



Commercial Vendor GENERAL INFORMATION

Fair Dates / Hours (subject to change):

May 3 – 27, 2024

Thursday	11:00 am – 11:00 pm	Expo Halls Close at 10:00 pm
Friday	11:00 am – 11:00 pm	Expo Halls Close at 10:00 pm
Saturday	11:00 am – 11:00 pm	Expo Halls Close at 10:00 pm
Sunday	11:00 am – 11:00 pm	Expo Halls Close at 10:00 pm

Opening Day, May 3	Friday	5:00 pm – 11:00 pm	Expo Halls Close at 10:00 pm
Memorial Day, May 27	Monday	11:00 am – 11:00 pm	Expo Halls Close at 10:00 pm

Booth Space includes:

- Indoors: pipe and drape for side and back walls; back & side wall is 8' ft. high in all Expo Halls
- Outdoors: canopy tent for most outdoor locations
- Standard electricity: 110V, 20amps per booth
- Staff admission and parking passes

Additional Charges

- Telephone/POS, internet, additional admission and parking passes
- Electrical needs in excess of 110V, 20 amps

Booth Space Guidelines

- Inside signage must not exceed the 8' ft. height over pipe and drape. If your booth is against a wall, signage can go as high as 10' ft. along the sides and the back.
- No canopies of any kind are allowed inside the Expo Halls as per L.A. County Fire Department regulations.
- All business dealings are to be conducted within the confines of the assigned booth space, not in the aisles/streets. In addition, NO booth display shall extend into the aisles/streets.
- Hand written signs are strictly prohibited.
- Tables must be professionally covered and draped to the floor.
- All booth spaces must be staffed at all times – if you need to take a break, make sure your booth is staffed.
- Refund policies must be posted in the booth space at all times.

Sponsorship Categories

Request to sell the following products and/or services will not be considered for commercial space: Beverages (non-carbonated, carbonated, isotonic and bottled water), cookware, Pay TV service/TV Box, Cellular Services, Grocery Stores, Automobiles, Time Share/Vacation Resort properties, Utilities and Mattresses. If you are interested in selling these items or services please contact Sponsorship Sales at 909-865-4511.

Insurance

If a contract is offered, vendors are required and must provide LACFA with proof of general liability insurance of no less than \$1,000,000; independent amusement operators - \$2,000,000. The following are to be named additionally insured but only "insofar as the operations under this agreement are concerned": *Oak View Group, OVG 360 Hospitality*, the City of Pomona, the Los Angeles County Fair Association, dba Fairplex, and the County of Los Angeles, and all owned or related entities, its officers, directors, employees, customers, distributors, suppliers, and agents. The policy must also name the LACFA as the Certificate Holder with the Fair's address (1101 W. McKinley Ave. Pomona, CA. 91768). 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 through LACFA for \$120 per booth (and \$70 for each additional location). The deadline to purchase through the Fair is typically ends a month before the start of Fair.

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 should this apply to your type of business.

Booth Payment Information

Booth payments are not required with your application. Should a contract be issued, booth payments will be outlined in the contract agreement.

On-Site Storage

Limited storage space is available inside the Expo Halls. Storage requests are granted on a first come, first serve basis. Request forms will be available from the Commercial Sales office at a later date.

Accommodations

Convenient on-site accommodations are available for all contracted L.A. County Fair vendors at a special rate. Please call for details.

Fairplex KOA – 909-865-4318

Fairplex Sheraton – 909-622-2220

Additional Questions: please call the Commercial Sales office at 909-865-4500.