

California STATE★FAIR

APPRECIATION DAYS - SPACE APPLICATION

Before filling out form, FIRST, Download and SAVE the file to your computer.

After completing your form, save it again and Submit the following items:

Application, Megan's Law Form, & Proof of Insurance to Alison Wells, Appreciation Coordinator, (916) 263-7875 by June 15, 2018, Email: awells@calexpo.com or fax: (916) 263-7903.

Office Use Only		
App # _____	Rec. Date _____	
MVAD	FRAD	BOTH
POC:		
<input type="checkbox"/> Large V	<input type="checkbox"/> Electricity	_____
<input type="checkbox"/> ML	<input type="checkbox"/> Delivery	_____
<input type="checkbox"/> INS	<input type="checkbox"/> Parking	_____
<input type="checkbox"/> HO Approved	<input type="checkbox"/> GA	_____

One 8 ft. table & 2 chairs will be provided. You must provide your own tent (10 X 10) and table cover.

- Event (check one or more) **Military & Veterans Appreciation Day, Thursday July 19, 2018**
 First Responders Appreciation Day, Thursday July 26, 2018

Submit compressive Megan's Law form for all participants in your group.

Organization Name: _____

Desired Booth Placement: _____

Website: _____

Contact Name: _____

Email: _____

Address: _____

City: _____

Zip: _____

Phone: _____

Fax: _____

(Day of Event) Name: _____

Cell: _____

Type of Activity:

- Community Education Outreach Recruitment
 Service Other

Description of (visual) Display: (Any large vehicles or large display items, their dimensions and/or special needs)

Do you have handouts?

- No Yes (submit copy for approval)

Do you need electricity? If yes, what kind?

- Standard High Voltage (charge for service)

Megan's Law Form: All persons conducting business with, employed by, or volunteering at Cal Expo shall provide the necessary personal information to enable their names to be searched through the Department of Justice's Megan Law files. *Please complete & return attached form.*

Insurance Requirements: Each exhibitor must provide the California State Fair a certificate of General Liability Insurance of not less than \$1,000,000 naming Cal Expo as an additional insured. Please check the form of insurance you will provide:

- Have own carrier/ **must provide letter.**
 Are self-insured State Agency/ **must provide letter.**
 Need to purchase through California State Fair.

Please note: If purchased through the California State Fair, please submit a **\$22 check**, paid to the order of "California State Fair" upon the approval of your application to **ATTN: Alison Wells**

Upon acceptance of this application, signature states that he/she **has received** and **will read** the Cal Expo's Appreciation Days Rules & Regulations Handbook and that the guidelines **will be distributed** to members of the group or those using the designated area assigned to requestor. *Note:* This form is an application for space only, and is neither a commitment by the applicant nor an offer by the California State Fair to rent space. All information provided should be complete and accurate. All exhibit spaces are 10 x10 unless otherwise agreed upon. All contents of exhibits must be approved in advance. Exhibit space is for exhibit purposes only. **No selling, soliciting donations or money exchange allowed. No exhibitor will be released prior to 10pm, NO EXCEPTIONS.**

Credential Requests: Credentials for parking and admission will be issued based upon approval and the information provided on this form. **The California State Fair reserves the right to limit the number of admission, parking and loading passes.**

_____ Number of Delivery Passes (unload/load vehicles only):

_____ Number of Parking Passes (Carpool when possible)

_____ Number of Gate Admission Tickets (# requested here must match the # of names submitted on Megan's Law form)

Approval Process: Applications, Megan's Law and Insurance will be reviewed in order of submission. If complete and approved your organization will receive a letter of confirmation of your approval, credentials requested and designated exhibit location. **Credentials can be picked up in person at our Administration Office on Wednesday June 27, 2018, 3 – 5 pm or will be mailed to the address on this form if not picked up by June 29**

Signature: _____

Date: _____

