

## General Information: Colusa Farm Show 2024

1. The Show is open from **9:00am to 4:00pm on FEBRUARY 6<sup>th</sup> & 7<sup>th</sup>**, and **9:00am to 3:00pm, on FEBRUARY 8<sup>th</sup>, 2024.**
2. Exhibitors may pre-ship material to the Fairgrounds: c/o Araceli Plaza Office Manager, 1303 – 10<sup>th</sup> Street, Colusa, CA 95932, throughout the month of January 2024. Exhibitors may begin setting up exhibits on February 3<sup>rd</sup>, 2024. Please put Exhibitor Company Name as registered and space number on shipping cartons.
3. All exhibitors **MUST** come to the Fair Office and check in prior to setting up for proper direction to their space location. All exhibitors **MUST** Sign in on by Tuesday at 8:00am. At that time one Farm Show hat per vendor booth will be handed out.
4. **Tables will NOT be provided this year. Two chairs per booth will be provided upon request.**
  - a. For table rentals contact: Chico stage lighting, attention: Katie Sarten at 530-895-8233 or email [cslighting123@aol.com](mailto:cslighting123@aol.com)
  - b. For canopy rentals, you will need to contact Lodi Tent & Awning at 209-368-5567
  - c. or In Tents Events at 530-343-3422.
5. NO RV'S, TRAILERS/VEHICLES may be dropped off without being issued a permit for space by the office.
6. Forklifts will be available on the grounds, to assist the exhibitors in handling their equipment. In order to coordinate the unloading procedure, **you will find the Forklift Office in our Community Center (green and white metal building) along the backside of the large red building.** Maintenance staff will set up a schedule for the use of the equipment for unloading. Exhibitors who require help in unloading are asked to go to this location for assistance. Service is on a first come, first served basis.
7. **Inside exhibitors** will also receive assistance in the office for locating their booths. **Indoor vendors will be able to begin setting up Saturday, February 3<sup>rd</sup> at 8:00am to 5:00pm, and Monday, February 5<sup>th</sup> at 8:00a.m. to 8:00pm. Booths must be in place NO LATER THAN Monday, February 5<sup>th</sup>, by 8:00pm, and may be occupied anytime thereafter. BUILDINGS WILL BE CLOSED SUNDAY February 4<sup>th</sup>, 2024.**
8. Starting **Sunday, February 4<sup>th</sup> at 6:00 p.m.** and continuing through **Thursday, February 8<sup>th</sup>**. Search and Rescue will be on the grounds providing security **EVENINGS ONLY. (6:00pm to 6:00am)**
9. **Outside Exhibitors** may set up beginning **Thursday, February 1<sup>st</sup>, Friday, February 2<sup>nd</sup>, Saturday February 3<sup>rd</sup>, and Monday, February 5<sup>th</sup> from 7:00am to 5:00pm.**
10. **ALL exhibits MUST be in place on February 5<sup>th</sup> by 8:00 p.m. and remain in place until 3:00 p.m., FEBRUARY 8<sup>th</sup>**
  - a. **Any Exhibitor tearing down or leaving early will result in the forfeit of the \$200.00 refundable deposit for leaving prior to 3:00 p.m. NO EXCEPTIONS!**
11. ***PLEASE NOTE: ONCE THE FARM SHOW BEGINS ON TUESDAY, FEBRUARY 6<sup>th</sup> CATERING TRUCKS, FOOD DELIVERY VANS OR PERSONAL VEHICLES OR ATV'S, RANGERS, MULES OR GATORS WILL NOT BE ALLOWED ON THE GROUNDS. PLEASE DO NOT MOVE BARRICADES. THEY ARE PUT IN PLACE FOR YOUR PROTECTION. ANYONE CAUGHT MOVING A BARRICADE OR DRIVING ON THE GROUNDS WILL BE ASKED TO LEAVE THE EVENT. A REFUND WILL NOT BE ISSUED.***
12. No canopies or tents will be allowed indoors