



2022 FINAL INSTRUCTIONS

May 13, 14, 15 2022
The Fresno Fairgrounds

Welcome!

Thanks for joining us to celebrate the First Annual National Garlic Festival! This is going to be an incredible event filled with Food, Drinks, exhibits, music, carnival rides, and more! We appreciate the roll everyone will play in making the event a success!

This Exhibitor Instruction Pamphlet provides important

FINAL INSTRUCTIONS and answers to some frequently asked questions. In addition, phone numbers, maps and accommodation information are included for your convenience.

Should you have questions or concerns at any time during the show, please come to the Festival Office which is located in the Gem and Mineral Building just south of the racetrack/grandstand and directly across from the “Cask and Clove” wine garden. There will always be a staff member there ready to assist you.

PHONE NUMBERS

National Garlic Festival Office.....	559-236-5591
Fresno Fairgrounds Administration Office.....	559-650-3247
Expo Decorator Coordinator.....	559.495.3300 Ext: 118

Important Phone Numbers

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Event Dates and Times

The Fresno Fairgrounds

1121 S Chance Ave.
Fresno, Ca

Vendor/Exhibitor Setup Schedule

Wednesday 5/11 | 9AM - 4PM
Thursday 5/12 | 9AM - 4PM

Mid Festival Deliveries

Friday 5/13 | 7AM - 10AM
Saturday 5/14 | 7AM - 10AM
Sunday 5/15 | 7AM - 10AM

Outdoor Food Vendor Hours

Friday 5/13 | 11AM - 11PM
Saturday 5/14 | 11AM - 11PM
Sunday 5/15 | 11AM - 9PM

Indoor Exhibitor Hours

Friday 5/13 | 11AM - 9PM
Saturday 5/14 | 11AM - 9PM
Sunday 5/15 | 11AM - 9PM

Event Clean Up Hours

Sunday 5/15 | 9PM - 11PM
Monday 5/16 | 10AM - 12PM

Check-In Instructions

All Festival participants must Check-In with the festival management prior to setup of your booth space!

The Festival Office is located in the Gem and Mineral Building just south of the racetrack grandstand and directly across from the “Cask and Clove” wine garden. **You must check-in before you set-up.** To resolve any no-show issues, All exhibitors must check-in at a show office or call or TEXT (408) 315-5968 prior to 4 p.m. Thursday, May 12, 2022. If you have not checked in, or if we have not received notice by phone that you are on your way, we will do what is necessary to fill the empty space. To confirm, a company that has not checked in with a show office by 4:00 p.m. Thursday, May 12, 2022, may be cancelled and will forfeit any payment.

All paperwork must be submitted BEFORE you arrive for check-in. To better serve all our customers, and to keep the lines down to a minimum at the National Garlic Festival offices, the following must be taken care of prior to check-In:

- _____ **2022 National Garlic Festival Contract signed and returned**
- _____ **Completed Health Application (If Applicable)**
- _____ **Account paid in full**
- _____ **Health Permit (if required)**
- _____ **Parking Information**

Exhibitor Credentials & Badges

During check-in you will receive **Exhibitor Badges** and directions to your booth. Your exhibitor badge gives you access to the fairgrounds and **free parking in the parking lot at the corner of Maple Ave & Butler Ave. (The Chance Ave. and Butler parking lots are for attendees only).** Badges are not for friends, family members or employees who are not working at the show. There is a 5 badge limit for each company.

What's Being Provided?

Outdoor Tent Vendors:

The organizers may provide a tent to select vendors that they determine need one. If the organizers determine that you qualify for a tent to be provided to you, they will reach out to you directly to notify you.

If the organizers have not reached out to you separately, you will need to provide your own tent, tables, chairs, etc... If you have any specific questions about whether or not a tent will be provided for you, please contact Lisa Banks at (408) 315-5968

If you are bringing your own tent, it is extremely important that you read and comply with the Fire Retardant Tents & Materials section of this document below. If your tent does not comply, the Fire Marshall will not allow you to set up.

