



# MERCHANTS, ARTISANS, VENDORS, & NON-PROFITS APPLICATION

## Calling All Vendors & Creators!

Join us for the 2026 El Concilio California Cinco de Mayo Festival!

A 3-Day Event. Friday, Saturday & Sunday, May 1 – 3, 2026

The El Concilio California is now accepting vendor applications for the Central Valley's largest Cinco de Mayo event, happening **May 1, 2026 - May 3, 2026** from 12 noon to 10 pm daily (times subject to change for the late-night concerts).

**Any returning 2025 Mercantile or Food Vendor will receive a 20% discount on their booth space (Not applicable to Informational and Nonprofits).**

**Vendor applications are by invitation only.**

We have limited the number of available spaces, and are limiting the number of sellers of similar products, as well as limiting the maximum number of spaces for any vendor to three spaces.

Whether you're a local artisan, food vendor, or a community organization, this is your chance to showcase your unique products, tantalizing food, and creative displays to thousands of festival attendees.

Apply now to be part of the fun and excitement that has made El Concilio California's Cinco de Mayo Multicultural Festival the official start of summer in San Joaquin County for over 25 years!

**Register by March 31, 2026 for the three-day 2026 event to secure your place in this annual family event.**

Celebrating the region's diversity and cultures, the event attracts families throughout the Central Valley! Our celebration is a multicultural event, where you can provide products, services, and information to San Joaquin's diverse communities. You will get a 10' x 10' space. You bring your own canopy, tables and chairs.



## INFORMATION FOR VENDORS AND EXHIBITORS

Get ready for the El Concilio California Cinco de Mayo Multicultural Festival, May 1 – 3, 2026!

Application Deadline: March 31, 2026

**Vendors are required to maintain their space for the duration of the event and be present all 3 days.**

- **Apply Early!** Submitting an application does not guarantee acceptance, but it's your first step toward being a part of the fair magic!
- **One Booth, One Application:** Each stand requires its own separate application. No booth sharing or subletting is allowed.
- **Menu & Product Approval:** We love variety, but to keep things fresh and fun, duplicate food or product booths will be limited. Be sure to include a complete list of items you plan to sell or display—any additions must be approved by Festival management.
- **Non-Profit Organizations:** If you're a 501(c)(3), don't forget to attach your IRS documentation to qualify for special non-profit pricing.

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### Applications

Applications will be accepted until a category is full, or space is available. A limited number of vendors are selected in each category. This policy gives all of our vendors an opportunity to have a profitable festival. There is also a limited number of spaces for non-profits. So, please get your application in as soon as possible.

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### Fees & Amenities

**Payment:** Payment is due in full within 10-days of your notification of your application has been accepted to be a vendor at the Festival.

**RV Spaces:** Need a place to stay? RV spots are limited and available on a first-come, first-serve basis. Be sure to indicate your need for an RV space on your application to secure your spot.

**Electrical Access:** Some spaces come with electrical access, but if you need additional outlets or amps, please reserve them in advance. Availability on check-in day is not guaranteed without prior reservation.

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### Important Requirements for Vendors

**Environmental Health Department (EHD) Form (FOOD VENDORS ONLY):** To keep things safe and delicious, food vendors must submit their EHD paperwork at least 30 days before check-in day. Without this, you may not participate. This form can be found on page 12 of this application.

**Fire Safety Compliance (ALL VENDORS):** Safety first! All vendors must post and comply with the Fire Marshal guidelines provided in this application. Failure to comply may result in fines or forfeiture of participation. A copy of completed Fire Safety Compliance form must be provided to the Festival and another copy posted at your booth/space. This form can be found on pages 13 and 14 of this application.



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## Insurance

Each vendor is responsible for obtaining and keeping in force until completion of the event, including set up and tear down, a Commercial General Liability Insurance contract with liability limits equal to or greater than \$1,000,000 each occurrence. See full details in the INSURANCE REQUIREMENTS document below. If you do not have a policy in force, we may be able to provide you with resources to obtain one.

