



Demonstrations Rules and Regulations Handbook

This Demonstrator Rules and Regulations Handbook is to assist you with your logistics planning. By agreeing to become a demonstrator at and during the California State Fair, you agree to adhere to these regulations. Similarly these regulations will be enforced by the Demonstration Coordinator and State Fair Management.

Contact Information

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Demonstration Coordinator

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Admission Credentials

These allow the bearer entrance to the California State Fair. Each individual will need one for each day volunteered. (Be sure to get a hand stamp for reentry.) Only those directly involved with staffing the demonstration area will be issued Credentials, and only after the receipt and approval of the following documents: Demonstration Application, Megan's Law Form, Letter of Understanding and Credentials Request.

- Staff will be issued one (1) credential each, per day volunteered.
- Individual Youth Demonstrators will be issued one (1) credential each, as well as one (1) additional credential for a parent/guardian. Youth must be under the supervision of a responsible adult at all times.
- Youth Group Demonstrations will be issued one (1) credential for each Youth participant, as well as one (1) additional credential for every 4 youth (or fraction thereof) to be used by chaperones.
- Limit 15 credentials and 5 parking per booth, per day. Exceptions will be considered if requested in writing up until 3 weeks prior to the opening day of fair.

IMPORTANT: Any attempt to sell, exchange, barter or give away to fairgoers any credentials issued by the State Fair is strictly prohibited. Anyone found doing so will be required to pay for all credentials that were issued to them and will jeopardize their participation in future California State Fairs.

Advertising

In order to retain consistency and "fairness at the Fair," demonstrators are not allowed to advertise or promote their demonstration anywhere at the Fair other than in their designated demonstration area. The Cal Expo and California State Fair logo(s) and any other trademark artwork used by the Fair cannot be used on any marketing materials such as advertisements, promotions or forms without written consent from the California State Fair Marketing Department. Contact the Demonstration Coordinator for approval.

Americans with Disabilities Act - ADA

Make sure that your demonstration area is wheelchair accessible and that you provide any assistance necessary to those who need it. You must comply with the Americans with Disabilities Act ("ADA") of 1990, (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. For more information please visit the Americans with Disabilities Act website at www.ada.gov.

Balloons/Helium

With approval from Demonstration Coordinator, balloons may be used as part of your Demonstration decorations. Balloons must be securely affixed to a weight, and may not be given away to fairgoers. This is an environmental policy.

Booth Fees

Student Showcase, Expo Center Building #3 & #4:

- No fee for: schools listed in the California Department of Education Directory of Public and Private Schools, State Government agencies, and most clubs, guilds, and individuals; please inquire.
- \$250 per day for private businesses and organizations (in-kind donations and "value-added" demonstrations, may be accepted in lieu of part or all of booth fees, contact Alison Wells to negotiate details)

Damages

You agree to promptly reimburse and pay the California State Fair for any damages to Fair property or equipment that you, your employees or your agents cause during the term of your Agreement.

Design & Presentation

Remember that the way your demonstration area looks is a direct reflection of you or your company/organization. Please present a polished presentation. Under no circumstances are you to paint, alter, improve, permanently affix materials, remodel or renovate the area without the approval of the California State Fair.

Signage

Use small nails or brads to affix signage to demonstration area walls. Do not use tape (it damages the paint). A brad gun or staple gun is highly recommended, as the paint on display walls is very thick!

Sound Devices

All sound producing devices such as radios, televisions, microphones, stereos and public address systems are subject to the approval of the Demonstration Coordinator. A sound check will be performed to establish an appropriate volume for the building. Bull horns are not allowed.

Electrical Power

A standard, grounded power outlet (110volts AC), will be available. Up to two dedicated 15 amp circuits are available, but must be arranged ahead of time. No power strips or extension cords will be provided by the State Fair. If you will need these items, you must bring them with you.

Fire Marshal Regulations

Open flames are not permitted in any Expo Center Buildings. This includes craft torches, lighters, candles, heaters, etc. Hot plates are also prohibited.

The State Fire Marshal (SFM) has jurisdiction at the Cal Expo facility. The following guidelines are provided for your convenience, but there are many more. For a complete listing of applicable SFM regulations visit the website at www.fire.ca.gov

- Do not block fire lanes at any time; this includes load-in and load-out days.
- Do not block access to fire fighting equipment, such as fire extinguisher stations, fire alarm pull station, fire hose cabinets and fire hydrants
- Do not block access to any exit or any exit sign.
- A 10 foot clearance must be maintained at all times in building aisles.

Food/Beverage

No food may be consumed in the demonstration area, or in any Expo Center Building. Staff may bring their own food to be kept "backstage," in sealed containers; however, there will be no refrigeration available. There is to be no distribution of food from your demonstration area. Gate attendants are required to confiscate any glass bottles, aluminum cans, or alcohol. Bring plastic bottles of water or soda only. Water bottles are always allowed everywhere.

Gratuities (tips/donations)

If any California State Fair employees or officers ask you for free gifts or services such as money, food, or merchandise, report it to the Demonstration Coordinator immediately. In return, you should also not offer gratuities of any nature to California State Fair employees or officers. Further, you are not allowed to solicit gratuities, tips or donations from fairgoers. Any "tip jars" will be confiscated by a California

State Fair representative and the contents will be donated to the Friends of the California State Fair Scholarship Fund.

Hours of Operation

State Fair Hours - subject to change

Monday – Thursday: 11:00 AM - 10:00 PM (midway closes at 11:00 PM)

Friday – Sunday: 10:00 AM - 10:00 PM (midway closes at midnight)

Rotate staff for lunch and breaks. If you are alone and need to take a break, please secure your belongings and leave a sign which states the time of your return. You are expected to be open and ready for visitors when the building opens in the mornings. Your booth should remain occupied until the building closes or by a pre-arranged time, each evening.

