

# *California* **STATE★FAIR**

## 2018

Military & Veterans Appreciation Day, July 19  
First Responders Appreciation Day, July 26

PRESENTED BY:



BloodSource®

Yes, you do save lives.



Please Read, Agree & Share with Team  
**Rules and Regulations  
Guidebook**

# California STATE★FAIR

Greetings Community Partner,

The California State Fair would like to take this opportunity to thank you for your interest in participating in one or both of the 2018 Appreciation Days.

- Military & Veterans Appreciation Day: Thursday, July 19, 2018
- First Responders Appreciation Day: Thursday, July 26, 2018

The following Guidebook is designed to clearly explain procedures, rules, regulations, and other pertinent information regarding participation with the California State Fair. We respectfully ask that staff/volunteers become familiar with this information and share it with all members of your team that will be participating during Fairtime. This Rules and Regulations Guidebook should be read thoroughly before submitting and signing the Space Application.

Each California State Fair Participant/Exhibitor should maintain a copy of this Guidebook in their assigned space at all times.

If you have any questions or need assistance, I can be reached directly at...

Alison Wells, Appreciation Coordinator

Office: (916) 263-7875

[awells@calexpo.com](mailto:awells@calexpo.com)

We look forward to working with you, honoring our brave men & women of service on these special Appreciation Days.

Sincerely,

**Alison Wells**

Exhibit Representative II

**Don't Miss A Moment at the California State Fair, July 13-29!**



P.O. Box 15649 Sacramento, CA 95852-1649  
PHONE (916) 263-3247(FAIR) ★ FAX (916) 263-3304  
[www.CAStateFair.org](http://www.CAStateFair.org) ★ [www.CalExpo.com](http://www.CalExpo.com)  
State of California ★ Edmund G. Brown Jr., Governor

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**Important Notice:**  
All dates, times and prices listed in this Guidebook are subject to change without notice.

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## **AMERICANS WITH DISABILITIES ACT - ADA**

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](http://www.ada.gov).

## **ADMISSION & PARKING CREDENTIALS**

### **Exhibitors**

Exhibitor credentials (entry, delivery and parking passes) will be available **on Wednesday, June 27, 2018 from 3pm-5pm at the Cal Expo Administration Building**. These credentials will be available for pick- up by an organization representative when all necessary documents have been submitted with signatures. Your Program Coordinator will be available for questions and answers at this time. All credentials not picked up at this time will be posted in mail to the address stated on the Space Application by Friday June 29, 2018 IF other arrangements have not been made.

### **Important!**

Any attempt to sell, exchange, barter or give away to fairgoers any credentials issued by the California 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,” you are not allowed to advertise or promote your products in any fairground locations other than the one(s) designated by your Agreement and all business dealings are to be conducted within the space designated by your Agreement. 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.

## **ALCOHOL**

Unless you have a current license authorizing the sale of alcohol and have been approved by the Fair to conduct limited sales, you may not sell any alcoholic beverages of any kind at any time. You are also not allowed to consume alcoholic beverages while working within your contracted space.

## **BOOTH RULES**

All persons, groups, and firms desiring to participate in the sale or distribution of any merchandise, including printed or written material, must be done in an authorized licensed fixed location on the fairgrounds. Fair management reserves the right to designate all fixed location on the fairgrounds. Failure to do so will be grounds for revocation of your license.

## **BOX OFFICE**

The Box Office Trailer is located at the Main Gate. If you need to get credentials to a team member, you can leave them for pick up at the Box Office. Put their tickets in an envelope and label it with

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your name and the First & Last Name of the person picking them up. This person must present their ID to receive envelop. Deliver it to the box office attendant and request distribution. You can access the box office by driving up to the Main Gate Loop, park curbside & quickly visit office and return to vehicle. Box Office Hours are: Monday – Thursday: 10:30 am – 10 pm, Friday – Sunday: 9:30 am – 10 pm Contact the Box Office at 916-263-3049.

## **CLEANLINESS**

The State Fair furnishes janitorial service for aisles in the buildings and areas used by the public, it is up to you to keep your booth or stand clean and clear of debris. Please use trash bins behind or near concession stands for your garbage; the blue barrels are for public use only. Break down boxes and stack them neatly next to the trash bins. All garbage, boxes, materials, coverings and non-display items must be removed, and all cleaning must be completed at least one-half hour before opening time each day. If you find an area that needs our attention, please let us know as soon as possible.

