Any sponsor with on-site exhibit space must adhere to the same rules and guidelines as all Vendors.

STICKERS

Adhesive back stickers are strictly prohibited for sale or giveaway by any vendor or exhibitor.

Also see *“Giveaways”*

STOCKYARD PAVILION

Covered, open-sided commercial area offering 6-foot-tall stall walls for sides and backs for all vendors. See “Booth Display & Presentation” for more details on booth setup. Portable coolers are provided at entrances. Operating hours are the same as outdoor vendors. Also features the JB Dewar Tractor Restoration project entries and the Career Fair.

STORAGE

There is no additional storage space available. Vendors are responsible for storing any inventory, supplies and storage containers safely out of public view and contained within the designated booth space. See “Booth Display” for more.

STORM WATER

The Paso Robles Event Center (PREC), home to the California Mid-State Fair, is a Permittee under the California municipal storm water permit and as such cannot have any illicit discharges from this site, which includes runoff water that is not composed entirely of storm water. All waste generated while onsite must be dispersed of in a proper manner, including but not limited to fat, oil, or grease (FOG). It is the Vendor’s responsibility to properly clean and dispose of the spilled material and the materials used in the cleanup. If you have questions about proper disposal methods, please contact the Vendor Manager.

T

TENTS

Tents, including pop-up tents, EZ-ups and rented tents, must either have the permanently affixed label confirming the canopy fabric is certified flame resistant by the State of California State Fire Marshal or has been treated by a State Fire Marshal licensed applicator. Each vendor with a tent must also have a 2A-10BC fire extinguisher.

Tents and cover are not provided by the Fair and it is the vendor’s responsibility to bring/provide cover. Tents and canopy covers are not permitted in Adelaide Hall, Estrella Hall or Stockyard Pavilion. However, tent frames (no cover and no side walls) may be used in these booth space for display of banners or product.

TOY GUNS

See “*Replica Guns*”

TRASH REMOVAL

Vendors will be responsible for keeping their booth clean throughout the event and must leave area clean after teardown. Vendor is responsible for removing all litter and packaging from the site. We ask that you please keep your booth neat throughout the Fair and DO NOT leave empty boxes or trash at your space or in public spaces, including aisles or outside buildings, at any point. There are 50-gallon drum trash receptacles located throughout the property. Indoor vendors are asked to use the receptacles located just outside their building. Empty cardboard boxes and pallets should NOT be disposed of in public trash bins, outside buildings or in the aisles. Please see the Vendor Manager about how to properly dispose of large cardboard boxes.

TUMBLERS, DRINK – NEW FOR 2024

Starting with the 2024 Fair, hard-sided drink tumblers (metal, glass, etc.) are not permitted at the Fair. Due to safety concerns and contractual obligations with performers, hard-sided drink tumblers for sale may not be supplied to the customer on-site and must be shipped to the customer or provided directly to the customer off-site. Plastic drink tumblers are excluded from this restriction.

U

UTILITY/GOLF CARTS

A permit for each utility cart must be purchased and displayed AT ALL TIMES. Permits are available from the Vendor Office for \$50 per cart. CARTS ARE NOT PERMITTED ON THE MIDWAY OR FRONTIER PARK PAST 4:00 pm any day during Fair. All carts MUST CARRY INSURANCE listed under General Liability from a licensed insurance company.

There is a 5-mph speed limit inside the fairgrounds. Cart drivers must be at least 16 years old, and it is preferred they are licensed (or temporary permit) drivers.

Vehicles and utility/golf carts are strictly prohibited inside any building at any time (exception: forklift).

V

VEHICLE ACCESS – SERVICE & DELIVERY

A “Service & Delivery Pass” is required for vehicle access on grounds. All vehicles MUST have this pass displayed AT ALL TIMES in the front windshield while on-grounds. One pass is included in each vendor packet which is available at Vendor Office (see page 2). Pass should be filled out with driver’s name, company and phone number so we can reach them in the event of an emergency, or the vehicle will be towed at the owner’s expense.