Indoor Exhibitors

A typical indoor exhibitor booth space is 10x10 and consists of an 8ft drape back wall and a 3ft drape wall on each side to provide separation from other booths.

Each 10x10 booth will also include an 8ft skirted table and two chairs.

10x10 corner booths will include an additional 6ft skirted table with the ability to sell from two sides of the booth.

10x20 Spaces will include (2) 8ft tables and (4) chairs

Vehicle Access on Fairgrounds

All vendors will be permitted to bring their vehicles onto the fairgrounds to the purpose of setup, restocking, and take down only. **Vendors must enter the fairgrounds at Gate 7 on Butler Ave.** Vendor vehicles will not be permitted to stay on the fairgrounds past 10:00 AM unless otherwise exempted by festival staff. A separate permit will be required to leave your vehicles on the property and will be strictly enforced.

Vendor Parking

Vendors will receive free parking in the lot at the corner of Maple and Butler. Vendors will be required to show their vendor credentials to gain access to this lot. The vendor credentials will not be shared between any two people.

Participant Power Hookups (No Generators)

Food Vendors & Concessionaires:

Due to limitations put in place by the state Fire Marshall, **generators will not be allowed** at the Festival. The Fairgrounds will be providing you with a shore power hookup based upon the amount of power you requested in your application. **It is the vendors responsibility to bring NO LESS THAN 100 FT of appropriately rated power cables. Power cables and extension cords can not be connected one after If you requested 50 amps, you will need to bring a power cable and connector that is rated for 50 amps. The type of plug connector required is a NEMA 14-50 or a NEMA 14-60.**

Indoor and Outdoor Exhibitors (Non Food):

Indoor exhibitors that need power at their booth space will need to contact the Event Decorator "Expo Decor" to have them pull it to your booth. Please fill out the attached application and return it directly to Expo Decor ASAP. If you have questions regarding power at indoor booth spaces, please contact Amanda Bunch at (559) 709-6261

If you would like power in your booth/space, you will need to order it directly from Expo Decor using the form found in the Exhibitor Packet. The exhibitor packet is available to download as a separate form on the Vendor Portal.

Unauthorized use of electrical services causes serious overload problems. An Expo Electrician will perform an audit on the show site. If the power usage exceeds the amount ordered, you will be charged accordingly. Any electrical not requested but is used on show-site will be charged substantially more for unauthorized use.

Water and Sewer Hookups

Food Vendors who need water and sewer hookups are required to bring NO LESS THAN 50FT of appropriate water and sewer tubing/hoses. If you have specific questions regarding the water and sewer hookups please contact tchilders@fresnofair.com

Internet Connectivity

There is a public WiFi connection available in the commerce building. Please keep in mind this IS NOT a secure connection and should NOT be used to process customer payments.

Instead, please use the “BFFGuest” network. Unfortunately, The Fairground requires participants pay a fee to connect to this secure network. You will be prompted to pay a connection fee of \$5.99 for 8 hours or \$8.99 for 24 hours. This will need to be completed each day. Outdoor food vendors are encouraged to have a cellular based backup such as a mobile hotspot or cell phone with tethering capability.

Covid-19 Guidelines

All participants are encouraged to follow appropriate precautions to prevent the spread of communicable disease.

Supplies

Food Vendors:

Food vendors are required to bring enough ingredients with them each day to ensure they do not sell out. Vendors must manage their supply levels carefully throughout the festival; if a vendor finds that they are running low on supplies or ingredients they are encouraged to have someone available to run to get more. A vendor that is closed or out of food prior to the close of the Festival on any given day is unacceptable and may result in a fine.

Exhibitors:

Remember to bring all necessary supplies with you. Items such as ladders, hand trucks, hammers, brooms, pencils, etc., will not be provided by the National Garlic Festival.

