

The 107th National Orange Show Fair Commercial Vendor Information

April 17th thru April 21st, 2024



The 107th National Orange Show Fair

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The National Orange Show is pleased to invite you to apply as a Commercial Vendor for the 107th National Orange Show Fair happening April 17th thru April 21st, 2024.

The National Orange Show Fair is a yearly event held in San Bernardino, California and is one of the largest in the Inland Empire. Last year's Fair had over 40,000 in attendance and we expect this year to be another HUGE success!

Please note the spaces are OUTDOORS with a few located in the Citrus Building. They include a canopy, side walls, front & back walls and electricity.

2024 National Orange Show Fair Commercial Concessionaire Handbook

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*** Subject to change.**

- The National Orange Show will hereafter be referred to as “NOS”

2024 National Orange Show Fair

Board of Directors & Management

Board of Directors

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Dr. Donald Averill

Larry Curti

Dr. Ernest Garcia

Wilfrid C. Lemann

Patrick O'Reilly

Dr. Robert Percy

Brian Smith

Sean Varner

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Chair - Elect

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Sheri Raborn

Alan Conrad

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Alma Lecona

Leslie Bischoff

CEO/President

Controller/Operations

Director of Production

Production/Security

Event Production Assistant

Director of Marketing & Public Relations



**National Orange Show
689 South "E" Street
San Bernardino, California 92408
(909) 888-6788**



Vendor Rules & Regulations and General Information

2024 National Orange Show Fair

General Information

A. Gate Hours:

- | | |
|---|--------------|
| • Wednesday, April 17 th | 5pm to 10pm |
| • Thursday, April 18 th | 5pm to 10pm |
| • Military Appreciation Dinner | 3pm to 5pm |
| • Friday, April 19 th | 5pm to 11pm |
| • Sunshine Day Friday, April 19 th | 10am to 12pm |
| • Saturday, April 20 th | 12pm to 11pm |
| • Sunday, April 21 st | 12pm to 10pm |

**Closing time is subject to change at discretion of the
National Orange Show Management.**

Booths **MUST** be staffed and open during gate hours. Concession stands must remain open until notification is received from a NOS representative that they are to close.

B. Exhibitor & Concessionaire Parking Fees:

- | | |
|--|--------------|
| • Stock Truck Parking Space (with electrical) | \$55/per day |
| • RV with (1) Auto Parking Space (with electrical) | \$75/per day |
| • RV & Stock Parking Space (w/out electrical) | \$35/per day |

E. RV Parking:

Please see the price sheet guideline below. * Please note that while electricity will be provided, **NO** water or sewer hookups are guaranteed.

The RV Park will open Monday, April 15th, 2024, at 10am and will operate on a first-come, first-serve basis. *REMINDER* All vendors must pick up an RV Parking Permit at the Vendor Office and be spotted by a National Orange Show Rep in order to be parked. RV's will not be parked without a permit. **NO EXCEPTIONS!** Each unit will be required to present an RV Parking Permit and will be positioned by Alan Conrad according to size of unit. Move out day is Tuesday, April 23rd, 2024, by 12pm

Commercial Vendor move-in will be Tuesday, April 16th from 9am to 7pm and Wednesday, April 17th from 10am to 2pm.

Enter Gate #1 on "E" Street

If you need a different time or to move-in on opening day, you must make prior arrangements with us.

All credentials will be issued at check-in after all your paperwork has been verified. If you have a balance due, it must be paid by cash, money order or credit card upon load-in. We accept Visa, MasterCard, Discover & Amex.

NO CHECKS!!!! NO EXCEPTIONS!!!

Special Days

Military Appreciation Dinner: Thursday, April 18th

On this day, we invite past and present Military personnel and their families to join us for a special program. The event is 3pm to 5pm before the fair opens.