These passes are not to be provided to outside delivery companies, suppliers or Purveyors. See “Deliveries” for more details. On-site driving privileges will be revoked if passes are used and/or distributed improperly.

These passes are valid for one (1) hour of parking on-site at a time during the times listed on the pass. Vehicles not removed after one (1) hour may be towed at the owner’s expense. As a courtesy to other vendors and Fair partners please promptly move your vehicle before the one (1) hour limit. There is NO parking for a duration longer than one (1) hour. Please remember to drive slowly and carefully. Any driver found to be driving recklessly or those parked in no-parking areas while on-grounds and any other behavior that puts pedestrians or others in danger may be banned from driving on-grounds at the discretion of Fair Management.

Vehicles are permitted on-grounds during the Set-Up Schedule on page 5 and during the Fair, on-grounds vehicle access is only permitted from 10:00 am-2:00 pm Monday-Thursday and 8:00 am-10:00 am Friday-Sunday.

There is a 5-mph speed limit inside the fairgrounds. Vehicles may only be operated by licensed drivers.

Vehicles and utility/golf carts are strictly prohibited inside any building at any time (exception: forklift).

W-Z

WATER – BOTTLED

See “Beverage Agreement & Prices” page 29

WESTERN FAIRS ASSOCIATION (WFA)

Although WFA credentials are accepted at all PUBLIC gates (not valid at CMSF staff gates) as admission for one person, members are encouraged to redeem the WFA credential at the Vendor Office in exchange for one season pass or 12 one-day admission tickets. See “Admissions” for more details on the different types of access passes.

WHEELCHAIRS

Available for rent in the Main Quad.

WI-FI

Wi-Fi is available for vendors in Adelaide Hall, Estrella Hall and Stockyard Pavilion for \$20.00 (up to two devices). Contact the Vendor Manger or visit the Vendor Office to purchase.

WILL CALL

Located outside the Main Gate off Riverside Avenue. Not available for vendor ticket holds or pick-up. Physical tickets must be handed off in person by vendor or his/her representative outside the Fair gates.

DOS AND DON'TS OF ELECTRICAL CORDS & APPLIANCES

- Do** inspect extension cords and electrical plugs prior to use for any damage.
Pay close attention to make sure the ground pin is present (the round pin on a three-prong cord).
- Do** use GFCI-rated cords.
- Do** use extension cords that are a 15A minimum rating.
- Do** use an extension cord that is long enough to reach directly from the outlet to the appliance or unit.
- Do** immediately turn off all equipment if you see smoke or smell burning.
- Do** keep cords neat and tidy and out of the path of pedestrians and vehicles.
- Do** use the correct plug for the outlet.
- Do** ask the Fair Electrician if you are uncertain about what to use.



- DON'T** “daisy-chain” (i.e. link together in a series) extension cords or power strips together.
- DON'T** plug an extension cord into a power strip.
- DON'T** use cords or plugs that have cracked or frayed sockets, loose or bare wires or loose connections.
- DON'T** use splitters or adaptors that have not been approved by the Fair.
- DON'T** use a two-prong extension cord.
- DON'T** plug a splitter into a power strip or extension cord.
- DON'T** use unauthorized cooking appliances, refrigerators, A/C units or heaters while at the fairgrounds.
- DON'T** use unauthorized generators.



CONCESSIONS AUDIT PROCEDURES

CASH REGISTER OR POS REQUIREMENTS

All vendors are required to have POS system or cash register and submit DAILY sales reports that include:

1. Booth/Business Name
2. Date
3. CMSF Register Number
4. Itemized transactions AND gross total

Cash Register: If you are on a cash register system, your cash register will need to provide both a journal and receipt tape. In other words, it should have two separate transaction tapes. In addition, your cash register must provide grand total reports and “Z” reports that the Fair can track.

