



Dear Exhibitor/Concessionaire:

Please find the vendor information for the 2017 Colusa Holiday Craft Faire.

The Colusa Holiday Craft Faire will be held November 18-19th, 2017 from 9am-4pm.

All food concessions must register with the Colusa County Health Department. Please be set up and ready to be checked by the Colusa County Health Department while at Holiday Craft Faire.

We require that all vendors have commercial or handmade items available at their booth.

• **BOOTH FEES ARE AS FOLLOWS:**

- Indoor Atwood Hall
 - 8'x10' \$130
 - Atwood Hall is the only building that has 8'x10' booth spaces
- Indoor Main Exhibit Building, Festival Hall, Etchepare Hall
 - 10'x10' \$150
 - All booth spaces in these buildings are 10'x10' booth spaces
- Outdoor booth: 10'x10' \$100
 - You must provide your own canopy/tent if desired
- Food Concessions: 10'x10', \$150 or 25% whichever is greater
- We require all vendors to have liability insurance
 - You can provide your own or purchase through us for \$22
 - If you are purchasing liability insurance through the Fair Office, a money order or cashier's check is required

GENERAL VENDOR INFORMATION

- Tables will not be provided this year. The Fairgrounds will provide two chairs per booth at no cost.

○ Contact Chico Stage Lighting for table rentals via email at: cslighting123@aol.com

- The Colusa Holiday Craft Faire will be held rain or shine.
- All vendors must check in at the Fair Office upon arrival to the grounds.
- **Returning vendors from the 2016 Holiday Craft Faire will be in the same building and space number for the 2017 Holiday Craft Faire, unless you have been notified otherwise.**
- We ask that all vendors be in place, set up and ready to go by 8am, prior to opening of the gates.
- We require all vendors be set up during the entire duration of the event.

Colusa County Fairgrounds cares deeply about public safety. As such, all vendors are required to follow all Colusa County Fair guidelines. Please see vehicle guidelines below:

- Vendors will need to park in the general public parking lot and walk any inventory over to your booth during show time hours. There will be **no** vehicle access to unload/load inventory onto the grounds during event hours. Any vehicles found on the grounds during event hours will be towed at owner's expense.
- Do not block any doors into the building with your vehicle when unloading/loading.

SEE YOU SOON!

Sincerely,

Colusa County Fair