



RETAIL VENDOR APPLICATION

Event Dates: September 4th, 2026 - September 7th, 2026

Event Times: Friday September 4th- Sunday September 6th [4:00pm – Midnight]

Monday September 7th [Noon – 5:00pm]

DISCLAIMER: *Thank you for your interest in participating in the 2026 Norco Fair. By proceeding and filling out this application you understand that this does not guarantee acceptance. Due to limited space and in order to make this process fair to all participants, all applications will be reviewed at once and application status will be given to everyone who filed an application on the same day. We will not give exclusives as we take pride in doing our best to limit duplicates of the same food item to aid in promoting a successful experience for ALL vendors. We also do implement a year-to-year rotation in participants to make it fair to ALL vendors who apply, by accepting both returning and new vendors.*
WE WILL NOT ACCEPT MAILED IN APPLICATIONS OR PAYMENTS – NO EXCEPTIONS.

About our event: The Norco Fair is an annual event in Norco, the town famously known as “Horse Town USA” that takes place over Labor Day weekend. Nestled below the base of the Norco Hills, located at 3737 Crestview Drive, it’s the city’s premier event center better known as Ingalls Event Center and home of the Norco Fair. This event is organized by a Non-profit organization comprised entirely of devoted local volunteers. If accepted, we truly hope that your experience in Norco is pleasant and wish you the greatest success at our event.

The identity and service of our vendors and sponsors reflect the events’ reputation, therefore the Norco Fair Committee reserves the right to accept or reject any submitted application. Our goal is to provide our vendors and sponsors with a wholesome environment while promoting the support of small businesses and maintaining a family fun atmosphere. Don’t miss out on a wonderful opportunity for your business! Once your application is reviewed, we will contact you via email of your application status: **JUNE 20th, 2026**

For your application to be considered the following MUST be included with your completed application

- 1) California Resale Permit (BOE) or 410-D with the booth/business name and venue address:
3737 Crestview Drive, Norco CA 92860 listed
- 2) Liability Insurance naming "The Norco Fair Committee and The City of Norco" as additional insured.
Required general aggregate of 2,000,000.00/1,000,000.00 Certificate must also show a dollar amount for product coverage.
- 3) Additional Insured Endorsement Page – must list The Norco Fair and The City of Norco as additionally insured and reflect the policy number and business name. Please note that if your insurance is making you pay for this please do NOT obtain until your application status is given.

Sincerely,

Izzy Henrichsen – Norco Fair Vendor Chair

Sarah Henrichsen – Norco Fair Vendor Co-Chair

Email: norcofairvendors@gmail.com

RULES AND REGULATIONS

OBTAIN COPY FOR YOUR RECORDS

Once you have completed and submitted your application with all the correct documentation you will be notified via email with denial or acceptance status by: June 20th, 2026.

➤ **Only ONE booth per concession owner**

If you own different businesses selling different products and turn in an application for each, only one may be accepted. This is done to make the event fair to each vendor.

➤ **Products Sold MUST be Family/Friendly**

All items sold at the Norco Fair must be appropriate for a family friendly event and MUST be listed on the product form you submit. Any product not listed on your product form is NOT permitted to sale at the event. Failure to follow this policy will result in the vendor being asked not to return WITH NO REFUND. No ALCOHOL is to be sold by vendors. While application is reviewed Vendor Chairs may ask that a sale item be removed from your menu. This is done to keep duplicate sell items to a minimum of two. Drink items are the only items that we permit two or more vendors to sell.

➤ **Must abide by rules/regulations set by The Department of Health**

You must have a RIVERSIDE COUNTY Health Permit. Other county permits will NOT be accepted, as this event is held on city property and these requirements are to be abided by. NO EXCEPTIONS.

➤ **Must abide by rules and regulations set by State of California Fire Prevention Bureau**

Attached you will find the fire regulations that you are to sign, complete and turn in with your application. By signing you understand that these regulations are to be always complied with throughout the event. All vendors are subject to Fire Inspection on Friday September 4th. For food vendors ANY booth/truck that handles grease is to have a current tagged Class K fire extinguisher AND a 2-A 10-BC fire extinguisher. **NO EXCEPTIONS!**

➤ **Check In**

You will be allotted a designated time for arrival of set up based on your location (this time slot will be given to you VIA email). This is done to maintain an orderly set up. You will have **45 MINUTES** to **drop** off your items at the booth location. You will have approximately from your designated load in time till 11pm on Thursday September 3rd, 2026, to complete set up. If you cannot set up the day before opening of the Fair, you will have from 10am – 1:45pm on Friday to complete your booth set up.

