

Q: How do I apply to become a commercial vendor?

A: Applications are available at <http://www.lacountyfair.com/partners/commercial-sales/>; click on the 'Become A Vendor' tab and it will direct you to the Application Instructions (submit online or fill-in and email/fax back to Commercial Sales).

Q: If I am a returning vendor, do I need to submit an application? If I have multiple locations, do I need to complete a separate application for each space?

A: Yes. Every vendor must reapply each year. If you have more than one location, please complete Page 2 of the application for each space.

Q: What are the steps in the application process?

A: Once the application is received it is date and time stamped in the order in which they are received. The application is entered into our system and the \$50 non-refundable application fee is processed. The application is then reviewed based upon the product/service, space size, and location. NOTE: please complete the application as thoroughly as possible so it does not hold up the booking process. You will be notified between 2 – 3 weeks from the date the application is received via a phone call and/or email for the following reasons: 1) your application is missing information 2) you have been placed on a waiting list due to excess product/service type, 3) the product/service type has been declined and why or 4) you have been approved as a vendor and are receiving your agreement (contract) for the event.

Q: If I submit my application early, will I have a better chance of being accepted as a vendor?

No. All applications are dated and time stamped and then reviewed based upon the Commercial Sales booking criteria: product/service, space size and location requested.

Q: How will I know if I have been accepted to be a vendor for Fair?

A: A space agreement (contract) will be sent to you via email; payment amount and due dates will be clearly listed on the first page of the agreement. The products/services you have been approved to sell will be listed under 'Approved Products'. If a product and/or service are NOT listed in this section, you have not been approved to sell that item.

Q: As a vendor do I have to commit to all 19 days of Fair?

A: Yes. If you have been approved as a vendor, you are required to be at fair all 19 days and be open the same hours as Fair. Note: Expo Halls (indoor) vendors close one hour before Fair closes.

Q: What are the forms of payment accepted for the application fee, deposit and/or space payments?

A: Cash, credit card, debit card, cashier's check, money order, and company check only.

Q: What's included in the price of the space fee?

A: The booth space includes pipe & drape for side and back walls for indoor space (back and side walls are 8 ft. high). Canopy/Tent are included for outdoor spaces, standard electrical (110V, 20 amps), and admission/parking for staff.

Q: What are the required forms/documents I need to provide to be a vendor at Fair?

A: **Insurance** – if you are contracted as a vendor you are required and must provide proof of General Liability Insurance of no less than \$1 million (Independent Amusements \$2 million). The policy shall name the County of Los Angeles, LACFA, the L.A. County Fair, and their agents and/or employees as Additional Insured. The policy must also name the LACFA as the Certificate Holder. Policy must be in effect for duration of dates that vendor occupies the grounds. If you do not have your own insurance you may purchase a temporary policy for \$120.00 per booth (and \$70 for each additional location) through LACFA. Last day to purchase insurance with LACFA is August 20, 2018.

Vendors must also maintain Worker's Compensation insurance for all paid employees as required by California law and must provide a copy to remain on file with the Commercial Sales Office.

California Sellers Permit - All vendors are required to obtain a seller's permit with the State Board of Equalization with the following address listed on it: 1101 W. McKinley Ave., Pomona, CA. 91768 (If you do not have a seller's permit you can apply for a temporary permit online at <https://efile.boe.ca.gov/ereg/index.boe>. *If you are lead generating a seller's permit is not required.* You are also required to keep a copy of this permit in your booth.

Contractor's License

Please provide a copy of your contractor's license or your license number should this apply to your type of business.

Q: If I have more questions, who can I contact?

A: Please contact the Commercial Sales department at (909) 865-4500 or at commsales@fairplex.com