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## Space & Booth Fees

All fees are non-refundable; the Festival is a rain or shine event.

Returning 2025 Mercantile or Food Vendors receive a 20% discount on Space and Booth Fees only (not applicable to Educational/Non-Profit Exhibitors).

Except for food vendor trucks, space fees are per 10'x10' frontage space for all 3 days. If you need or require more space, you will need to reserve two or three adjoining spaces.

**Vendor: Food Vendor (Truck)** - \$1000 (up to 20'); \$1500 (over 20')

Food vendors prepare and sell ready-to-eat food and beverages on site.

**Vendor: Food Vendor (Tent)** - \$800 (2-adjoining spaces \$1200; 3 spaces \$1500)

Food vendors prepare and sell ready-to-eat food and beverages on site.

**Vendor: Pre-Packaged Food/Drinks ONLY (Tent)** - \$600 (2-adjoining spaces \$900; 3 spaces \$1200)

Prepackaged food only - NO cooking or food preparation on site, and Food vendors prepare and sell ready-to-eat food and beverages on site.

**Vendor: Commercial Vendor** - \$700 (2-adjoining spaces \$1,000; 3 spaces \$1300)

Commercial Vendors are any businesses providing goods or services whose normal business involves the sale, rental, lease or provision of those goods or services.

**Vendor: Small Business Vendor** - \$500 (2-adjoining spaces \$800; 3 spaces \$1000)

Small Business Vendors are classified as businesses with 6 or less total employees in their company. Most small business vendors buy and resell goods or generate leads for future services.

**Vendor: Arts & Crafts or Home-Based Direct Sellers** - \$350 (2-adjoining spaces \$500; 3 spaces \$700)

Arts & Craft Vendors are classified as businesses that sell all items that are 100% hand crafted. Home Based Direct Selling Vendors are considered vendors who work from home as a sales person for companies like Scentsy, Avon, Tupperware, etc.

**Informational ONLY: Educational/Non-Profit Exhibitor** - \$350 (2-adjoining spaces \$500; 3 spaces \$700)

Educational and non-profit vendors are providing information and are not sellers of any products or making contacts for the purpose of a future sale. Non-profits need to provide their 501c3 determination letter to be approved for a Non-Profit Exhibitor space.

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## Optional Add-On Electrical Outlet Fees (see application section for rates)

**50 Amp 240 Volt** - \$100.00 (Make sure you enter the correct quantity of outlets requested.)

**30 Amp 120 Volt** - \$100.00 (Make sure you enter the correct quantity of outlets requested.)

**15 Amp 110 Volt** - \$50.00 (Make sure you enter the correct quantity of outlets requested. 110v is a Standard Household Outlet.)



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### Additional Fees

Additional items selected below will be included on your contract and invoiced accordingly.

- RVs and Stock Trucks are charged by the day please indicate # of RVs and # of Days in your application;
- Health inspection is for Food Vendors only;
- Additional Electrical is first-come first-serve;
- Each booth comes with 4 daily parking passes. Additional parking must be purchased, please indicate # needed in your application.

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### Additional Add-Ons and Requests

Additional items will be added to your Invoice.

- RV Space (\$25/day)
- Additional Electrical (see application section for options and rates)
- Food Vendor Health Inspection Fee (\$50)
- Additional Parking Passes (\$7/day)

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### Payment

A non-refundable payment for the total vendor space fees is due upon receipt of acceptance notification to hold your space, otherwise another vendor selling similar items may apply and pay, ultimately taking the space that was on temporary hold for you if we do not get a response within 10 days of acceptance. Acceptance notifications will be sent by email. Final payment is due March 31, 2026.

Festival accepts MasterCard and Visa charge card payments, ACH payments, cashier's checks, money orders, and cash. Due to excessive returned checks we will only accept these forms of payment from non-governmental agencies and businesses.