POS System: If you use a POS system, you will be required to allow the concession auditors to login at any time to your web-based POS system, or you will be required to submit a per transaction detail to the auditors daily. This report must show the date and time of each transaction. Daily reports can be submitted by email to concessions@midstatefair.com.

Regardless of your system, you must always have batteries or a back-up system in place should you lose ground power, or the system stops functioning.

CASH REGISTER OR POS SYSTEM TAGGING AND CHECKING

Before you can start business at the California Mid-State Fair, your cash register or POS system must be tagged and verified by one of the Fair’s concession auditors. Prior to meeting with the auditor, you must have your cash register or POS system in the permanent location that it will be during the Fair; have it correctly programmed with the date, time, and price codes (if applicable); have tape in it, make sure it is printing legibly, and have it ready for business. In addition, if you are using an external credit card processing system, the auditor will need to confirm that the date and time on the credit card processor matches your POS/cash register date and time. It will take 10-15 minutes for the auditor to check your register. Once it has been checked and tagged, it should not be used again until the start of sales.

When the concession auditor tags and verifies your system with the CMSF Cash Register sticker, they will also leave your overring slips for your use.

PROCEDURES

Cash Register: At the end of each evening, “Z out” your register and bring the entire transaction journal tape, and the overring slips, to the Audit Office during the times listed on page 2. On the tape, clearly write the name of the concession, gross daily sales, and the register number (located on the CMSF Cash Register sticker). **All tapes must be fan folded, not spooled/rolled.**

POS System: Either submit your daily transaction information to the auditor via email or printed and in-person. If daily reports are not submitted, the auditor must be provided access to your online account to evaluate your transactions electronically.

CASH REGISTER OR POS SYSTEM PROBLEMS

If your cash register or POS System becomes inoperable, please contact someone on the concessions audit team immediately and continue doing sales by writing each transaction down.

VERRINGS

We understand that mistakes are bound to occur so if you have an overring at the register, please record the error on the overring slip, advance your journal tape, and circle the transaction on the tape. We do not give credit for overrings we cannot locate on the tape.

GENERAL RULES AND GUIDELINES

(Some may not apply to POS systems.)

- All stands must have cash registers or POS systems that can run consecutive “Z” numbers and have a battery back-up.
- Working out of an open drawer is prohibited.
- Registers must have 2 display windows: One for the operator and one for the customer.
- Register must be set in a permanent location where the customer can easily see the display.
- All transactions rung up incorrectly must be circled on the journal and documented on the overring sheet to be properly credited. You can void transactions in your cash register provided your “Z” tape provides the total amount of voided transactions made.
- Complete journal logs must be turned in daily. All transactions must be on the journal log with consecutive transaction numbers and the correct time and date.
- You may only use registers that are approved by the auditor.
- All sales must be rung up using approved cash registers or POS systems.
- All transactions must be rung up for the true amount of the sale.
- “No Sales” are allowed provided they are not excessive (over 8 per day). When a “no sale” transaction is needed, please note the reason on your journal tape.
- An opening “Z” report will be taken by the auditor before your first transaction at the 2024 Fair. After the opening “Z” report is taken, you are only to run “Z” reports when you settle the register for the day or at the beginning of every day when you open the register for business.
- Concessionaires are required to use a cash register with a tape to record every transaction or an electronic POS system. When the vendor brings in the journal tape, it needs to be FAN FOLDED (rather than spooled/rolled).
- Concessionaire is aware and agrees that the Fair’s Vendor Audit Staff may enter each concession at any time to take readings of the cash register tape as part of the Fair’s auditing fiscal responsibility program. Non-compliance of this program will put Concessionaire in violation of their contract and subject the Concessionaire to immediate contract cancellation.
- If a vendor opts to submit reports by email or electronically, Concessionaire is still required to sign the daily audit sheets in-person with the auditor periodically throughout the run of Fair.
- The Fair has the right to require access to all fiscal documents related to the audit.