Insurance

Liability Insurance is required for the term of your demonstration if:

1. You are a company
2. You are an officially recognized organization

Liability Insurance is provided by the Fair if:

1. You are an individual not associated with any business or official organization interests
2. You are a Youth Demonstrator (18 or under)
3. You are a Youth Group (18 or under)

If you do not have a liability insurance policy please contact the demonstration coordinator.

Prior to your use of the premises, you must furnish the California State Fair with an original insurance certificate that shows general liability insurance with minimum coverage of \$1,000,000, combined single limit for the full term of the Agreement. The insurance certificate must also provide the following special endorsements exactly as specified. No variation or alteration of the endorsements will be acceptable.

“The State of California, California Exposition & State Fair, its agents, officers, directors, employees, and servants are included as additional insured insofar as the operations under this contract are concerned.”

Insurance can be added to your current policy; contact your insurer. If you need to purchase special insurance for the California State Fair, contact the Youth Programs team.

The California Exposition & State Fair is not responsible for loss or damage to your property. The parties agree that the Agreement does not convey, demise or let any interest of the California State Fair in any real property, and occupancy of premises by Exhibitor/Concessionaire, the acceptance of rent or commission by the California Exposition & State Fair during the term of, or under any holdover under, this Agreement shall not confer on Exhibitor/Concessionaire any title, interest, or right in real property against the California Exposition & State Fair as to “premises.”

Internet

WiFi internet access will be available in the Expo Centers. Please request the username and password in your application if you plan on needing access.

Load In and Load Out

To ensure everything runs smoothly, please adhere to the following guidelines:

- You will be given an appointment for Load-in with the Demonstration Coordinator so that the building can be unlocked.
- Make on-grounds deliveries through Gate 12 at Ethan Way & Hurley Way only. A delivery pass is required to drive your vehicle on the fairgrounds. Please inquire.
- You will need to have your credentials available and present them upon request.

- Satisfy all requirements in advance. You will not be allowed to pick up any credentials, set-up or open to the public until all requirements such as insurance, and other paperwork set forth in the Agreement are on file with the California State Fair office. An Agreement may be terminated if any one of these requirements is not properly fulfilled prior to load-in and set-up.

Set-Up Appointment Times

Monday – Thursday 9:30am – 10:30am

Friday – Sunday 8:30am – 9:30am

Take-Down Appointment Times

Monday – Thursday 9:00am – 9:30am

Friday – Sunday 8:00am - 8:30am

After hours loading is restricted as the midway is still open. No vehicles may enter the fairgrounds after the morning Set Up Appointment Time. If your materials can be carried out by hand or hand-cart you are welcome to do so. Otherwise, you must wait for the next morning to drive your vehicle up to the building. Assistance with moving your demonstration materials is not a service that Cal Expo provides.

Lodging

Cal Expo has partnerships with several area hotels; please inquire. For information about the Cal Expo RV Park, please call (916) 263-3187.

Merchandise

- Demonstration areas are awareness & promotion opportunities for your craft or organization
- Demonstration areas are not fundraising opportunities or sales opportunities

Merchandise sales are discouraged. However you may submit a written request for the sale of items to the Demonstration Coordinator. A sales commission or booth fee will be charged, please inquire.

Raffles/Drawings

You may hold a raffle in your demonstration area as long as you meet the following requirements:

1. Entry must be free
2. You may only collect names, phone numbers, email addresses, and mailing addresses
3. Fair admission must not be necessary to win (online entry will fulfill this requirement)
4. Presence of the participant must not be required to win.
5. A sign must be posted next to the box for entries stating the following rules:

“You need not be present to win. No purchase necessary. Entry forms also available at _____ “

Approved drawings must be held no later than closing time of your demonstration building on the last day of the fair. Solicitation for the drawing must take place only in your demo space. You and you only, must conduct all drawings. Any information obtained from the drawing is not to be sold or given to anyone other than the California State Fair. There are to be no games, gambling, or any other activity in which money is used as a prize, nor can you buy back discount coupons for cash. Raffles requiring the payment of money or other items of value will not be allowed. Failure to abide by any of the above guidelines will jeopardize any use of drawings in future fairs.

Security

It is not recommended that you leave your booth unattended at any time during operating hours. You should also cover all valuable items when leaving the building after closing. Roving security guards will be on duty. Valuable items that are easily portable (such as electronics or equipment) should be removed from booths and properly secured and concealed after closing.

Please note that the California State Fair is not responsible for lost, damaged or stolen property. You may obtain a temporary insurance policy to cover your displays for the period of the State Fair. Losses or infractions should be reported to the State Fair Police at (916) 263-3050 immediately upon detection.

Stickers

Cal Expo has a strict “No Stickers” policy. You may not give away any stickers from your demonstration booth.

Storage

The Expo Center buildings have very limited storage. All excess boxes, cartons, and/or belongings must be in an enclosed storage area and out of public view. Demonstration storage areas may only be used during your scheduled demonstration days and overnight in between your scheduled days.

Temperatures

It is HOT outside during the California State Fair (at times exceeding 100 degrees F). Bring water bottles and keep hydrated. Although hot outside, Expo Center Buildings are air-conditioned, so please dress accordingly in layers. Building temperatures will be kept at one setting for the entire Fair.

Violations

Violations of any of the above items will be addressed in a manner appropriate to the infraction by (but not limited to):

- Verbal Warning
- Prompt negotiation with demonstrator for compliance
- Removal or confiscation of items in violation
- Termination of remaining demonstration schedule
- Ejection from the fairgrounds