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### Questions on the application

#### Business information

- Business name
- Legal business name
- Contact name
- Address
- Email
- Phone
- Website (Optional)
- Logo (Optional)

#### Additional information

- Are you requesting and INDOOR or OUTDOOR space?
- Do you request several locations? If so, please explain
- Please list items for sale or services provided
- C.F.S.A. Insurance Number (if applicable)
- Electrical Request
- SPECIAL REQUESTS
- By signing your name, you agree to our terms and conditions.

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### Questions

Most of your questions and information is outlined on the applications and required forms. Please be sure to go thoroughly through all forms, requirements, and frequently asked questions for additional information.



**MERCHANTS, ARTISANS, VENDORS, & NON-PROFITS APPLICATION**

Please **type** application responses. If you choose to write-in your responses, please print clearly and legibly. We will not process applications that cannot be read.

**Business Information**

Business Name: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Booth Type (Please check ONLY one)**

If you would like to be in multiple locations, each booth needs its own application. All fees are non-refundable; the Festival is a rain or shine event. Except for food vendor trucks, space fees are per 10'x10' frontage space for all 3 days. If you need more space, you may to reserve two or more adjoining spaces.

- Food Vendor (Truck up to 20')** - \$1000;       **Food Vendor (Truck over 20')** \$1500  
Food vendors prepare and sell ready-to-eat food and beverages on site.
- Food Vendor (Tent)** - \$800     **(2-Adjoining Spaces \$1200)**       **(3-Adjoining Spaces \$1500)**  
Food vendors prepare and sell ready-to-eat food and beverages on site.
- Pre-Packaged Food/Drinks Only** - \$600     **(2-Adjoining Spaces \$900)**     **(3-Adjoining Spaces \$1200)**  
Prepackaged food only - NO cooking or food preparation on site, and Drinks ONLY vendors prepare and sell ready-to-eat food and beverages on site
- Commercial Vendor** - \$700     **(2-Adjoining Spaces \$1000)**       **(3-Adjoining Spaces \$1300)**  
Commercial Vendors are any businesses providing goods or services whose normal business involves the sale, rental, lease or provision of those goods or services.
- Small Business Vendor** - \$500     **(2-Adjoining Spaces \$800)**     **(3-Adjoining Spaces \$1000)**  
Small Business Vendors are classified as businesses with 6 or less total employees in their company. Most small business vendors buy and resell goods or generate leads for future services.
- Arts & Crafts or Home-Based Seller** - \$350     **(2-Adjoining Spaces \$500)**     **(3-Adjoining Spaces \$700)**  
A&C Vendors are classified as businesses that sell all items that are 100% hand crafted. Home Based Direct Selling Vendors are vendors who work from home as a sales person for companies like Scentsy, Avon, etc.
- Educational/Non-Profit Vendor** - \$350     **(2-Adjoining Spaces \$500)**     **(3-Adjoining Spaces \$700)**  
Educational vendors are providing information and are not sellers of any products or making contacts for the purpose of a future sale. Non-profits need to provide their 501c3 determination letter to be approved.



**Additional Application Information**

Are you a previous El Concilio California Cinco de Mayo Festival Vendor?

- Yes       No

Are you a previous San Joaquin County Fairgrounds Vendor?

- Yes       No

Are you requesting several locations? If so, please explain.

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Please list items for sale or services provided.

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C.F.S.A. Insurance Number (if applicable) \_\_\_\_\_

**FOOD VENDORS** must list out electrical need. Not guaranteed. First come, first serve.

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**Electrical Request.** Maximum of 5 plugs allowed. This will be charged at a later date by the event organizer. Non-refundable. Make sure you enter the correct quantity of outlets requested.

- I have my own quiet **GAS-POWERED** generator that can supply all my electrical needs.
- 50 Amp 240 volts - 1 Outlet (\$100)
- 50 Amp 240 volts - 2 Outlets (\$200)
- 30 Amp 120 volts - 1 Outlet (\$100)
- 30 Amp 120 volts - 2 Outlets (\$200)
- 15 Amp 110v (standard household plug) - 1 Outlet (\$50)
- 15 Amp 110v (standard household plug) - 2 Outlets (\$100)
- 15 Amp 110v (standard household plug) - 3 Outlets (\$150)
- 15 Amp 110v (standard household plug) - 4 Outlets (\$200)
- I do NOT require Electrical Services

**Food Vendors ONLY**

Do you wish to participate in the Cinco 2026 pre-paid meal program that we introduced in 2025?