Sunshine Day: Friday, April 19th

From 10am to 12pm, we welcome pre-registered mentally and physically challenged children, their teachers, and caretakers to enjoy the National Orange Show Fair. All concessionaires are asked to be open during these times. Commercial Vendors are welcome to be open, but it is not mandatory. The National Orange Show will not be responsible for damage or theft. Vehicle access to your space will be from 2:30pm to 4:30pm

General Rules & Regulations

- 1) The list of products you are requesting to sell, display, promote or give away must be specific. Words such as “accessories”, “related products”, “gifts”, etc., and other vague descriptions will not be accepted. If you are approved, it will be the approved items only. So please be thorough as any product not originally approved will have to be removed from your booth. Nothing that is Inflatable is allowed.
- 2) All vendors must keep their merchandise and staff within the confines of their allocated space.
- 3) All signage must be professionally done. No handwritten signs allowed.
- 4) All vendors must provide a Certificate of Insurance for a min of \$1,000,000.00 coverage. Certificate must name as additional insureds, *“The State of California, the National Orange Show, California Fair Services Authority and their respective agents, officers, servants and employees, with respect to all events, activities, premises and operations which are the subject of this Agreement.”*
- 5) All vendors will be required to leave a \$250 deposit (credit card or cash) to secure your booth, agree that you will be open for all five days during fair hours, and that your booth area is clean with no damages when you vacate. If you are in violation of any of those, your deposit will be forfeited.

General Rules & Regulations (cont.)

- 6) Commercial Vendors are not allowed to sell or giveaway ANY KIND of food or beverages without prior approval from Fair Management. ALL giveaway items must be approved by Management**
- 7) NO knives, weapons, drug paraphernalia of any kind can be sold.**
- 8) Sound transmissions such as radios, televisions, or voice amplification systems are subject to approval from the Fair. The Fair reserves the right to turn down or off any such noise. This is a family event. No music will be allowed that has curse words or questionable lyrics. Prior approval can be revoked at any time.**
- 9) All vendors agree to abide by all Rules & Regulations set forth here and on their contracts.**
- 10) The National Orange Show reserves the right to modify Rules & Regulations at any time with or without notice.**
- 11) All vendors must conduct their business from their booths. Any vendor caught walking around the fair or outside the booth or area directly in front of their booth (no more than 4 feet), will receive a verbal & written warning and could face eviction from the remaining days of the event without a refund.**
- 12) The Fair Management reserves the right to object and have removed from display or sale any merchandise, printed material, or pictures or any objectionable items in your booth or display.**
- 13) Electrical: Each booth has a 110 volt/15 amp plug within 50 feet of the booth. All cords, lights, etc., are the responsibility of the vendor.**
- 14) Canopies: All booths come with a canopy, sidewalls, and front & back walls.**
- 15) Open flames (candles, etc.) are strictly prohibited.**
- 16) Vendors cannot move spots without management approval.**

General Rules & Regulations (cont.)

- 17) **Closing & Teardown:** The official closing time is 10pm on Sunday, April 21st. All booths must be removed by 5:00pm on Monday, April 22nd (unless you have prior approval) or they will be removed and stored by the National Orange Show, and you will be charged \$100.00 per day for storage. Vendors are expected to clean up all trash from their booth areas. Vendors will not be allowed access to their vehicles or leave the grounds until the final security sweep of guests is completed.
- 18) **Questions or Problems:** Our Offices will be manned from one hour prior to opening and until the fair closes. If you have questions or problems, please call 909-888-6788 or call the National Orange Show Security Office at 909-520-1499. Give them your company name and location and we will come to you. PLEASE DO NOT dial 911. We have a direct access with SBPD and Fire, if you call 911 it will cause confusion and slow down response time.
- 19) **Access to the Grounds.** The vendor gate will open 2 hours prior to fair opening to allow for restocking purposes. All vehicles that have access to the grounds must have credentials. The Vendor gate is Gate #4 on Mill Street. This gate is manned until one hour after fair closure. After that time, you'll have to call National Orange Show Security at 909-520-1499 to exit the grounds.

ALL VEHICLES MUST BE OFF GROUNDS 30 MIN PRIOR TO OPENING.

ADDENDUM "A"

"INSURANCE REQUIREMENTS"

1. LICENSEE shall, at its sole cost and expense, maintain through the term of this license agreement the following insurance:

- (a) Comprehensive general liability coverage for bodily injury or death and property damage, with minimum limits of liability of \$1,000,000* combined single limits per occurrence with a \$2,000,000 general aggregate. (including products, completed operations and coverage for all owned and non-owned vehicles, if applicable); and
- (b) Workers' Compensation coverage in accordance with applicable statutory requirements if applicable.

NOTE: Minimum limits of liability are subject to an increase depending on the type of event. (i.e. Concerts, Rodeos (\$3,000,000), Carnival rides (\$5,000,000) etc.)