## **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.

## **DRAWINGS/RAFFLES**

Your drawing slips may only ask for name, address, phone number or other appropriate demographic questions.

A sign stating the following rules must be next to the box for entries:

- Need not be present to win.
- No purchase necessary.
- Entry forms also available at \_\_\_\_\_ (This must be an alternate location in the Sacramento area or on the web with no admission charge).

All approved drawings should be held and completed on event date, but absolutely must be held no later than Sunday, July 29, 2018 by 9:00 PM. Holding your drawing after this deadline makes it invalid and may affect your ability to hold drawings/raffles at future California State Fairs. Solicitation for the drawing must take place only in your space. You and you only, must conduct all drawings. Any information obtained from the drawing entry blank is to be used strictly by you and is not to be sold or given to another company or individual except for the California State Fair. You also agree that there will be no games, gambling, or any other activity on the premises in which money is used as a prize or premium nor can you buy back discount coupons for cash. Raffles requiring the payment of money or other items of value will not be allowed under any circumstances. Only free drawings that comply with all applicable federal, state and local statutes and ordinances will be permitted. Failure to abide by any of the above guidelines will jeopardize any use of drawings in future fairs.

## **DRONE POLICY**

In order to protect the safety, security, privacy, and property interests of Cal Expo, its employees, agents, contractors, and the public, any operation or use of unmanned aircraft systems, remote or radio controlled model aircraft of all types, shapes, and sizes, or any other similar type devices (collectively “Drones”) is prohibited on the premises of Cal Expo or within the Cal Expo’s air rights, without prior written approval from Cal Expo. Please be advised that violation of this policy will result

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in immediate ejection from Cal Expo's premises and may subject the violator to a criminal trespass warning or arrest for those who fail to comply.

## **ELECTRICAL**

All electrical installations must conform to the Electrical Safety Code of the State of California. Your electrical needs will be determined from the information provided on your application. If, upon arrival, your electrical needs have increased, an electrical fee will be charged. A flat fee will be charged per outdoor 110 volt, 500 watts, unless otherwise indicated. Hardwire is also a flat fee per connection.

### **Electrical Guidelines:**

- All cords 70 Amps and less must have plugs.
- 220 volt must be #6/4 gauge or heavier wire with Nema Plug #14-50P.
- 110 volt must be #12/3 gauge or heavier wire with Nema Plug #5-15P.
- Electrical appliances such as fans, computers, coffee makers, microwave ovens and televisions that are for the convenience of the Exhibitor and not a part of the exhibit itself may overload the electrical system put into place to service each booth's or stand's exhibit. Power failure in specific areas may occur as a result of the overload. If the need arises, you may be required to remove any or all of these items from the premises.
- All connections to State Fair electrical lines must be made by State Fair personnel.
- Extension cords and electrical motors are not provided by the California State Fair.
- Non-electrical motors are not permitted to be operated without prior written approval of the California State Fair.
- All extension cords and electrical appliances must be grounded three-pronged or double insulated types. No two-prong ungrounded extension cords or electrical appliances will be permitted on the premises unless it is clearly marked on the exterior of the product by the manufacturer that the product is double insulated.
- No zip cords are permitted.

The California State Fair is not responsible for any loss arising from the Exhibitor's use of premises nor for loss or damages resulting from power interruptions and utility failures.

## **EMPLOYER GUIDELINES**

Cal Expo is an equal opportunity employer and we expect all our exhibitors to follow the same guidelines. We also strive to maintain a quality professional atmosphere, so all employees must be properly and tastefully clothed and conduct themselves in a professional and courteous manner at all times. Each exhibitor is ultimately responsible for any claims, liabilities and actions relating to the conduct and representation of their personnel.

### **Department of Industrial Relations**

The Department of Industrial Relations can supply you with worker's compensation, labor law and safety information. For more information please call them at (866) 924-9757 or visit their website at [www.dir.ca.gov](http://www.dir.ca.gov).

### **Employment Development Department (EDD)**

If you have any question you can contact EDD for more information. Please call (916) 227-0301 or visit their website at [www.edd.ca.gov](http://www.edd.ca.gov).