- Yes       No



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**PAYMENT INFORMATION**

By signing your name, you agree to our terms and conditions outlined in this document.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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**Types of Accepted Payment ONLY one)**

Festival accepts MasterCard and Visa charge card payments, ACH payments, cashier's checks, money orders, and cash. Cash payments may only be made by appointment at El Concilio California, 445 N San Joaquin Street, Stockton CA 95202-2026. Due to excessive returned checks we will only accept these forms of payment from non-governmental agencies and businesses.

We will not process any payment until we receive consent from vendor during the 10-day acceptance period for payment

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**Estimated Costs (To be confirmed at time of acceptance notice)**

Booth Space Cost Total: \_\_\_\_\_

Electrical Request Cost Total: \_\_\_\_\_

Food Vendor Inspection Fee: \_\_\_\_\_ (Food Vendors ONLY)

RV Space (\$25/day): \_\_\_\_\_

Additional Parking Passes (\$7/day): \_\_\_\_\_

**TOTAL ESTIMATED COST:** \_\_\_\_\_

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**Payment Authorization**

I agree to the Terms and Conditions of El Concilio California Cinco de Mayo Multicultural Festival. (Must be checked.)

Name On Card: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

SC# (back of card): \_\_\_\_\_



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## ABOUT THE APPLICATION

Please make sure you have correctly identified your business and selected the correct business category.

- Food vendors prepare and sell ready-to-eat food and beverages on site.
- Prepackaged food only vendors provide NO cooking or food preparation on site.
- Commercial Vendors are any businesses providing goods or services whose normal business involves the sale, rental, lease or provision of those goods or services.
- Small Business Vendors are classified as businesses with 6 or less total employees in their company. Most small business vendors buy and resell goods (not 100% handcrafted like and Arts & Crafts vendor) or generate leads for future services.
- A&C Vendors are classified as businesses that sell all items that are 100% hand crafted. Home Based Direct Selling Vendors are vendors who work from home as a sales person for companies like Scentsy, Avon, etc.
- Educational vendors are providing information and are not sellers of any products or making contacts for the purpose of a future sale. Non-profits need to provide their 501c3 determination letter to be approved.

By submitting this application as an electronic agreement, you are validating you have read all of the information on this page and application, and are approving this agreement electronically.

This application will be reviewed and is not a guarantee of space. All questions must be answered completely before consideration for space can be given.

Please do not send any money after completing this application. This application is neither a commitment by the applicant or an offer by the El Concilio California Cinco de Mayo Festival to rent space. If your application is accepted, we will notify you with the following steps to complete acceptance.

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## Terms & Conditions

### General Information

We will communicate through the email provided for vendor acceptance and other important information. If there is no response, we will call the mobile number provided. Check your emails and messages regularly.

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## Fees & Deposit

1. Fees are calculated by the number of 10' spaces needed to accommodate your full setup. For example a 30'x10' setup requires 3 spaces.
2. The total vendor space fee is due upon receipt of acceptance notification to hold your space. If we do not get a response and payment from you within 10 days of acceptance, we will release your space to another vendor selling similar items.
3. Due to excessive returned checks, we will only accept credit card (plus cc processing fee) or ACH payments (plus ACH fees). We will not process any payments until we get consent from vendor during the 10-day acceptance period for payment.
4. Balances not paid by March 31, 2026 will forfeit all vendor space(s) and monies paid.
5. Credit Card charge backs will exclude you from any future events.
6. Vendors are not fully confirmed until all permits, payments and documents are received by Vendor Coordinator. A vendor may not set up at the Event until all criteria is met.



