

# NON-FEE ACTIVITY INFORMATION PACKET

40th Annual Brea Country Fair –Thursday, July 4, 2019

City Hall Park - 401 S. Brea Boulevard, Brea, CA 92821

*Sponsored by:*

*Country Fair Steering Committee, Civic Organizations,  
Community Services Groups and the City of Brea*

We cordially invite you and/or your organization to participate in the 40th Annual Country Fair held Thursday, July 4, 2019 at City Hall Park, 401 S. Brea Boulevard.

The fee schedule for participation is as follows:

	<u>Fee:</u>	<u>Measurements:</u>
Food Booth	\$50 each booth	8' x 8'
Game Booth	\$25 each booth/ space	8' x 8'
Non-Fee Activity (demonstrations/exhibits)	No Charge	Table only
Market Place (maximum 2 spaces)	\$100 each space	10' x 10'
	**\$125 if submitted after 05/01/19	

Only Brea-based, non-profit organizations and service clubs may reserve space in the following areas: Food booths, game booths, fee activities and non-fee activities. Spaces and booths are limited and sold on a first come/first serve basis. Your registration is not confirmed until your fee is paid. The time schedule is:

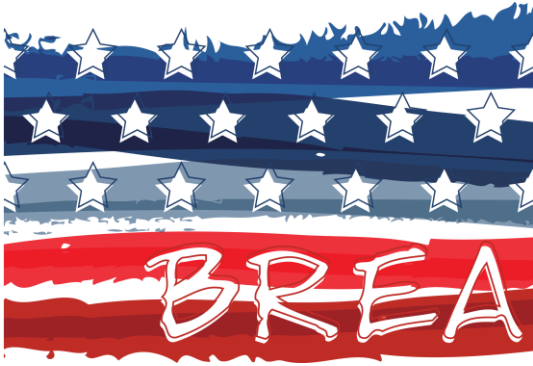
7 - 10:30 a.m.	Kiwanis Pancake Breakfast
8 - 9 a.m.	Brea Ministerial Association Service
9 a.m. - 3 p.m.	Food/Game Booths, Market Place, Stage Entertainment/Activities/Contests
3 p.m.	Fair Closing

**Deadline to return your application is June 3, 2019.** You may use the enclosed envelope or mail completed application to: *Community Services Department, Attention Country Fair Steering Committee, 1 Civic Center Circle, Brea, CA 92821.*

It is important that you read the attached General Policy Statement carefully. If you have any questions please call:

Kristin Steyerma (714) 990-7771 or email [kristins@cityofbrea.net](mailto:kristins@cityofbrea.net)

Thank you for your interest in Brea's Country Fair. We look forward to a successful Fair!



# BREA COUNTRY FAIR

## NON-FEE ACTIVITY REGISTRATION FORM

### Thursday, July 4th, 2019

(Please Print)

Name of Organization or Individual(s):		
Name of Organization's Contact (person in charge of non-fee activity):		
Address:		
Phone: Day	Evening:	Cell:
Email:		
<b>NOTE: TABLE DIMENSIONS ARE 8' X 3' (29" to the floor)</b>		
Description of Non-Fee Activity:		
We will provide one 8' table and electrical outlet if needed. <b><u>You must bring your own chairs.</u></b>		
Please complete the following:		
Purpose of Outlet:	No. of Amps:	
List any additional needs:		

**PLEASE NOTE:**

- Non-Fee activities must turn in an application. **All applications must be received by JUNE 3, 2019**
- You may use the enclosed envelope or mail to: Community Services Department, Attention: Country Fair Steering Committee, 1 Civic Center Circle, Brea, CA 92821
- All tables must be decorated
- For information call Kristin Steyerman (714) 990-7771

I have read and understand that we must comply with the Country Fair General Policy Statement.	
Signature of Responsible Person: _____	Date: _____

**APPLICATION DEADLINE JUNE 3, 2019**



## 40<sup>th</sup> Annual Brea Country Fair

Thursday, July 4, 2019

City Hall Park - 401 S. Brea Boulevard, Brea, CA 92821

### ***GENERAL POLICY STATEMENT FOR BOOTHS***

Please take a minute to read the following...it is important information you need to know about the Country Fair!