Cash Registers (No Cash Boxes Allowed)

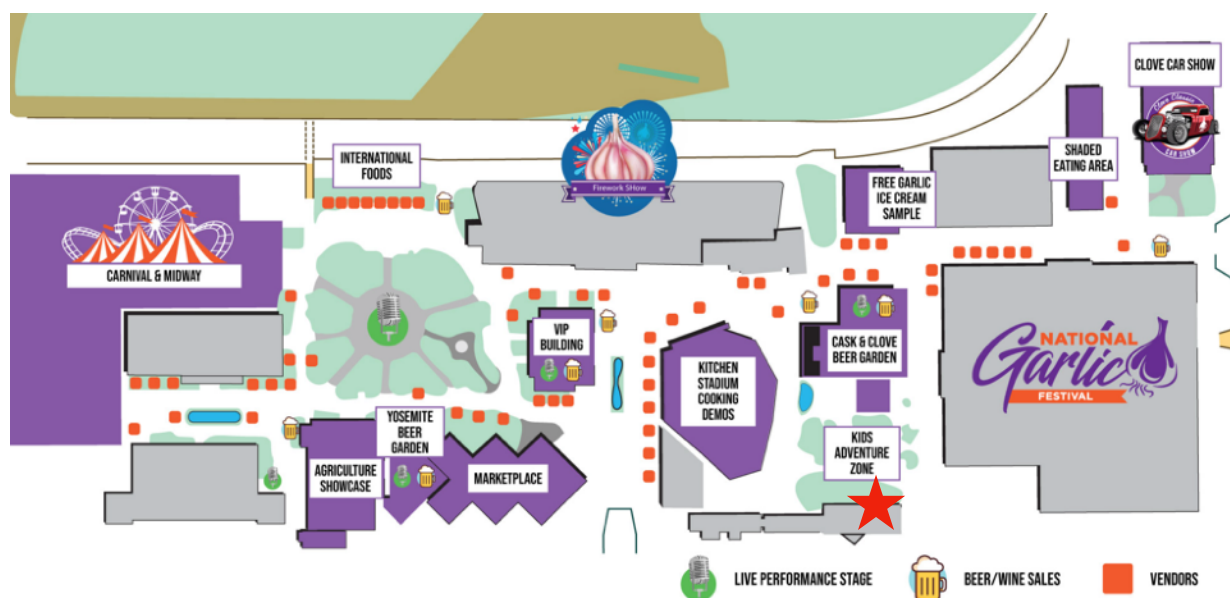
All food trucks and concession vendors are required to use a cash register or point of sale system with a cash management feature. Systems such as clover or square are acceptable as long as your end of day reports also show cash information. The use of a standard cash box is prohibited. This is a standard practice for all events at the Fresno Fairground and is required by their staff.

Sales Reports

Each food truck and concession vendor must provide a detailed sales report at the end of EVERY day.

Physical Sales Reports:

If a traditional cash register is used, a “Z Tape” must be generated. Please place all physical reports in a sealed envelope and place them in the drop box located on the outside of the The Fresno Fairgrounds Office (Not the Garlic Festival Office). The location of the correct dropbox is marked with a red star on the map below.



Digital Sales Reports:

If you are using a square, clover, or similar digital POS system, please submit your sales reports EVERY NIGHT by emailing them to Taylor Childers at tchilders@fresnofair.com. Please make sure to include the name of your company in the subject line of the email.

Standard Booth Specifications

Booth surrounds are cloth drapes, which include an 8' high backdrop and 3' high side panels. Exhibits or displays within the booth area will be limited to an 8'x 10' back with side panels not to exceed 8' in height for one-half of the panel distance, measured from the rear drape (8'x5'); the remaining side panel height will not exceed 3' (3'x5').

ANY EXCEPTION TO THE ABOVE MUST BE PRE-APPROVED BY SHOW MANAGEMENT. CERTAIN TYPES OF BOOTHS ARE NOT SUBJECT TO THE ABOVE SPECIFICATIONS AND WILL BE SO NOTED.

Outside booths and booth inside the Outdoor Pavilion will not have side drapes and/or back drapes.

OUTSIDE BOOTHS DO NOT FALL UNDER THESE GUIDELINES.