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### Setup/Closing

1. The grounds and buildings will be available for set up starting WEDNESDAY, APRIL 29, 2026 from 12:00 pm to 6:00 pm. Vendors must check-in prior to 5:00 P.M. on Thursday. There will be security on the grounds Thursday night through Monday morning; the buildings will be secured at 10:00 pm. Set up will also be available Friday, May 2, 2026 from 7:00 am. to 12 pm. Vendors must be in place and set-up prior to 12 pm on Friday.
2. ALL vendors will be required to have their own tent(s), table(s), chairs(s) and any other items for setup of their space.
3. WITHOUT EXCEPTION, Vendor and Concession booths must remain in place until closing time of festival, 10:00 pm Sunday, May 3, 2026.

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### Use Of Booth

1. NO SUB-LEASING IS ALLOWED. An assigned space is to be used by original lessee only.
2. Items to be sold will be confined to items approved on application. We are trying to control duplication of items.
3. Amplified sound systems must not be so loud as to distract from other booths.
4. NO Beer, Wine and/or Alcoholic Beverage sales are allowed.

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### Conduct Of Booth Personnel

1. All displays, booth personnel and soliciting activities will be confined to their assigned space. No moving down aisles or leaning out into aisles to seek patronage.
2. Booths must be staffed at all times during Festival open hours.
3. Vendor credentials will be issued by the Vendor Coordinator.
4. Insurance Certificates, State Fire Marshal Document, Seller's Permit, and any other required documents must be on record with vendor coordinator prior to your booth opening.

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### Vendor Hours of Operation

12:00 pm - 10:00 P.M. FRIDAY, SATURDAY, and SUNDAY.

#### **Hours of Operation times subject to change for the late-night concerts.**

Sunday night we REQUIRE that you stay in place until 10:30 pm so we can control traffic and safely allow guests to exit. VENDORS CAN NOT ENTER THE GROUNDS WITH VEHICLES OR MOVE THEIR VEHICLES THAT ARE PARKED ON THE GROUNDS UNTIL WE GET CLEARANCE FROM SECURITY.

THE GROUND RULES POLICY IS ALL VEHICLES MUST BE OFF THE GROUNDS BY 11:30 am DAILY, NO EXCEPTIONS.

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### Refunds, Cancellations, & Enforcement

Cancellations must be given in writing before MARCH 28, 2026, and we will issue a 50% refund by check within thirty days of notice. There are no refunds or credits given after MARCH 28, 2026. There will be no refunds for rain or other act, either man-made or natural.

Decisions made by El Concilio California, Inc., and the Cinco de Festival are final.



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## 2026 Vendor Insurance Requirements

### El Concilio California Cinco de Mayo Multicultural Festival

**EMAIL OR MAIL THIS FORM TO YOUR INSURANCE CARRIER**

**PROOF OF INSURANCE IS DUE IN THE FESTIVAL OFFICE BY APRIL 7, 2026**

Dear Insurance Carrier:

Below is information you need to add the additionally insured to the required forms.

**Name of Event: El Concilio California Cinco de Mayo Multicultural Festival**

**Location:** 1658 S. Airport Way, Stockton, CA 95206

**Event Dates:** May 1 - 3, 2026

**Set-up:** April 29 – May 1, 2026

**Tear-down:** May 3 – 4, 2026

**Certificate of Insurance** showing current General & Product Liability coverage  
**\$1,000,000 each event.**

**Certificate Holder:**

San Joaquin County Fairgrounds  
1658 S. Airport Way  
Stockton, CA 95206

**Additional Insured:**

El Concilio California Cinco de Mayo Multicultural Festival, El Concilio California Inc., That the State of California, the California Fair Services Authority, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/ Sublessor if fair site is leased/subleased, Citrus Fruit Fair, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, volunteers and employees are made additional insured, but only insofar as the operations under this contract are concerned.

Mail or Email documents to:

El Concilio California Cinco de Mayo Multicultural Festival  
ATTN: Vendor Insurance  
445 N San Joaquin Street  
Stockton CA 95202-2026  
Email: mapo@elconcilio.org

**INSURANCE DEADLINE - April 7, 2026:** We are required by law to show the Fairgrounds and the County that all vendors have insurance for the event.