➤ **Security**

Security will conduct a “sweep” to remove all persons from the Fair Grounds at midnight each night. Security is not provided for individuals. There will be security present around the clock throughout the fairgrounds. If an issue is to arise, like theft, fighting, etc.. You are to notify them IMMEDIATELY. Not after the fact. The Norco Fair Committee is not responsible for losses of any kind. Vendor agrees to obtain ANY and ALL additional insurance deemed necessary to cover potential losses.

➤ **Vendor Meeting**

There will be a vendor meeting held 1-2 weeks prior to the fair. This is NOT mandatory. However, this is our way of making sure as many vendors are on the same page as possible beforehand. This is a meeting where we go over rules, you can clarify or ask any questions you may have in person. You will also be given your vendor passes and parking passes.

➤ **Staffing of Booth**

Vendor agrees to ensure their booth is staffed, supplied and open during ALL operational hours of the fair. This means ready to sell at the time gates open until closing. If left unstaffed you understand the risks that come with doing so and you will NOT hold the Norco Fair Committee at fault. You must get permission to close your booth early during operational hours of the fair from either Izzy or Sarah NO EXCEPTIONS.

➤ **Ice**

Ice is available for sale to all vendors. There will be a set price for ice per bag. There will be a designated team that will be checking on vendors throughout the fair's hours of operation to provide ice. You will be given cards that we will use to keep track of the number of bags the vendor uses. Your “ice bill” MUST be paid in full by the time you leave Monday. You will be expected to pay for bags upon delivery each time in CASH. Price per bag will be given once we get closer to the Fair.

➤ **Directions**

Address:

Ingalls Event Center

3737 Crestview Dr

Norco, CA 92860

From the 15 freeway, exit at Sixth Street and proceed east. Continue up Sixth Street, approximately 3 miles. Ingalls Event Center will be located on the right. (Please follow the vendor signs)

➤ **VA Concession (FOOD) Vendors**

If you have all required paperwork from the Riverside Health Department that states, you are “Health Permit Exempt”. If a veteran is NOT on their list of Exempt Food Vendors and would like to be, please contact the Riverside Health Department and they will be able to guide you. You will get a discount of \$150 (the food permit fee that is included in booth price).

➤ **Electrical for the event**

Each vendor is allotted **ONE** designated 110 outlet (“house plug”). If you need more than one you will need to notify us of this prior to the event. All vendors must supply their own extension cords, adapters and or quiet generators if needed. **ALL EQUIPMENT MUST BE SUITABLE TO PLUG INTO A STANDARD GFCI.**

INSURANCE REQUIREMENTS

You will need to forward this information to your insurance company and provide this information by 8/01/2026.

Due to us giving out acceptance and denial status 6/20/26 we will NOT be requiring it WITH your application BUT you **WILL** need to provide a policy and the additionally insured certificate by 8/01/26. We will provide insurance if you do not have a policy at an additional cost.

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Insurance **MUST** read as follows:

“City of Norco and Norco Fair Committee are named as additional insured to this policy” in the description of operations section of the policy.

Certificate Holders: City of Norco and Norco Fair Committee

3737 Crestview Drive

Norco, CA 92860

Additional insured **ENDORSEMENT** must accompany the Certificate! Endorsement **MUST** also have a **POLICY NUMBER** on it. It must also show Product Coverage and General Aggregate **MUST BE FOR \$2,000,000.00 (TWO MILLION).**

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PLEASE EMAIL CERTIFICATES AND ENDORSEMENTS TO: NORCOFAIRVENDORS@GMAIL.COM

If you have any questions or need clarification, please call (714) 260 8809 or (714) 260 7192

Please Note: There are **NO** Exceptions that will be made to the insurance requirements, as this event is held on city property. If you cannot meet these requirements you **MUST** purchase “Fair Insurance”

** See Vendor Application page. **

Turn In Checklist

NOTE: Please use this checklist to ensure that all items are attached prior to emailing your application for review.

Thank you!

- Completed and SIGNED Vendor Application
- Completed and SIGNED Booth Worksheet Page
- Completed and SIGNED Product List WITH prices
- Completed, SIGNED and Initialed Vendor Contract
- Proof of Insurance
- SIGNED Ice Contract
- SIGNED Fire Regulations Waiver

VENDOR APPLICATION

Event Dates: September 4th, 2026 – September 7th, 2026

Event Times: Friday September 4th- Sunday September 6th [4:00pm – Midnight]

Monday September 7th [Noon – 5:00pm]

Booth Name: _____

Owner/Operator Name: _____

Mailing Address: _____ City: _____

State: _____ Zip _____

Business Phone: _____ Cell Phone: _____

On Site Contact: _____ Emergency Phone Number: _____

Email Address: _____

Social Media Tag: _____

Please mark one:

_____ Pop Up _____ Trailer

Dimensions of Trailer : _____ (include the hitch)

***** YOU MUST PROVIDE A PRODUCT LIST WITH PRICING FOR REVIEW *****

Please Note: If you use a truck or trailer you must fit with in the booth size paid **OR** you must move up to the next biggest booth size. Your trailer size listed must include your hitch (this matters).

