



Community & Economic
Development
c/ o Castle Airport
2222 " M " Street
Merced CA, 95340

Dear Vendor,

Thank you for your interest in becoming a vendor at our annual Castle AirFest & Family Fun Day on Saturday, October 17, 2026. Below is a checklist of the required items that are needed to be considered as a vendor. Please complete and provide all documents to castleairfestvendors@countyofmerced.com no later than October 1st, 2026. Failure to do so may result in the loss of your booth space, making it available to a new vendor on our waiting list.

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Commercial/Concession Vendor Application

Complete and return the Castle AirFest and Family Fun Day Commercial/Concession Vendor Application along with the documents mentioned below. Please make sure to include all items together to avoid any delays in processing your vendor application.

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Release and Waiver Of Liability Form

Return the Release and Waiver of Liability Form completed and signed. This form can be found on the last page of the vendor application.

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Merced County Business License:

The County of Merced requires all persons conducting business on County property to have a current and valid **Merced County** business license. Please provide a copy of your most current **Merced County** business license. If you do not have a Merced County Business License, you may obtain a temporary one (valid for 30 days) by filling out a Merced County Business License Application at <https://permits.countyofmerced.com/Permitting-Licensing-Divisions/Business-Licenses/Temporary-Business-License> and applying with the Merced County Business License Department. Temporary business licenses are \$24.00. For more information contact the Business License Department at 209-385-7686 x4410 or visit their website at: <https://www.countyofmerced.com/1206/County-Business-License>

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Community Food Event Facility Application:

If your business or booth is selling or providing any type of food or drink item, a valid food permit from Merced County Environmental Health is required. Please provide a copy of your valid food permit along with all the other required documentation. If you do not currently have a food permit, and would like to apply for one, please contact the Environmental Health Department at 209-381-1100 to obtain a temporary food vendor permit for this event, or visit their website at <https://www.countyofmerced.com/1636/Applications-Forms-Permits> (Additional fees may apply for this permit).

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General Liability Insurance:

General Liability Insurance is required and shall be no less than \$1,000,000 per incident, \$2,000,000 aggregate. A Certificate of insurance and endorsements must be provided prior to the event. If you currently do not have insurance for your vendor business, you may contact www.kandkinsurance.com for a temporary or short-term policy quote. Please provide a copy of your liability insurance with additional insured to read as:

The County of Merced, its officials, officers, employees, agents and volunteers,
2222 M Street
Merced, CA 95340

Please email all these documents together to CastleAirFestVendors@countyofmerced.com. If you have questions, please reach out to us at 209-385-7686 or email us at CastleAirFestVendors@countyofmerced.com.

Thank you for your interest.

CASTLE AIRFEST AND FAMILY FUN DAY COMMERCIAL / CONCESSION VENDOR APPLICATION

Thank you for applying for a Commercial /Concession Vendor space. The date for the 2026 Castle AirFest and Family Fun Day is **Saturday, October 17, 2026**. If you would like to participate, please complete and return the application below to the following email and/or office:

Castle AirFest and Family Fun Day
2222 M Street, 2nd Floor
Merced, CA 95340
Phone: (209)385-7686 x.4183

CastleAirFestVendors@countyofmerced.com

APPLICATION INSTRUCTIONS:

- Please note that **this application will be reviewed and is not a guarantee of space.**
- All application questions must be answered completely before consideration for space can be given.
- **Please do not send money with this application.**
- This application is neither a commitment by the applicant, nor an offer by the Castle AirFest and Family Fun Day organizers to rent space.
- If your application is accepted, we will provide a Vendor Agreement, along with required insurance and space fees.
- Please attach photos of prior exhibits and/or set-up specs.

PLEASE FILL OUT COMPLETELY:

Business Name: _____

Contact Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: (____)_____

Email: _____

County Business License/Permit Number: _____

Please list products/services to be offered:

Desired Outdoor Space requirements: Please specify size (i.e., 10'x 10'_____/20'x 10'_____, etc.)

If you have a trailer, indicate size and whether you conduct business from the front or side and tongue location and length. Is tongue removable?

CLEAR

PRINT

EMAIL

2026 COMMERCIAL/CONCESSION VENDOR SPACE RATES

- 1) Food/Drinks Concessions Surcharge: \$75.00
- 2) Arts & Crafts, other: \$50.00
- 3) Commercial and Food Vendor Space Fees: \$50.00 10' x 10' space
 \$100.00 20' x 10' space
 \$150.00 30' x 10' space

All spaces to be assigned by AirFest staff.