## 2026 Vendor Insurance

For those who do not have General Liability Insurance Coverage for the El Concilio California Cinco de Mayo Multicultural Festival, Event Insurance may be purchased from WORLD EVENTS INSURANCE, THE EVENT HELPER, and ACT (ARTISTS, CRAFTERS & TRADESMEN) INSURANCE, or any other event liability insurance provider. Links are provided below as a courtesy.

Insurance Program	Who's insured?	Base Price(s) Start At	Enrollment Link
Artists, Crafters, and Tradesmen Insurance	Insures artisans, crafters, handmade good, info booths, or exhibitors	1-3 Days= \$49 7 Days = \$99 90 Days= \$149 Annual= \$279	<a href="https://app.actinsurance.com/policy/buy/ai/NjYyNw==">https://app.actinsurance.com/policy/buy/ai/NjYyNw==</a>
Food Liability Insurance Program	Insurers caterers, food trucks, bartenders, and other food related businesses	Annual= \$299 Monthly- \$25.92	<a href="https://app.flipprogram.com/policy/buy/ai/NjYzMA==">https://app.flipprogram.com/policy/buy/ai/NjYzMA==</a>
Beauty and Bodywork Insurance	Insures massage therapists, cosmetologist, esthetics, hair stylists, face painters, henna, nail techs, hair stylists and more!	Annual= \$96	<a href="https://app.insurebodywork.com/policy/buy/ai/NjYyOA==">https://app.insurebodywork.com/policy/buy/ai/NjYyOA==</a>
Insurance Canopy	Insures bands, DJs, musicians, dancers, performers, fitness instructors, yoga instructors and more!	1-3 Days \$59 Annual Policies \$120 - \$199	<a href="https://app.insurancecanopy.com/policy/buy/ai/NjYyOO==">https://app.insurancecanopy.com/policy/buy/ai/NjYyOO==</a>
The Event Helper.com	Insures artisans, crafters, handmade good, info booths, exhibitors, caterers, food trucks, bartenders, and other food related businesses.	Costs Vary	<a href="https://www.theeventhelper.com">https://www.theeventhelper.com</a>
World Events Insurance	Insures artisans, crafters, handmade good, info booths, exhibitors, caterers, food trucks, bartenders, and other food related businesses.	Costs Vary	<a href="https://www.worldeventsinsurance.com">https://www.worldeventsinsurance.com</a>

These links are provided as a courtesy to our vendors. As with the purchasing of any insurance, or product, there are many options and providers offering varying coverages and services. The materials and information contained herein are intended to provide general information (not advice) in meeting the festival's insurance coverage requirements. You should not act upon this information for any specific fact pattern or situation without consulting with competent and experienced counsel. This page is meant to be informational only and consistent with our obligation to help inform our vendors.

**THIS FORM MUST BE COMPLETED AND POSTED IN EACH BOOTH, BARN, EXHIBIT HALLS PRIOR TO EVENT**

**BOOTH CONSTRUCTION/LOCATION:**

- Minimum of 20 feet from any permanent structure.
- All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.
- Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height.

**ELECTRICAL:**

- Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type.
- Electrical equipment and installation shall be inspected and approved by a qualified person.

**LIVESTOCK/BARN AREAS:**

- No space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances.
- No storage of flammable or combustible liquids or machines.
- Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.
- The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
- No parking of any vehicles in any barn or livestock areas.

**RV PARKING:**

- The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
- A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
- All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.

**FOOD SERVICES AREAS:**

- No use or storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents.
- All cylinders must be secured to prevent tipping or falling over.
- Cooking booths must be separated from non-cooking booths by 10 feet.
- All Automatic Fire Extinguishing Systems (Hood System) have been serviced within the last six months.
- Fire Extinguishers:**
- Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
- Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
- All portable fire extinguishers have been serviced by a SFM licensed company annually with a service tag attached.