Licensee shall provide NOS with a standard form Insurance Certificate demonstrating the required liability coverage and naming NOS, its officers, directors, agents and employees as additional insureds (see required language in paragraph 8).

2. The insurance certificate must contain the agent's name, address, telephone number, the name of the insuring company(s) policy limits, and policy number of the Licensee.

3. There shall be no deductibles or self-insured retentions which will be charged or assessed against NOS.

4. An original insurance certificate containing the signature of an authorized representative must be delivered to the NOS at least ten (10) days prior to the event to secure your place at the fair.

5. Certificate must list the name, address, telephone number of the entity to respond to any claim or service of suit.

6. Licensee and Licensor agree to indemnify, defend and hold harmless each other and their officers, employees, and agents from and against any liability, loss, expense (including reasonable attorney's fees) or claim for injury or damages arising out of the performance of this Agreement, but only to the extent resulting from the negligence or willful misconduct of the indemnifying party, its officers, employees or agents.

7. Notice of cancellation of the listed policy or policies shall be sent to the Certificate Holder in accordance with policy provisions.

8. Certificate must name as additional insureds, *"The State of California, the National Orange Show, California Fair Services Authority and their respective agents, officers, servants and employees, with respect to all events, activities, premises and operations which are the subject of this Agreement."*

ADDENDUM "A" CONTINUED

9. Dates: The dates of inception and expiration of the insurance. For individual events, the specific event dates must be listed, along with all set-up and tear down dates.

10. Licensee will defend, indemnify, save and hold harmless the State of California and NATIONAL ORANGE SHOW and its directors, officers, agents, employees, servants and assigns, from and against all claims, costs and expenses (including legal fees), demands, actions and liability of every kind and character

YOUR INSURANCE CARRIER MUST HAVE AN "A MINUS" OR HIGHER RATING AND MUST BE ACCEPTABLE TO THE CALIFORNIA DEPARTMENT OF INSURANCE.

ADDENDUM "H" - "SHOW CONCESSIONS"

1. LICENSEE will conduct his business in a quiet and orderly manner. LICENSEE will deposit all rubbish, garbage, tin cans, paper, etc. in receptacles provided by the NOS within said concession plot for such purpose and will keep the area within and surrounding said concession free from all rubbish and debris.

2. All buildings, tents, or enclosures erected under the terms of LICENSE AGREEMENT shall have the prior approval of NOS and the local fire suppression authorities. (All eating concessions not restricted to specific items will submit menus and prices to NOS for approval prior to commencing operation).

3. LICENSEE will cause to be posted in a conspicuous manner at the front entrance to the concessions, a sign showing the prices to be charged for all articles offered for sale to the public under the LICENSE AGREEMENT; the size of said sign, manner and place of posting to be approved by NOS.

4. All eating concessions not restricted to specific items will submit menus and prices to NOS for approval prior to commencing operation.

5. LICENSEE must, at his own expense, keep the concession space and adjacent areas properly arranged and clean. All concessions must be clean, all coverings removed, and the concessions ready for business each day at least one hour before the FAIR is open to the public. Receptacles will be provided at several locations to receive LICENSEES trash, and such trash must not be swept into the aisles or streets or any public space.

6. All sound producing devices used by LICENSEE within or outside his space must be of such a nature and must be so operated as not to cause annoyance or inconvenience to his patrons or to other Concessionaires or Exhibitors and the decision of NOS as to the desirability of any such sound-producing device shall be final and conclusive. Sound amplification equipment may be installed within or outside any space only by first obtaining written permission thereof from NOS.

2024 Price List

A \$50.00 non-refundable application fee is due with all applications. If your application is accepted, this fee is NOT part of the booth rent and is non-refundable. If you are accepted, you will be required to leave a \$250 deposit to ensure your booth will be open for all five (5) days and your space is clean before you leave. If you leave early, your deposit will be forfeited.

For the online application, go to: www.nosevents.com.

BLUE Area:

10' x 10' = \$800

10 x 20' = \$1,200

Non-Profit Rate For Space In The Citrus Building:

10' x 10' = \$250 (no canopy)

10' x 10' = \$400 (includes canopy)

10 x 20' = \$500

Cancellation Policy:

- Written requests are required for a refund. Send to: info@nosevents.com
- 60 days before opening day, you'll receive a full refund.
- 59 days to 30 days before opening day, you'll receive a 50% refund.
- 29 days or less before opening day, deposit is non-refundable.