Signature of Booth Owner/Operator: _____

Date: _____

VENDOR CONTRACT:

**** The following items MUST ALL be Initialed ****

1. Complete Product List with prices is signed and attached _____
2. Vendor Application completed/ signed and attached _____
3. California Resale (BOE) reflects the venue address: **3737 Crestview Dr Norco, CA 92860** _____
4. I have read the Rules and Regulations and agree to abide by them at all times _____
5. I understand that by turning in my application for review
DOES NOT GAURANTEE ACCEPTANCE _____
6. Certificate of Insurance (proof of insurance) attached _____
7. You understand that insurance is mandatory for this event. And if you do NOT have your own policy the \$200.00 charge will be mandatory to be insured under the Norco Fair. _____
8. You understand that NO open flames are allowed _____
9. You understand that drugs and alcohol are prohibited _____
10. You will ensure that your booth/trailer is staffed/stocked during hours of operations of the Fair _____
11. **TRASH:** Vendors must provide their OWN trash receptacles (CAN NOT USE PROVIDED TRASH RECEPTACLES FOR FAIRGOERS) _____
12. I will provide my own receptacles to get rid of grease I create and will dispose of properly on my own _____
13. **ALL** vendors **AND** workers **MUST** always have a Norco Fair Vendor ID on and visible while on fairgrounds. _____
14. You understand that ANY violation of fair rules and regulations could result in vendor removal **WITH OUT REFUND** _____
15. Retail and Informational vendors are to have a current tagged 2-A:10-B:C Fire Extinguisher _____

16. Food Vendors: Upon acceptance I will complete and sign current county of Riverside TFF with a copy of my current photo ID/ Drivers License _____

17. I have reviewed/ understand/ and signed the attached Fire Regulations _____

18. I understand that NO refunds will be issued after **August 22nd** (this event is rain or shine no refunds will be given due to weather or any unforeseen circumstances) _____

19. All fees owed will paid in FULL by me no later than **August 1st** _____

20. My equipment is suitable to plug into a **STANDARD GFCI (standard house plug)** _____

21. I agree that all equipment used will NOT be damaged nor faulty (No frayed electrical cords) _____

22. VA concession (Food Vendor) **IF NOT PAYING HEALTH PERMIT FEE:** I have included the appropriate required documentation _____

23. I understand and agree to move my vehicle no later than 60 minutes prior to opening _____

24. I agree to be respectful of all other vendors _____

25. If any suspected theft, fighting or any inappropriate behavior arises I understand **that I MUST REPORT ANY AND ALL INCIDENTS TO THE VENDOR CHAIRS AND/OR SECURITY IMMEDIATLEY (NO EXCEPTION!!)** _____

26. **HOLD HARMLESS:** Booth operators/owners/employees and workers should indemnify, defend and hold harmless the City of Norco and the Norco Fair Committee and any and all sponsors, their officers, employees, agents, volunteers from any and all loss, damage or injury to any person or property taking part in the event _____

Note: Initials required; by initialing each line above, vendor acknowledges they have read, understand, and agree to comply with every requirement listed. Incomplete forms (missing initials) will not be accepted and may delay approval.

***** Due to limited space and increased demand vendor acceptance and designated spots are NOT guaranteed year to year. All Vendors applications will be reviewed based on completed submission, category needs, product/menu variety and event layout*****

Signature (Booth Owner/Manager): _____ Date: _____

Booth Work Sheet:

RETAIL:				
Booth Size:	12x12	12x24	12x36	Total:
Price:	\$460.00	\$560.00	\$660.00	\$
Standard Electrical Standard (ONE) 110	No Charge	No Charge	No Charge	0
Anything over the Standard 110 (house plug) - Specify AMP ** Extra Charge **	30 AMP=\$100.00 50 AMP=\$150.00	30 AMP=\$100.00 50 AMP=\$150.00	30 AMP=\$100.00 50 AMP=\$150.00	\$
***** NOTE: ALL Equipment	MUST BE SUITABLE TO	PLUG INTO A GFCI		
Fire Inspection ** Required **	\$25.00	\$25.00	\$25.00	\$25.00
Liability Insurance (If you do not carry your own policy)	\$200.00	\$200.00	\$200.00	\$
			Grand Total:	\$

Directions: Please circle your booth size and total

If you require more Electrical than the Standard 110 (house plug) Circle the AMP Needed and Total
 *** Please note that there are limited spots available for additional AMP Use and if accepted we will do our best to accommodate your needs, If accepted based on location you maybe asked to use your personal Silent Generator. ***

If having to purchase Liability Insurance from the Norco Fair Committee, Please Circle and Total.
 Please Total your Worksheet in the box provided for a Grand Total (This is your total owed for the Event)

If after review of your application the Chairs need to make corrections – You will be notified of the Total change and responsible for payment due.