BEVERAGE AGREEMENT & PRICES

As representative or agent for named Concessionaire, you agree that all cola-type drinks served during the California Mid-State Fair will be the product so designated as the official cola and will be dispensed in a Fair designated cup. Cups will be available for purchase by the Concessionaire from the designated vendor. Screw-top, plastic bottles must be opened by the Concessionaire before being handed to the customer. The Concessionaire also agrees that all soft drink products sold from his/her concession stand shall be purchased from the official cola distributor. NO products shall be brought in from other fairs or events. The same holds true for bottled water. The product so designated as the official bottled water shall be the only brand of bottled water sold during the California Mid-State Fair. The Fair’s Vendor Manager and/or other designated Fair representative will monitor this process during the entire run of the Fair and may enter all concession stands at any time during the operating hours of the Fair to verify that food purveyors with permits or contracts are handling 100% of the products sold on the grounds of the California Mid-State Fair. Soft drinks, bottled water, lemonade, and iced tea prices will be set by the Fair. Ice used in soft drinks, lemonade, and iced tea will not fill the cup more than 1/3 full.

The 2024 official cola provider is Pepsi, Rocky Ando, rocky.ando@pepsico.com, (805) 249-8068.

Beverage	Size	Price <i>(includes sales tax)</i>
Pepsi Products <i>No set sizes or prices for specialty products not provided by Official Cola Provider including freshmade lemonade and iced tea. Confirm allowances with Vendor Manager.</i>	Small 16 oz. Soda	\$ 4.00
	Medium 24 oz. Soda	\$ 5.00
	Large 32 oz. Soda	\$ 6.00
	Souvenir Cup 44 oz. Soda	\$ 8.00
	Bottled Soda/Juice 20 oz.	\$ 5.00
	Bottled Gatorade 20 oz.	\$ 5.00
	Bottled Water 20 oz.	\$ 3.00
Domestic Beer (example: Budweiser, Bud Light, and Michelob Ultra)	20 oz.	\$ 9.00
Craft Beer (example: 805, Elysian Space Dust IPA, Golden Road Mango Cart, Mind Haze IPA, Shock Top, Topa Topa Chief Peak, and Union Jack)	20 oz.	\$ 11.00
Import Beer (example: Stella Artois, Dos Equis, Tecate, Becks, Estrella Jalisco, and Estrella Michelada)	20 oz.	\$ 11.00
Hard Cider/Seltzer/Soda	20 oz.	\$ 11.00
Specialty Alcohol (example: Bud Light Chelada, June Shine and hard kombucha drinks, Rita’s Lime-A-Rita, and Rita’s Straw-Ber-Rita)	20 oz.	\$ 11.00
Wine <i>(Wine, including any wine-based beverages, served may only be selected from wineries who have submitted at minimum one entry to be judged in the 2024 Central Coast Wine Competition.)</i>	<i>Submit to Management for Approval</i>	
Distilled Spirits	No larger than 22 oz. No selling of shots	<i>Set by Vendor</i>
Non-Alcoholic (example: O’Doul’s, Budweiser Zero)	12 oz.	<i>Set by Vendor</i>