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## **Megan's Law**

Prior to start of work, Contractor shall provide Cal Expo with a list of ALL individuals, including minors and subcontractors who will be associated with your booth and access to the Cal Expo premises by completing Cal Expo's Megan's Law Form. All such individuals will be checked by Cal Expo's authorized representative through the CA Department of Justice Megan's Law Sex Offenders file.

## **Work Permit Law**

If you employ anyone under the age of 18, you are required by law to see that they hold a valid work permit. You are also required to adhere strictly to all applicable child labor laws.

## **FIRE MARSHAL REGULATIONS**

The State Fire Marshal (SFM) has jurisdiction at the Cal Expo facility. The following guidelines are provided for your convenience, but there are lots more where this came from. For a complete listing of applicable SFM regulations visit the website at [www.fire.ca.gov](http://www.fire.ca.gov). Do not block fire lanes at any time; this includes load-in and load-out days. Any vehicles left unattended will be towed at owners' expense!

- SFM may enter any portion of any exhibit space or booth on the grounds of Cal Expo at any time for the purpose of inspecting the premises for fire and life-safety.
- No display or exhibit shall be installed or operated that will interfere in any way with access to any exit or with the visibility of any exit sign.
- No display shall block access to firefighting equipment, such as fire extinguisher stations, fire alarm pull station, fire hose cabinets and fire hydrants.
- No display, exhibit, booth or temporary construction shall be built of highly combustible material.
- Any paper or fabric used in displays or exhibits must be fire resistant or treated with an approved fire retardant solution prior to use. All draped, hanging curtains and other decorative material, that would tend to increase the fire and panic hazard must be made from nonflammable materials or treated and maintained in a flame-retardant condition by means of a flame-retardant solution process approved by the SFM. Documentation must be maintained of the flame-retardant product(s) used.
- Electrical equipment and installation will be inspected and approved by a qualified person acceptable to SFM.
- The use and handling of any flammable or combustible liquid will be subject to approval by SFM. Location of such material will be noted.
- Location and use of portable containers of Liquefied Petroleum Gas (LPG) or other compressed gas cylinders inside buildings or tents is subject to approval by SFM.
- The use of any type of open flame must be approved by the SFM prior to use.
- Bark dust or like material must be kept moist at all times
- A California licensed company must service all Automatic Fire Extinguishing Systems (Hood System) every six (6) months. The company performing the service must be licensed by the California State Fire Marshal's Office and possess an Automatic Systems License or possess a C-16 license issued by the California State Contractors Licensing Board.

The following fire and life-safety requirements shall be applicable for all tents, awnings and fabric-covered enclosures. Locations and use of items is subject to approval by both the California State

# California STATE★FAIR

## Fair and SFM.

- All tents, awnings and other fabric-covered enclosure must be made from a nonflammable material or treated and maintained in an approved flame-retardant condition. Documentation must be maintained with the tent or awning.
- All tents occupied by 11 or more people must bear the seal of the SFM.
- No smoking is allowed in the tent. NO SMOKING signs must be posted.
- No vehicles are to park on a street closer than 20 feet from the tent or within 100 feet of a tent unless it is necessary for the operation of the tent.
- No open flame device will be permitted in any tent or tent structure.

## **GARBAGE**

Use bins behind or near concession stands or buildings for your trash. Please break down boxes and stack next to trash bins. Use trash bins instead of barrels; the blue barrels are for public use only.

## **HOURS OF OPERATION**

If the Fair is open for business, then you're open for business. That means being ready for customers when the Fair opens each day and remaining open until the closing times noted below or as long as necessary to serve our fairgoers.

### **Fair Dates**

July 13 – 29, 2018

### **Closing Night Hours**

No handstamps after 6:30 p.m.

No re-entry with handstamps after 7 p.m.

Parking lots will close at 7:30 p.m.

No admission at any entrance gate after 8 p.m.

### **Main Gate & Blue Gate Hours**

Monday – Thursday: 11 a.m. – 10 p.m.

Friday – Sunday: 10 a.m. – 10 p.m.

### **Carnival Hours**

Monday, Wednesday, Thursday: 2p.m.–11p.m.

Tuesday: 11 a.m. – 11 p.m.

Friday – Sunday: 11 a.m. – Midnight

### **Exhibit Building Hours**

Monday – Thursday: Opens at 11 a.m.

Friday – Sunday: Opens at 10 a.m.