1. Country Fair activities begin at 7 a.m. at City Hall Park, 401 S. Brea Boulevard with the Pancake Breakfast. Serving will continue through 10:30 a.m.
2. Only Brea-based, non-profit organizations and service clubs may reserve space in the following areas: food booths, game booths, fee activities, and non-fee activities.
3. All applications are registered on a first come/first serve basis.
4. All booths must have adult supervision during operation at all times. Experience has shown that adult participation is mandatory for a profitable operation.
5. While working in a Country Fair Food, Game, Fee or Non-Fee booth no participant shall display or hand out any campaign or controversial pamphlets, fliers, posters, give aways or wear any buttons or t-shirts or other campaign items.
6. The Country Fair Steering Committee reserves the right to close any booth or space that is not being conducted in compliance with the rules or is improperly managed.
7. Neither the City of Brea nor the Country Fair Steering Committee will assume responsibility for any damage, theft, or loss of items.
8. **All entry fees are non-refundable after June 3, 2019. Checks should be made payable to *The City of Brea* and mailed to Community Services Department, Attention Country Fair Steering Committee, 1 Civic Center Circle, Brea, CA 92821.**
9. Participants are responsible for paying their own sales tax.
10. All booths and Market Place vendors must be set-up and operational no later than 9 a.m. and are required to remain open until 3p.m. This is very important.....NO EXCEPTIONS!! **If you do close early, your name will be taken off the mailing list!**

11. Measurements:      Booths:      Four-sided - 8' X 8'  
                                 Counter:      Wooden - 8' X 1'  
                                 Tables:      Metal - 8' X 3' and 29' to the ground
12. IN KEEPING WITH THE FESTIVE ATMOSPHERE, ALL FOOD AND GAME BOOTHS MUST BE DECORATED. Entry to the **Best Decorated Booth Contest** is optional. **There are three winners of \$50 cash prizes each.** Booths are judged on the following: a) Theme, b) Color Presentation c) Originality (must be new decorations different than the year before). Booths are to be decorated only by members of the sponsoring organizations. Booths that combine or share decorations are eligible for one \$50 shared prize. Winners will get a chance to advertise their booths at the Gazebo during the awards presentation.
13. You must be in total control of the operation of your booth and are responsible for your own starting change, money aprons, storage of money, and all booth decorations/signs.
14. For your convenience a tarp is provided to cover the top and back of your booth. You will need to put the tarp on your booth. If you want more shade, you need to bring additional tarps. **YOU ALSO NEED TO PROVIDE YOUR OWN CHAIRS.**
15. For extra shade you are allowed to bring one 10x10 foot canopy for shade in front of your booth.
16. You are responsible for any damage that occurs to your booth. Nothing is to be stapled or nailed to the booths. Only wire, string, or masking tape is to be used - NO DUCT TAPE IS ALLOWED.
17. Each year your organization must re-apply for the items to be sold from your food or game booth. Booth applicants are not necessarily granted requests to sell food items that they have sold in the past. This policy is intended to allow all groups an equal opportunity to earn profit.
18. To avoid conflict with other participants, food booths may sell only items previously approved by the Steering Committee. Game booths may not sell or provide food or drink items. All food booths must operate in accordance with the Orange County Health Care Agency regulations and will be responsible for filling out appropriate paperwork.
19. EACH FOOD BOOTH USING A HEATING ELEMENT MUST PROVIDE AT LEAST ONE FIRE EXTINGUISHER (CLASSIFICATION TYPE: 2A10BC). Each booth must also provide heating insulation between the element and table, such as plywood covered with heavy-duty aluminum foil. Your group is responsible for repairs or replacement of any damaged City of Brea property (tables, chairs, booths).
20. In the event that your food booth is being sponsored by a commercial entity, you are allowed one 8½" X 11" sign that displays your sponsor's name.
21. Individual use of portable P.A. systems is prohibited.
22. The space between food and game booths may not be used. However, you may rent more than one booth at the time of registration.
23. You are responsible to repair or replace any City of Brea property (tables, chairs, booths, etc.) damaged by you or your group.
24. **WARNING:** If you are uncooperative and do not follow the Country Fair Policy Statement and rules, you will not be invited back to participate again.