**SAN DIEGO “OUT AT THE FAIR”**

**COMMUNITY PARTNERS**

**GENERAL INFORMATION AND POLICIES**

The following policies apply to participants for the San Diego OATF Community Partners (referred to as exhibitors):

The 22nd District Agricultural Association (San Diego County Fair) reserves the final and absolute right to interpret these rules and regulations. The management reserves the right to amend or add to these rules, as in its judgment, may be deemed advisable. The 22nd District Agricultural Association (San Diego County Fair) assumes no liability or responsibility not herein expressed.

***HOW TO APPLY***

Anyone requesting information on obtaining space must fill out the application.

Application must be returned before the deadline of May 12, 2017.

The application is not a commitment by management or the applicant.

Consideration will be given to each applicant, and the San Diego Country Fair Coordinator will make notification of acceptance.

The exhibiting space in the Paddock is limited, which will limit the number of applicants approved to exhibit.

Must be able to attend orientation on May 18th @ 4pm if selected to participate.

***SELECTION CRITERIA***

Each application for space during the Fair is evaluated based on the following:

Non-profit status (mandatory), governmental agency or law enforcement agency

Space availability

For returning applicants, a satisfactory history of past participation in the San Diego County Fair

Exhibit theme (general public interest, uniqueness, and quality of exhibit)

***SPACE POLICY***

It is understood and agreed that exhibitors from previous fairs do not automatically receive an invitation to return. There is no guarantee that a past/current space at the Fair will ensure an invitation to subsequent Fairs or interim events.

Each exhibitor application is reviewed and acted upon in the best interest of the Fair on an annual basis.

Every consideration will be given to a request should space become available.

All exhibit materials must remain within assigned space. Exhibit staff/volunteers are to conduct business within assigned space.

***CREDENTIALS***

Fair credentials will be provided for booth staff. **The sole purpose of these passes is to provide admission for the staff/volunteers of the non-profit organizations, in order to adequately staff and maintain the assigned booth space.**

***BOOTH POLICIES***

1. Each booth will be provided (1) 10x10 canopy, (1) eight foot table and (2) Chairs.

Decorating your booth is optional and at your own cost. All materials must be flameproof. Materials and supplies such as lumber, extension cords, trash liners, etc. must be provided by the exhibitor.

2. All content within the exhibit must be suitable for family viewing.

3. No product of a drug-related nature will be permitted unless being utilized as a teaching tool by your organization.

4. Handout materials/flyers/literature may only be distributed from the confines of the assigned booth space.

5. Any “giveaway” items must be pre-approved by the San Diego County Fair Coordinator.

6. Only **free** drawings, which have been pre-approved by the Fair management and comply with all applicable federal, state, and local statutes and ordinances, will be permitted.

7. The selling of any product or service, including the sale of chances for a raffle or drawing, is prohibited by exhibitors with the Community Partner Groups. No product of a pornographic or drug-related nature will be permitted. Organizations may not solicit on-site donations.

**NO FOOD SAMPLES ARE PERMITTED**

**NO SMOKING**

**NO SUBLEASING OF BOOTH SPACE**

**PLEASE KEEP BOOTHS CLEAN AND ORDERLY AT ALL TIMES**

**STAFFING**

Each booth must be staffed at all times during the exhibiting hours and the booth should never be left unattended. Staff must be within the confines of their booth and not in the walkways, another exhibitor’s space or other areas of the fairgrounds while on duty. Failure to comply with this regulation could affect future participation and may result in cancellation of the contract. Management strictly enforces this rule.

Exhibitors shall be responsible for the conduct and personal appearance of all personnel in their assigned booth. Such staff shall be neatly dressed, orderly and polite in their conduct and speech at all times.

Intoxication, possession of controlled substances, rudeness, obscene speech or conduct, toward or within hearing range of the public, shall be sufficient grounds for termination of the contract.

***HOURS OF OPERATION***

The San Diego OATF Community Partner Area will be open to the public from **10:00am** to **6:00pm ,** Saturday June 10, 2017 Booths **must be** staffed during these hours.

***BOOTH SPECIFICATIONS***

**Location:** Exhibitors will be informed of location of booth space once your application has been approved.

**Installation**: Booth displays must be completed prior to Fair opening time on your initial day. Exhibitors will be responsible for the installation and disassembling of their own displays. Please do not use nails, staples, or adhesives to affix materials to the canopies, walls or wood beam structures in the Paddock.

**Display height:** Standard Canopy Booths will limit display heights. A diagram/design of your booth must be submitted with applications.

**Canopy:** All booth personnel and exhibit materials shall remain within the confines of the designated space and should not interfere in any way with another exhibitor. Utilities, such as adequate lighting and standard, electrical outlets will be provided, however exhibitors must provide their own extension cords.

**Sound equipment:** Items that make sound such as radios or televisions are subject to the approval of Fair management. Equipment must be controlled within the booth space area as not to interfere with other exhibitors or the entertainment on the Paddock Stage.

All exhibit material must be removed by the move out time listed on the exhibit agreement. Exhibits may not be dismantled before closing time. Fair management is not responsible for any booth material that is left on the grounds beyond the deadline and is subject to disposal at the owner’s expense. Exhibitors will be required to set up the booth on the morning of June 10th between 8am and 9:30 am.

**PROTECTION FROM THEFT**

All exhibitors will need to provide a Certificate of Insurance to cover their displays for the day of.

Fair management will not be responsible for lost, damaged or stolen merchandise.

**SECURITY GUARDS**

Roving security guards will be on duty after closing. Any issue should be reported to the Security Office and to the Community Partner Group Coordinator immediately upon detection.

**GROUNDS RULES**

On the days of booth set-up, vehicles will access the area from the Green parking lot located off of the Solana gate entrance to the Fairgrounds. (Off Via de la Valle) Delivery instructions will be provided. Any vehicle improperly parked is subject to towing at the owner’s expense.

**VIOLATIONS**

All infractions of rules and regulations will be documented. Management will issue violation slips to any exhibitor failing to adhere by the rules and will result in jeopardizing future participation.

**The San Diego County Fair management reserves the final and absolute right to interpret rules and regulations and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with or incidental to the San Diego County Fair. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may deem necessary.**