- The fire extinguisher must be mounted or secured so that it will not fall over.
- All fire extinguishers must be visible and accessible.
- Deep Fat Fry/flambé Cooking:**
- Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed.
- Wood Barbecue Cooking:**
- No wood barbecue cooking inside of booths.
- Only wood barbecue cooking shall be performed in areas away from public access.
- No fuel wood shall be stored inside of booths.
- Metal containers shall be provided for hot coal and ashes.
- Charcoal Barbecue Cooking:**
- No charcoal barbecue cooking inside of booths or tents.
- Only commercially sold charcoal fuel may be used.
- Charcoal cooking shall be performed only in areas away from public access
- Charcoal cooking shall be located a minimum of 15 feet from any booth
- Charcoal cooking is at least 20 feet from any permanent structure.

**EXHIBIT HALLS**

- No open flame.
- Exiting**
- Illuminated exit sign.
- No blocking or obstruction of exit.
- Doors shall not be locked or chained.
- Aisle width shall be maintained according to approved site plan.
- Fire equipment**
- No blocking of fire hydrants.
- No blocking of fire extinguishers.
- No blocking of standpipe and fire hose cabinets.
- No blocking of fire sprinkler systems.
- No blocking of manual fire alarm pull stations.
- No blocking of fire alarm audible/visual devices such as horns or strobes.
- No blocking of first aide equipment.
- Vehicle Static Display**
- Battery terminals disconnected.
- Fuel tank shall be no more than 1/4 filled.
- Locked or taped gas cap.
- Decorative Materials**
- Shall be inherently flame resistive or treated.

**I have reviewed and verified this check list that all applicable items listed above are in compliance.**

Signature \_\_\_\_\_

**Host Vendor Exhibitor**

Title (circle one) \_\_\_\_\_

Date \_\_\_\_\_

State of California

**OFFICE OF THE  
STATE FIRE  
MARSHAL**



**FIRE & LIFE SAFETY  
DIVISION**

**Special Events and/or  
DAA Fairs**

**Sacramento Headquarters**  
2251 Harvard, Suite 130, Sacramento, CA  
95814  
(916) 568-2957

**Monrovia Regional Office**  
602 E. Huntington Drive, Suite A  
Monrovia, CA 91016  
(626) 305-1908  
(626) 305-5173 Fax

Web Site: <http://osfm.fire.ca.gov>

## GENERAL:

Fire and life safety requirements shall be applicable to any exhibit space, booth, trailer or tent within the fairgrounds. This list is not meant to cover all possible situations and the Promoter or Fair is responsible for adhering to all applicable regulations.

1. Plans identifying the configuration of exhibit spaces shall be submitted to the SFM for review and approval 30 working days prior to the event. Plans shall indicate the location and size of all exit doors and aisles, and shall show exhibits both inside and outside of any building. Where seating is provided, the plan shall indicate the number of rows and seats between aisles. Final approval is subject to field inspections.
2. SFM may enter any portion of any exhibit space/booth at any time for the purpose of inspecting the premises for fire and life safety.
3. No display or exhibit shall be installed or operated that will interfere or block in any way with access to any exit or with the visibility of any exit sign. No display shall block access to fire-fighting equipment, such as fire extinguisher stations, fire alarm pull stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment.
4. The location of all hydrants, fire extinguishers, water barrels, etc. shall be clearly marked in all areas.
5. The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:
  - a. Fuel tank shall be no more than 1/4 filled and the gas cap shall be taped in place to deter removal.
  - b. The battery or batteries shall be disconnected and the battery terminals taped with electrical tape.
  - c. Vehicles shall be inspected by SFM.
6. No open flame is allowed in any Fair Building.
7. Bark dust or like material shall be kept moist at all times.
8. All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.
9. "NO SMOKING" signs shall be posted. Outside Smoking areas shall be provided with appropriate non-combustible containers for ashes.
10. A housekeeping program shall be maintained and adequate non-combustible trash receptacles shall be provided in all areas and all trash will be removed on a regular basis.