### **Appreciation Days Booth Hours**

Thursday: 11:00 a.m. – 10 p.m. (or when given clearance from CA State Fair Police)

## **INSURANCE**

Prior to your use of the premises, you must furnish the California State Fair with an insurance certificate that shows general liability insurance with minimum coverage of \$1,000,000, combined single limit for the full term of the Agreement. Circulators, Simulators and Thrill Rides require \$2,000,000 minimum coverage.

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 and employees are included as additional insured.**
- The State Fair will not be responsible for premiums or assessments on the policy.



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The insurance policy must cover the full term of the Agreement including the set-up and clean-up period, if any. You agree that the liability insurance herein provided will be in effect at all times during the term of the Agreement. In the event said insurance coverage expires at any time or times during the term of the Agreement, you agree to provide the California Exposition & State Fair (P.O. Box 15649, Sacramento, CA 95852-1649) a new copy of the insurance certificate evidencing insurance coverage as provided for herein for not less than one year or the remainder of the term of the Agreement. New copies of the insurance certificate are subject to the approval of the California Exposition & State Fair and no activity contemplated by the Agreement shall be performed after the insurance expires and prior to receiving approval. In the unlikely event that you fail to keep the insurance coverage in effect at all times during the term of the Agreement, the California State Fair & Exposition may terminate this Agreement, in addition to any other remedies it may have.

If you need to purchase insurance for the California State Fair, contact the Program Coordinator at [awells@calexpo.com](mailto:awells@calexpo.com) or 916-263-7875.

## **General Liability**

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, 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 any title, interest, or right in real property against the California Exposition & State Fair as to “premises.”

## **Workers' Compensation Insurance**

Pursuant to section 3700 of the California Labor Code, each exhibitor must have on file a Certificate of Workers Compensation Insurance or Certificate of Self-Insurance from the Director of Industrial Relations. Contractor's workers compensation insurance policy shall be endorsed with a waiver of subrogation in favor of the State of California in the event the contractor employs any person, in any manner, that is subject to the Workers Compensation Laws of California. For more information, contact the Department of Industrial Relations at 916-323-4920 or [www.dir.ca.gov](http://www.dir.ca.gov).

## **JANITORIAL SERVICES**

The State Fair provides janitorial service for aisles in the buildings and areas used by the public. It is your responsibility to keep your booth or stand clean and clear of debris. You are also responsible for the service, maintenance, landscaping and contracting of your assigned space.

## **LOAD-IN & LOAD-OUT**

There will be an emailed communication to the main point of contact (person listed on Space Application) the first week of July confirming load-in, load-out procedures & booth space locations.

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

- Report ANY Oversized Vehicles needing access on-grounds to Program Coordinator, [awells@calexpo.com](mailto:awells@calexpo.com) to be put on an access list. Oversized vehicles must ENTER through Gate 12 at Ethan Way & Hurley Way and EXIT with CalExpoPD clearance and escort. **Do Not drive any vehicle on-grounds once the fair has opened without CalExpoPD clearance and assistance!**

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- Satisfy all requirements in advance. You will not be allowed to pick up any credentials; set-up or open for business until all requirements such as insurance payments, and other paperwork is complete, submitted and approved. An Agreement may be terminated if any one of these requirements is not properly fulfilled prior to load-in and set-up.
- Tear-down can begin no earlier than 10 PM.
- Exhibitors with outdoor display areas will not be allowed to bring any vehicles onto the grounds until heavy pedestrian congestion has subsided and is cleared by the California State Fair Police. Please be prepared to “hand truck” your exhibit items to your vehicle. **Please note: The California State Fair will not have carts or hand trucks available for your use, please bring your own.** During Fair hours no vehicles (except emergency vehicles) are permitted on grounds. Tow trucks will be on hand to enforce this regulation.

## **MEGAN’S LAW**

Prior to start of work, Contractor shall provide Cal Expo with a list of ALL individuals, including minors and subcontractors who will be associated with your booth and access to the Cal Expo premises by completing Cal Expo’s Megan’s Law Form. All such individuals will be checked by Cal Expo’s authorized representative through the CA Department of Justice Megan’s Law Sex Offenders file.

You will need to complete the Megan’s Law Form, which requires a list of all owners, managers, volunteers and employees in your exhibit operation who will have access to the grounds during or prior to the California State Fair. This form must be submitted with your completed Space Application. If you have revisions and/or additional members after submission date, a revised list must be re-submitted by **June 27, 2018** and all names must clear before credentials can be distributed.