ALCOHOL MANAGEMENT POLICIES

1. Only persons 21 years or older may consume or be served an alcoholic beverage.
2. Identification as evidence of age must be issued by a government entity, include the date of birth, description and photo of the person, and have no alterations.
3. Proof of age is required for anyone appearing to be 40 years old or younger.
4. Persons who appear to be intoxicated will not be served. Some of the overt symptoms of intoxication include bloodshot or watery eyes, slurred speech, unsteadiness on his/her feet, strong odor of alcohol, disheveled appearance, loud and boisterous behavior.
5. The California Mid-State Fair and/or alcohol vendors have a right to refuse service to any person who is unable to provide bona fide documentation of age or who appears to be intoxicated.
6. **Anyone who serves alcohol at the CSMF, including owners, operators and managers who are on-site during operating hours, must go through RBS training. Certification of this training must be provided to the Fair for each server no later than July 12.**
7. Once certification proof has been provided to the Fair, the server will be issued a personal ID that includes an ID number, their name and the location of the booth where they are working. This badge must always be worn when the server is selling alcohol.
8. The Fair will have a dedicated staff checking that all alcohol servers are wearing a Fair-issued alcohol server badge.
9. The Alcoholic Beverage Control Department (ABC) requires that any vendor permitted to sell alcohol at the Fair must use a unique cup. This requirement is designed to assist in the event of an investigation in underage drinking and/or overserving. This cup must be clear, easily identifiable and distinguishable from all other alcohol vendors' cups. The unique cup may be used at multiple locations operated by the same vendor (i.e. the cup is specific to the liquor license holder not the location.) A photo and description of all cups used to serve alcohol must be submitted to the Vendor Manager no later than June 30. Additionally, any cup that serves product provided by Pacific Beverage must also receive their approval to help prevent poor quality cups that cause foaming and other undesirable effects on beverages.
10. The maximum cup size for beer, hard cider/seltzer/soda and packaged specialty alcohol is limited to no larger than 20 ounces. Beer (draft and packaged) should only be poured into a plastic PET cup to ensure a quality pour.
11. The maximum cup size for spirits is limited to no larger than 22 ounces.
12. The maximum glass size for wine may vary, but the serving size must be approved by Fair Management.
13. Limit of two (2) cups per person per purchase. However, Fair Management may limit this to one (1) cup per person if there appears to be a problem with pass-offs to minors or other alcohol management service violations.
14. Sale of alcoholic beverages will cease one (1) hour prior to Fair closing, or as otherwise deemed necessary by Fair Management. The Fair CEO, in cooperation with the Chief of Event Staff, will determine if sales of alcohol will end sooner on any given evening; and if the number of cups or cans sold per patron is to be limited throughout the fairgrounds or in zones of the facility; and at what times these limits will be incorporated.
15. No one can bring alcohol onto the fairgrounds without prior authorization from Fair Management.
16. Low-alcohol and non-alcoholic beer will be available whenever possible. It will not be available for sale to minors.
17. The alcohol vendor will provide signage at every site including information about the following:
 - a. The proof of age/identification required
 - b. The number of cups allowed per purchase
 - c. The time that alcohol service will cease
18. Alcohol may not be served from a can or glass bottle. Vendor must pour beverage into a Fair designated cup before handing to the customer.



2024 CALIFORNIA MID-STATE FAIR FEES COMMERCIAL EXHIBITS & CONCESSIONS



AS OF 3/27/2024 - ALL PRICES SUBJECT TO CHANGE

Fees are for full run of fair (12 days) unless otherwise noted.

COMMERCIAL FLAT FEES (INCLUDES ONE (1) 110VOLT ELECTRICAL POWER):

Deposit (non-refundable)	Commercial Buildings per 10'x10' Outdoor per contract	\$ 350.00 \$ 500.00
Adelaide Hall <i>(Commercial Building 1)</i>	10' X 10' Corner 10' X 10' In-Line 10' X 15' In-Line	\$ 1,650.00 \$ 1,500.00 \$ 2,150.00
Estrella Hall <i>(Commercial Building 2)</i>	10' X 10' Corner 10' X 10' In-Line 10' X 10' Perimeter with Storage Mission Market Place (Display only)	\$ 1,750.00 \$ 1,600.00 Add \$200.00 \$ 400.00
The Stockyard <i>(Commercial Building 3)</i>	10' X 10' Corner 10' X 10' In-Line	\$ 1,650.00 \$ 1,500.00
Outside Commercial Space	10' X 10'	\$ 1,900.00