A professional, finished appearance is required in all areas of the exhibit/display visible to attendees.

Unfinished and/or exposed portions of the exhibit /display must be draped. Two-sided banners may not be used.

ANY EXCEPTION TO THE ABOVE MUST BE PRE-APPROVED BY FESTIVAL MANAGEMENT

Booth Maintenance

It is expected that you will keep your immediate area and surrounding area neat and clean. Trash should be placed in garbage cans or next to, for pick-up at the close of show each evening. Please separate trash – put all cardboard containers next to trash bins – maintenance will collect for recycling. Other items, which must be recycled include: glass bottles, plastic beverage containers and aluminum cans. Please use the recycling receptacles provided for public use throughout the grounds and buildings.

Use of polystyrene (Styrofoam) is prohibited for all vendors and concessionaires. Janitorial services will be provided each morning prior to the opening of the show. For security reasons, janitors are not permitted to enter the booths. However, if you have an especially difficult cleaning situation, contact the Show Office for assistance.

Sales Tax

The sales tax rate for Fresno County is 8.350% (as of 1/1/22). California's State Board of Equalization requires a valid resale number for all exhibitors who are a retail sales oriented company.

Alcohol Beverages & Smoking

The consumption of alcoholic beverages is permitted on the fairgrounds, however, you MAY NOT bring any type of alcoholic beverage on to the Fresno Fairgrounds. All merchants, staff and business associates will avoid excessive drinking or public drunkenness during the Festival hours, and will maintain a professional demeanor while at the event.

Smoking is not permitted in any of the buildings or annexes at the Fresno Fairgrounds. We request that you smoke outside in well-ventilated areas.

Anyone found disregarding the above will be removed from the fairgrounds and denied further participation in the show.

Pepsi Products

The Fresno Fairgrounds has an exclusive contract to distribute Pepsi products. All soft drinks and bottled water sold at the Festival must be Pepsi brand. Vendors are not required to purchase the products directly from Pepsi. If you would like to purchase directly from Pepsi, their pricing list is included below. A full list of Pepsi products can be found at: <https://pepsicopartners.com/pepsico/en/USD/BEVERAGES/c/beverages>

2022 Fresno Fair Fountain Pricing



Pepsi & assorted flavors	\$18.34 per/gallon
Dr Pepper flavors	\$18.34 per/gallon
Tropicana (3gal.)	\$19.24 per/gallon

2022 Fresno Fair Bottle & Can Pricing

20 oz. soft drinks	\$29.04	24 count
20 oz. Aquafina	\$12.86	24 count
1-ltr. Aquafina	\$15.98	15 count
12 oz. Soft-drinks	\$12.71	24 count
16 oz. Rockstar	\$39.38	24 count
16 oz. Bang Energy	\$22.06	12 count
18.5 oz Lipton Pure Leaf	\$21.65	12 count

State of California Office of the Fire Marshall

NEW Fire Marshall Guidelines for the National Garlic Festival, are explained in Tri-Fold Brochure linked below. Click on the link for a detailed explanation of rules and regulations, which will now be enforced at all Fairs and Special Events. <http://shorturl.at/pxW59>

We have also listed the regulations that are **most crucial** and what pertains to the National Garlic Festival, see below.

For questions or concerns on fire safety, see the State Fire Marshall website: www.fire.ca.gov or call 916-445-8550. Please note the changes being enforced for 2022 by the Ca State Fire Marshal for ALL events:

*All indoor and outdoor booths with a canopy/tent/awning must have a permanent label with certification that it is flame resistance.

No heaters, no open flame, no gas combustibles and no lighter fluid allowed under a canopy/tent/awning under any circumstances.

A 2A10BC rated portable fire extinguisher is required when a canopy/tent/awning is in use.

*All fabric or pliable canopy covers; side/back drops and decorative material must be:

a). inherently fire resistant and labeled as such;

or

b). or treated by a SFM licensed applicator. If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (empty can and dated sales receipt may serve as proof).

c). Exit openings in your booth shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

*No open flame inside exhibit halls.