- Deposits will be refunded after the fair by May 10th, 2024.

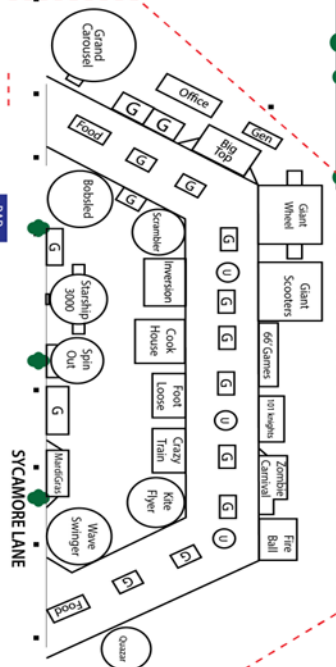
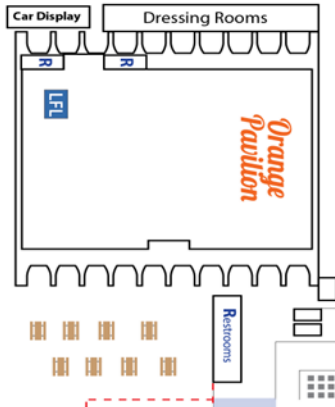
All requests for any additional needs for your space, must be submitted to Alan Conrad no later than Monday, April 1st, 2024.



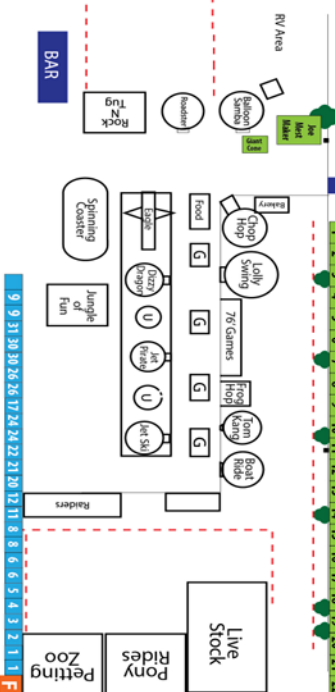
South "E" Street

GATE 1

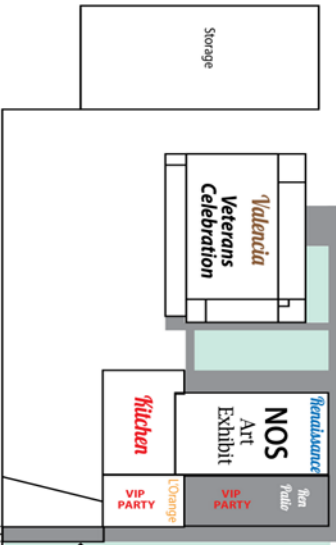
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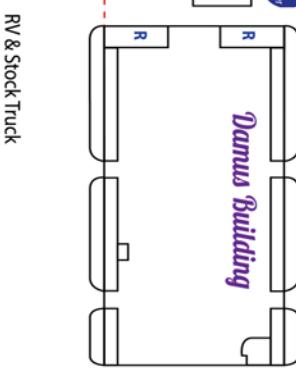
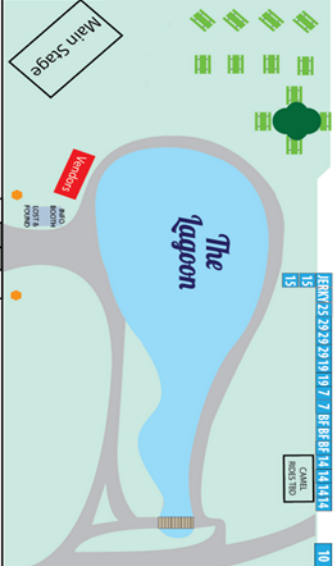


LAGOON WAY



GATE 9

GATE 8



RV & Stock Truck
Map Not To Scale.
Rides and locations subject to change.
Revised 1/4/24

GATE 7

Arrowhead Ave

GATE 5

GATE 4

Mill Street

Subject to change