CONCESSIONS (INCLUDES ONE (1) 50AMP, 208VOLT ELECTRICAL POWER):

Food & Beverage <i>(Non-alcoholic)</i>		\$1,500 guarantee or 25% of gross sales after sales tax
Alcohol Concessions		34% of gross sales after sales tax
Keg Prices (per keg)	5.5 Gallon 13.2 Gallon 15.5 Gallon	\$ 110.00/keg \$ 265.00/keg \$ 280.00/keg

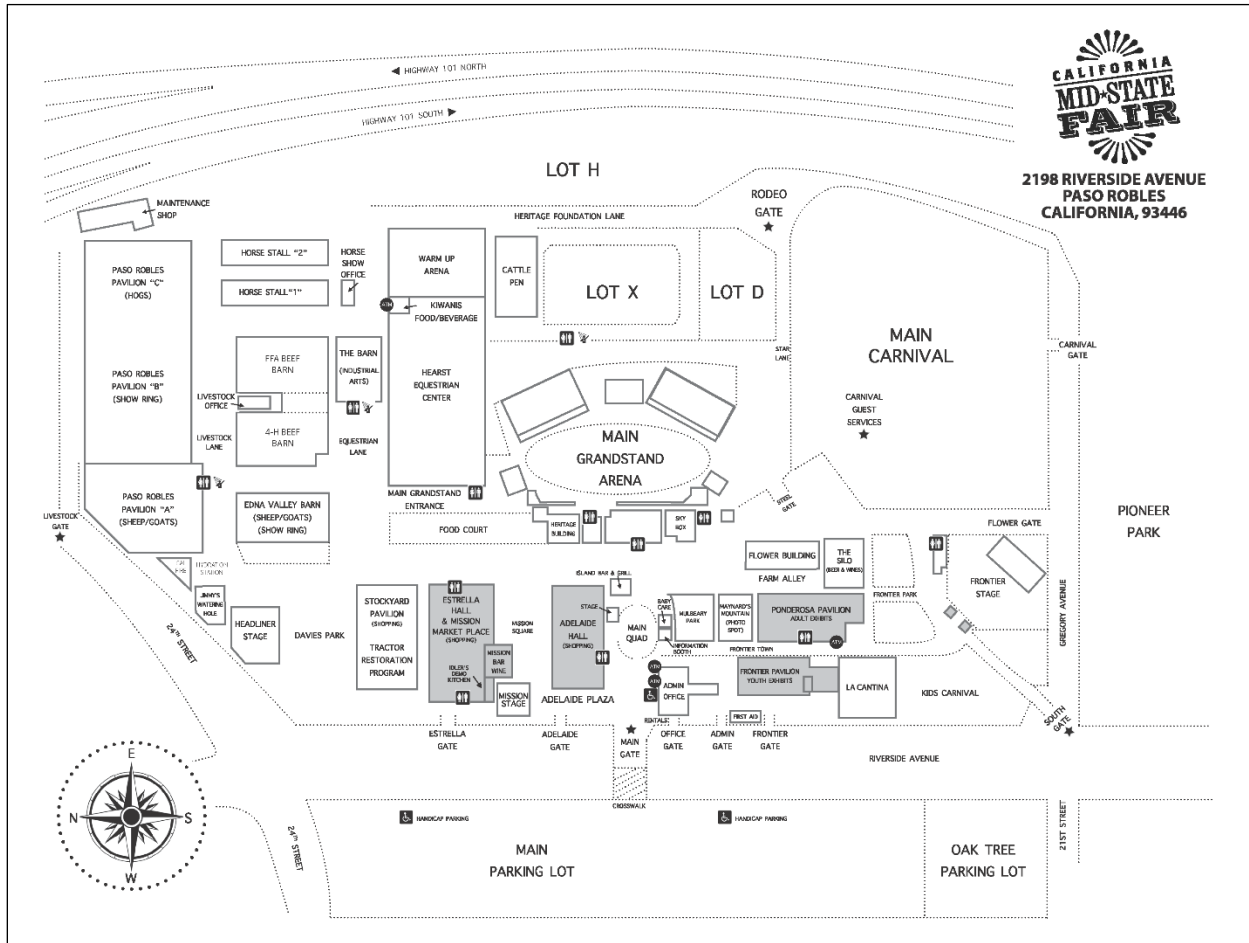
The above rates and fees are standard and may vary for certain contracts at the discretion of Fair Management.