***Cooking with oil or open flame located outside:**

-cannot be under canopy/tent/awning if being demonstrated, and must have a 2A10BC rated portable fire extinguisher.

-can be under canopy/tent/awning if NOT being demonstrated and must have a 2A10BC rated portable fire extinguisher.

*No propane heaters. Electrical space heaters are allowed indoors only but must have a 3' clearance around them.

*Electrical extension cords shall be of the heavy-duty three wire (grounded) hard-usage type.

*Vehicles inside buildings: Battery terminals disconnected. Fuel tank shall be no more than 1/4 filled. Locked or taped gas cap.

*Daisy Chaining or plugging of extensions cords/power strips together to increase the length of your cord or outlets will not be permitted. Prepare accordingly and purchase a cord with ample length for your needs.

Questions? Please feel free to give us a call at 408-315-5968

Fire Extinguishers (REQUIRED)

All outdoor food vendors and concessionaires must have a 2A10BC rated portable fire extinguisher present in their booth.

Any vendors cooking or frying with oil are required to have a class K fire extinguisher present.

Fire Retardant Tents & Materials

*All fabric or pliable canopy covers; side/back drops and decorative material must be:

a). **inherently fire resistant and labeled as such**

or

b). **or treated by a SFM licensed applicator.** If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (empty can and dated sales receipt may serve as proof).

HOTEL RECOMMENDATIONS

Wyndham Garden Fresno Airport

5090 East Clinton Way Fresno, Ca 93727

Phone: 559-494-4992

GREAT PRICE, FOR A GREAT HOTEL - Currently going for \$94 and there is a Starbucks down the street! We also recommend Fresno Convention Center Double Tree by Hilton Hotel - Currently going for \$149...offers take out cafe as of 1/1/22

Booth Tear Down

Due to several safety and liability issues involved, we do not allow merchants to tear down & carry out product/displays prior to the advertised 9pm closing time on the Sunday of the The National Garlic Festival.

For safety reasons, the exact time of Sunday's tear down will be determined by the number of attendees still present after the close of the Festival

Every effort will be made by Festival management to encourage show goers to leave the fairgrounds in a timely manner, however, tear down will not begin until approved by Security.

Booth Tear Down Schedule

Sunday, May 16th 9:15 p.m. - 11 p.m. Monday, May 17th 8 a.m.- 12 noon*

NOTHING WILL BE PERMITTED TO LEAVE THE EXHIBIT BUILDING PRIOR TO 9:00 P.M. ON SUNDAY, MAY 15

***ALL EXHIBITS MUST BE DISMANTLED AND REMOVED BY 12 NOON ON MONDAY,**

MAY 16. After 12 noon on the 16th, exhibits are subject to removal and storage by the Fresno Fairgrounds. If this should occur, the exhibitor will be charged labor and storage fees at prevailing rates. The National Garlic Festival will not contact companies regarding displays left at the fairgrounds.

Directions to the Fairgrounds

From the South:

*Take 99 North to Highway 180 East. Take the Cedar Avenue Exit and proceed South on Cedar. Turn left on Kings Canyon and head East. The Fairgrounds will be ahead on your right hand side.

*Take Highway 41 North to Highway 180 East. Take the Cedar Avenue Exit and proceed South on Cedar. Turn left on Kings Canyon and head East. The Fairgrounds will be ahead on your right hand side.

From the North:

*Take Highway 99 South to Highway 180 East. Take the Cedar Avenue Exit and proceed South on Cedar. Turn left on Kings Canyon and head East. The Fairgrounds will be ahead on your right hand side.

*Take Highway 41 South to highway 180 East. Take the Cedar Avenue Exit and proceed South on Cedar. Turn left on Kings Canyon and head East. The Fairgrounds will be ahead on your right hand side.