By signing this page you agree to All Pricing and/or changes to Pricing based on Chair Review and Vendor Discussion upon Acceptance of the Event.

Signature(Booth Owner/Manager): _____ Date: _____



The undersigned hereby acknowledges that the Norco Fair Committee will be allowing Vendors to Purchase bags of Ice the Weekend of the fair – 09/04/2026 through 09/07/2026.

These bags of ICE are for Purchase Only.

(Weight of Bags and Price will be confirmed closer to Event Dates)

By signing this acknowledgement, you agree to the above notice of the Event Time Span of Sell and the amount of Sell for each bag of Ice. Also agreeing to be charged daily for the total purchase of the Ice acquired each day of the Norco Fair 09/04/2026 through 09/07/2026 – CASH for Ice Daily upon Delivery - No Exceptions.

Printed Name/Date *** Please also add Name of your Vendor Booth ***

Signature

(Vendor Copy)
FESTIVAL VENDOR FIRE REQUIREMENTS

The following are common Fire Code requirements pertaining to vendors:

1. A current State Fire Marshal tagged Class K Fire Extinguisher shall be provided at cooking operations where grease laden vapors are generated (deep frying).
2. Each booth and/or vendor is responsible to provide a 2-A, 10-B:C-rated portable extinguisher, with a current State Fire Marshal tag affixed to extinguisher.
3. Generators and other similar equipment shall be isolated from contact with the public and shall be separated by a minimum of 20 feet from any tent, canopy or membrane structure. Based on generator size and manufacture's specifications, grounding rods may be required.
4. Flammable and combustible liquids (gasoline) shall be stored outside in an approved container not less than 50 feet from tents, canopies, or membrane structures.
5. Any tents or canopies used shall be in conjunction with Chapter 31 of the 2022 California Fire Code.
6. Tents over 400 square feet and canopies over 700 square feet and any tent or canopy shall be flame retardant treated. A State Fire Marshal tag shall be affixed to fabric and a copy of the flame certificate shall be presented to the Office of the Fire Marshal for approval. Small tents/canopies (i.e. 10ft x10ft) shall bear the State Fire Marshal seal/CPAI-84 certified).
7. Tents and inflatable jumpers shall be properly secured to the ground to prevent weather related uplift or collapse.
8. Combustible decorations or effects used within tents, canopies or membrane structures shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.
9. Gas, liquid and solid fuel burning equipment shall be vented to the outside air by means of a flue or vent approved for use with the type of equipment used and in such a manner that no portion of the tent, canopy or membrane structure is within 12 inches of the flue or vent. Vents for solid-fuel-burning shall be equipped with spark arrestor having openings no larger than 1/4-inch wire mesh, unless otherwise approved by the fire code official.
10. Deep fry cooking or other cooking generating grease laden vapors, or flying embers shall be conducted outside of the tent(s) and shall be conducted a minimum of 20 feet away from tents. **A Class K Fire Extinguisher is required for any deep fry cooking operations or other cooking generating grease laden vapors.**
11. LP-Gas shall be located a minimum of 10 feet from any tent or structure.
12. Any extension cords used shall be commercial type and be in good working condition. No damaged cords or multi-head cords will be allowed.
13. No smoking signs shall be posted conspicuously.

Fire Prevention will conduct a field inspection of the site on the day of the event. Failure to comply with the above conditions may result in closure of the stand.

If there are any questions concerning these fire requirements, please contact the Office of the Fire Marshal at 951-737-8097.

(City Copy)
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I HAVE CAREFULLY READ AND UNDERSTAND THE FIRE REQUIREMENTS DETAILED ABOVE FOR THE EVENT. I AM AWARE THAT IF MY ORGANIZATION DOES NOT COMPLY WITH THESE EVENT FIRE REQUIREMENTS, MY ORGANIZATION WILL NOT BE PERMITTED TO PARTICIPATE IN THE EVENT AND IS SUBJECT TO CLOSURE OF STAND DURING EVENT HOURS.

Dated _____

Signature _____

Title _____

Printed Name _____

Day Telephone _____

Organization _____

Evening Telephone _____

Address _____