ADDITIONAL FEES THAT MAY APPLY:

Liability Insurance through Fair <i>Determined by CFSA</i>	Food & Beverage Concessionaries Non-Food Concessionaries & Commercial	\$ 195.00/booth \$ 155.00/booth
Additional Daily Work Passes	Advanced (up through July 18) Fair (July 19-30)	\$ 7.00 \$ 8.00
Additional Season Work Credential <i>Valid for 12 days of admission for passholder. Pass is non-transferrable.</i>		\$ 35.00
Golf Cart/Utility Cart Permit	<i>Own liability insurance required.</i>	\$ 50.00
WiFi <i>(Adelaide & Estrella Hall Only)</i>	Up to Two (2) Devices	\$ 20.00
Late Fee <i>(Applied starting June 17)</i>	Failure to pay full space fee Failure to sign contract	\$ 100.00/contract \$ 100.00/contract
Returned Check Fee	Per returned check	\$ 50.00
Cancellation Fee <i>(Applicable starting June 15)</i>	Deducted from refund of monies paid	\$ 50.00/contract
Credit Card Transaction Fees <i>Applicable to vendor payments to the Fair</i>	MasterCard/Visa American Express	2% 4%
County Health Permit	Required for sale/sample of consumable items	\$ 221.00/location

ALL PRICES SUBJECT TO CHANGE

FAIR MAP



Subject to change

DIRECTIONS TO THE FAIR

From San Francisco or Los Angeles:

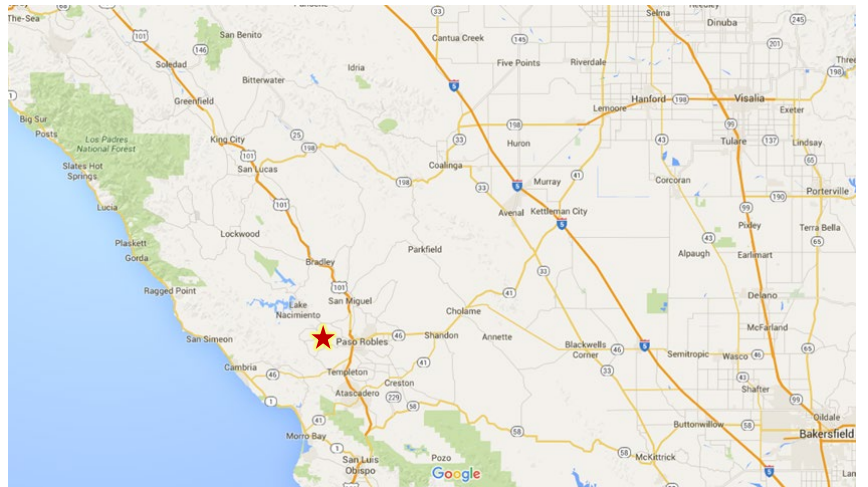
From Highway 101, take the Highway 46 East/24th Street exit and travel approximately 1 block west.

From Bakersfield/Fresno:

Take Highway 46 West and continue past the Highway 101 Junction approximately 1 block.

From Cambria (Highway 46):

Take Highway 46 East to Highway 101 North and go north approximately 2 miles. Take Highway 46 East/24th Street exit and travel approximately 1 block west.



The CMSF/Paso Robles Event Center is located on the corner of 24th Street and Riverside Avenue.