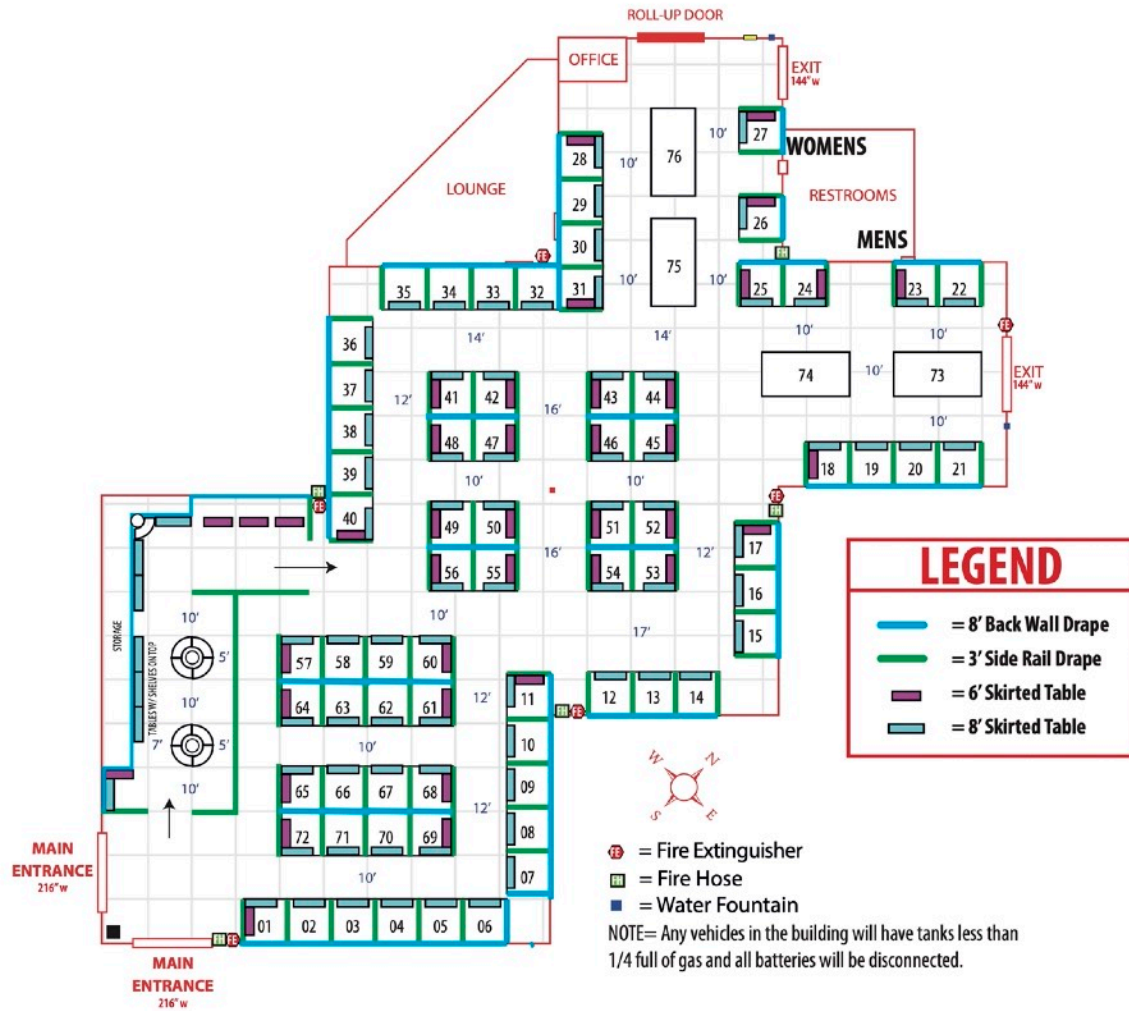
From the West:

Take Ventura and head East. As you cross Cedar, Ventura becomes Kings Canyon. The Fairgrounds will be on your right hand side.

From the East:

Take Kings Canyon and head West. After passing Maple, the Fairgrounds will be on your left hand side.

Commerce Building Layout



Event Map