## **MERCHANDISE**

Because we want all of our exhibitors to have a successful and lucrative fair, you may not give away or sell any items that will create unfair competition for our food vendors, novelty contractors and game vendors. With that said, the following items, including but not limited to, cannot be sold or given away: candy, popcorn, nuts, novelties, balloons, colored postcards or souvenirs, tee shirts, photo buttons, plush animals, badges, canes, whistles, beach balls, small plastic toys, inflatables, patches, stickers, decals, hats and any other item that could create the aforementioned unfair competition to our paid vendors. You are not allowed to sell, give away or display any items not specified in your Agreement. It is also very important for us to keep a diverse mix of products in the Fair. Layout changes may result in your number of stands or booths being reduced. Commercial Exhibitors will not be granted exclusive rights to exhibit, promote, demonstrate and/or sell products or services.

## **OFFENSIVE ITEMS**

We reserve the right to prohibit the sale, rental or display of any item that we reasonably deem objectionable from the standpoint of taste, quality or compatibility with the California Exposition & State Fair. Please note that we will not exercise this right for the purpose of controlling the economic return or to protect exclusive licensing or similar arrangement between State Fair management and others. Some items that will not be considered for sale, giveaway or rental include but are not limited to: weapons of any kind, lasers, high-powered water guns, rubber band guns, toy guns, products made from any endangered animals, pornographic or drug-related items.

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## PARKING

2018 Parking Rates are \$15 per vehicle. Parking for people who are directly involved with your booth may be requested on Space Application. Please carpool when possible. Issued parking is good for one time use only. If you must drive off-grounds, you will be responsible for return parking fees at \$15 per vehicle. Day of Parking will be issued for Public Lot C.

## RAIN

In case of rain, all outside stands and booths may cover up to protect merchandise. Once the rain stops you will need to immediately remove the covers and re-open your operation for the remainder of the day.

## SECURITY

You must not leave your booth or stand unattended at any time during operating hours.

Please note that the California State Fair is not responsible for lost, damaged or stolen merchandise. It is a good idea to 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. **In case of an emergency, call the State Fair Police (916) 263-3050.**

## SMOKING

Smoking is only permitted in designated areas. The designated areas are located near the following: the north and south entrances to the Livestock Pavilion, south ramp off of the spine (between Bldg. A & B Mezzanines), Outside Building C (next to show office entrance), Extreme Zone near west gate and behind the Administration Building. **This rule also applies to Load-In / Load-Out days.**

## UNIFORMS

All employees must be tastefully clothed at all times. While uniforms are not mandatory they are highly recommended. If you are an authorized law enforcement officer and a firearm is part of your active uniform an "Active Peace Office Firearms Waiver" must be obtained, completed and submitted at entrance gates. Please request special form from your Program Coordinator.

## VIOLATION NOTICES

This Guidebook is part of your Agreement, so non-compliance with any part of this book is considered a breach of your Agreement. A breach of your Agreement may be cause for termination of your Agreement. Violations play an important role when deciding to invite an exhibitor to future California State Fairs. If you violate any part of this Guidebook, a notice of violation will be issued. If the matter is not resolved, further action will be taken, as deemed appropriate by State Fair management. Further action will include, but is not limited to:

- Not being allowed in future Fairs.
- An order to cease operation immediately and vacate the premises.

P.O. Box 15649 Sacramento, CA 95852-1649  
PHONE (916) 263-3247(FAIR) ★ FAX (916) 263-3304  
www.CAStateFair.org ★ www.CalExpo.com  
State of California ★ Edmund G. Brown Jr., Governor