***ADDITIONAL FEES THAT MAY APPLY**

- * Temporary Event Health Permit through County for Food Vendors: Low Risk \$41.00 / High Risk \$120.00
- * Temporary 30-Day County Business License: \$24.00

GENERAL INFORMATION

1. CHECK-IN/SET-UP: The AirFest will be available for set-up beginning Saturday, October 17, 2026, from 6:00 A.M. to 9:00 A.M., or by prior arrangement. Vendors must check-in prior to 8:30 A.M. on Saturday. Vendors must be in place and set-up prior to 9:00 A.M. on Saturday.
NO SET-UP WILL BE PERMITTED AFTER 9:00 A.M.
2. All Outdoor Commercial/Concession Stands must be set back from walkways.
3. Before set-up, confirm with the AirFest Staff for the exact location reserved.
4. All sides of booths visible to the public must be in a professional condition as to paint, covering, condition, etc.
5. **VENDORS SHALL NOT SHIP ANY ITEMS TO OUR FACILITY.**
6. CLOSING TIME: **Without exception**, Vendor and Concession booths must remain in place until closing time of AirFest, 3:00 P.M. Saturday, October 17, 2026.
7. Certificate of Insurance (COI) REQUIRED.
 - * Proof must be provided prior to the event.
 - * Minimum of One Million Dollars (\$1,000,000) per occurrence; Two Million Dollars (\$2,000,000) aggregate.
 - * The policy is required to name the County of Merced, its officials, officers, employees, agents, and volunteers as additional insured. Coverage level may increase dependent upon the product or services to be offered.
8. Insurance Is required. If you currently do not have insurance for your vendor business, you may contact www.kandkinsurance.com for a temporary or short-term policy quote.

Use of Booth

1. **NO SUB-LEASING IS ALLOWED**. An assigned space is to be used by named applicant/vendor.
2. Items to be sold will be confined to items on contract. We are trying to control duplication of items.
3. Define your giveaway policy. If you give away something and ask for donations, you are selling, and therefore must have a Vendor Agreement. Any free drawing must be approved in advance by AirFest staff. If there is a drawing to be done during the AirFest, the time of the drawing must be posted conspicuously, and the name of the winner(s)* must be posted. All drawings must be done PRIOR to the closing of the AirFest.

4. Food booths must close at AirFest designated closing time. No “after hours” sales are permitted.
5. Video projections are subject to prior approval of the AirFest staff.
6. No balloons are allowed and any lightweight items that can easily fly away must be contained or weighted down. AirFest staff must know before AirFest what is to be handed out as giveaways or informational items.
7. Amplified sound systems must not be so loud as to distract from other booths.

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 manned at all times during AirFest open hours.
3. Working credentials will not be issued by AirFest staff. All commercial vendors are expected to adhere to applicable labor standards.
4. Insurance Certificates, County Seller’s Permit, and California State Board of Equalization approval must be on record with the Community and Economic Development of Merced County prior to your booth opening.

Vendor Hours of Operation

1. During the entire event from 9:00 A.M. to 3:00 P.M.
2. Vendors are required to clean up and take down displays following closing time of the event.
3. Vendors and all related vehicles should expect to be off the premises by 7:00 P.M following the event, unless otherwise approved by prior arrangement.

♦ Castle AirFest and Family Fun Day ♦ 2222 M Street, 2nd Floor ♦ Merced, CA 95340 ♦ (209) 385-7686 ♦

Fax (209) 726-1710 ♦ www.flycastleairport.com

RELEASE AND WAIVER OF LIABILITY AGREEMENT

CASTLE AIRFEST & FAMILY FUN DAY (VENDOR)

I, ►_____ (“Participant”), acknowledge that I have voluntarily applied to participate in the Castle Air Fest [“Event”] sponsored by the COUNTY OF MERCED [“Sponsor Organization”] on October 17, 2026 [“Date”] at Castle Commerce Center, 1900 Airdrome Entry, Atwater, CA [“County Premises”].

I AM AWARE OF THE RISKS AND HAZARDS CONNECTED WITH THE EVENT, AND THAT MY PROPERTY COULD BE LOST, DAMAGED, OR STOLEN AS A RESULT OF PARTICIPATING IN THIS EVENT. I AM VOLUNTARILY PARTICIPATING IN THE ACTIVITIES CONNECTED WITH THE EVENT WITH KNOWLEDGE OF THE DANGER INVOLVED TO MY PROPERTY, AND AGREE TO ASSUME ANY AND ALL RISKS OF LOSS, INJURY, OR PROPERTY DAMAGE, WHETHER THOSE RISKS ARE KNOWN OR UNKNOWN, REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES, OR OTHERWISE.

I VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE: ►_____

As consideration for being permitted to participate in the Event and use the County Premises and/or facilities, **I forever release the County of Merced and its officers, employees, volunteers, agents, contractors, and representatives (collectively “Releasees”) from any and all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representatives now have, or may have in the future, for injury, death, or property damage, related to any of the following: (1) my participation in the Event, (2) the negligence or other acts or omissions of Releasees, whether directly connected to the Event or not, and however caused, and/or (3) the condition of the County Premises where the Event activities occur, whether or not I am then participating in the activities.** I also agree that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representatives will not make a claim against, sue, or attach the property of any Releasee in connection with any of the matters covered by the foregoing release.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND THE COUNTY OF MERCED AND SIGN IT OF MY OWN FREE WILL.

PARTICIPANT/RELEASOR

Signature (If under 18 years old, must be signed by Parent or Guardian)

Date

Phone

Printed Name

Address