## BOOTH CONSTRUCTION/LOCATION:

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the SFM.
2. All fabric or pliable canopy covers, side/back drops and decorative material must be:
  - a. Inherently fire resistive and labeled as such; or
  - b. 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*)
3. Exit openings shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

## FIRE SAFETY TIPS:

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking.

4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1.

## ELECTRICAL:

1. Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type. No two-wire extension wiring shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length. This shall be temporary use.
2. Electrical equipment and installation shall be inspected and approved by a qualified person or concern acceptable to the SFM.

## LIVESTOCK/BARN AREAS:

1. Heat production appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances which may be used for cooking purposes, shall not be permitted in the barn or livestock areas. Electrical devices in good repair and properly maintained and used in direct connection with the care of animals may be exempt from the above.
2. Smoking shall not be permitted within the barn, stable, or livestock areas, or in exhibits using sawdust, hay or like materials on the floor.
3. The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock areas.
4. Fire hoses, fire extinguishers or other fire equipment shall not be blocked or used in case of an emergency. These devices shall not be obstructed at any time.
5. The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
6. No vehicles shall be parked in any barn or livestock areas.

## RV PARKING: Fire and life safety requirements shall apply to the use or parking of recreational vehicles on undeveloped sites on the fairgrounds.

1. Plans identifying the configuration of the site shall be submitted to SFM for review and approval at least 30 days prior to site development.
2. The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
3. A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
4. All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.
5. Painted lines, fences, posts, ropes, etc. shall be used to designate roadways from vehicle parking areas.

## FOOD SERVICES AREAS: Fire and life safety requirements shall be applicable for all food services areas, including temporary concession stands inside or outside of buildings and food concession trailers.

1. The use, storage and handling of any flammable or combustible liquid shall be subject to approval by SFM. Location of use and storage of any flammable or combustible liquid shall be noted on the plans prior to approval (see General Item #1)
2. The use and storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents is subject to approval by SFM. Location of use and storage of any portable container of LPG shall be noted on the plans prior to approval (see General Item #1). All cylinders must be secured to prevent tipping or falling over.

3. Commercial cooking may be allowed only in approved locations with approved equipment. SFM Approval is required prior to use.
4. Cooking booths must be separated from non-cooking booths by 10 feet.

5. A California licensed company shall service all Automatic Fire Extinguishing Systems (Hood System) every six months. The company performing the service shall either be licensed by the SFM and possess an Automatic Systems License, or possess a C-16 license issued by the California State Contractor's Licensing Board.

## Fire Extinguishers:

1. Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
2. Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
3. All portable fire extinguishers must be serviced by a SFM licensed company annually, with a service tag attached.

Deep fat or flambé type cooking operations may require additional and/or larger units, as per the SFM. Fire extinguishers shall conform to the following:

- a. The fire extinguisher must be mounted or secured so that it will not fall over.
- b. It must be visible and accessible and away from cooking area.

**Deep Fat Fry/flambé Cooking:** Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top of the enclosure shall be OPEN or, when required by the Health Department, shall be provided with METAL SCREENING with a minimum height of 7 feet.

## **Wood Barbecue Cooking:**

1. Wood barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be as approved by the SFM.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the SFM. Dumping coals in trash containers is prohibited!

## **Charcoal Barbecue Cooking:**

1. Charcoal barbecue cooking is prohibited inside of booths or tents.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 15 feet from any booth with a minimum of 20 feet from any permanent structure.

# SAVE THE DATE

**EL CONCILIO**  
C A L I F O R N I A

**CINCO**  
de  
**MAYO**

**MULTICULTURAL**  
FESTIVAL WEEKEND

**FRIDAY, SATURDAY & SUNDAY**  
**MAY 1, 2 & 3, 2026**  
**FREE ADMISSION**

AT THE  
**SAN JOAQUIN COUNTY**  
**FAIRGROUNDS**  
1658 S. AIRPORT WAY  
Stockton, California 95206