# California STATE ★ FAIR

## APPRECIATION DAYS

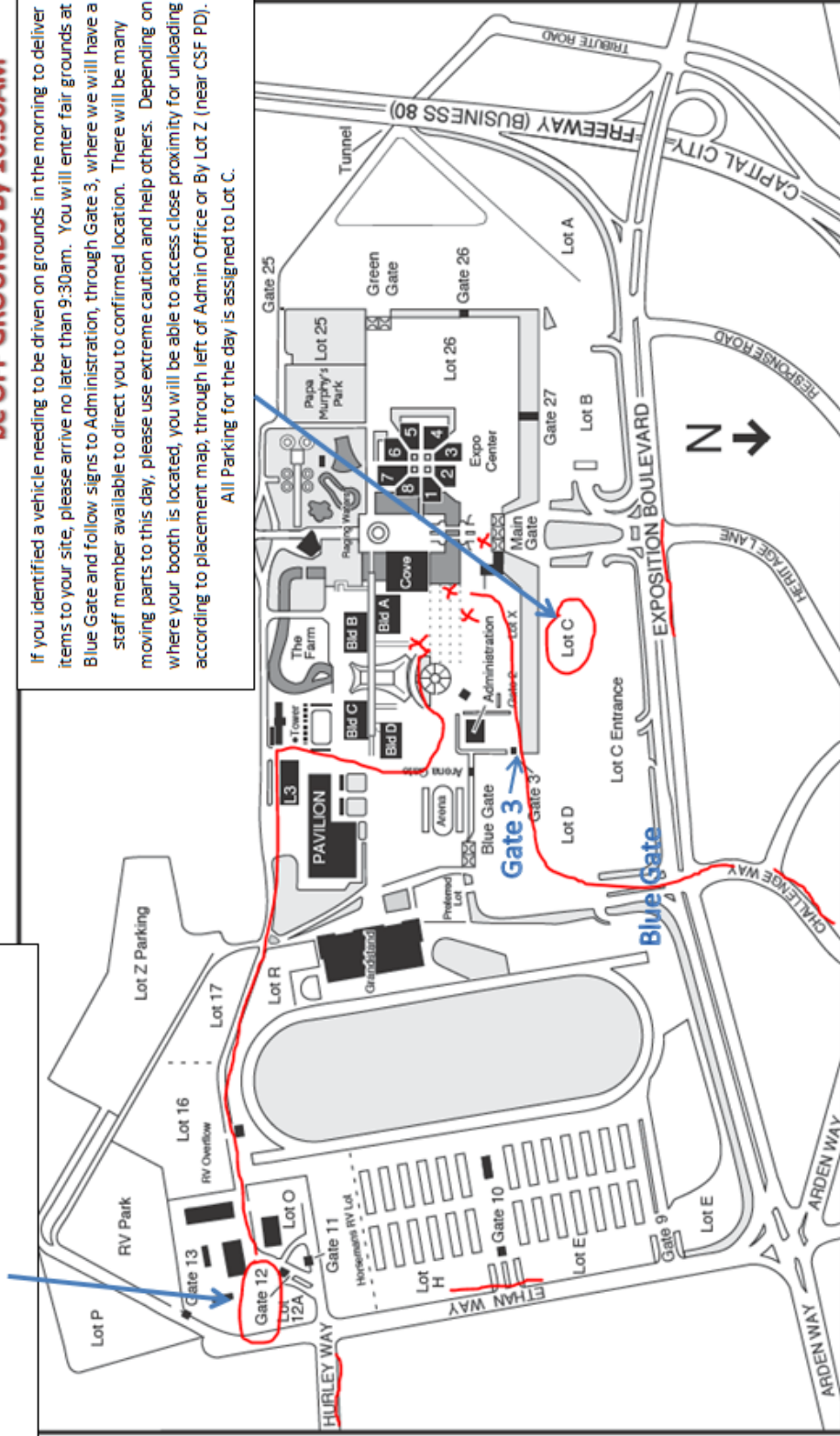


**Large Vehicle  
Enter/Exit Gate 12**

Large Vehicles must be registered on gate 12 access list. Enter at Ethan & Hurley. Follow back road, Turn Right at Water Tower. Follow path of Yellow Stamped Horses on ground. Use caution and follow logistics map to your designated location.

**Regular size Delivery Vehicles must  
be OFF GROUNDS By 10:30AM**

If you identified a vehicle needing to be driven on grounds in the morning to deliver items to your site, please arrive no later than 9:30am. You will enter fair grounds at Blue Gate and follow signs to Administration, through Gate 3, where we will have a staff member available to direct you to confirmed location. There will be many moving parts to this day, please use extreme caution and help others. Depending on where your booth is located, you will be able to access close proximity for unloading according to placement map, through left of Admin Office or By Lot Z (near CSF PD).  
All Parking for the day is assigned to Lot C.



Revised 3/2017

Please Note: There will be an emailed communication to the main point of contact (person listed on Space Application) the first week of July confirming load-in, load-out procedures & booth space locations.