



Exhibitor Guide 2026

Emergency Contacts

Safety & Security	714-708-1588	(Avail 24/7)
OC Connection Coordinator	714-273-5812	

In the event of an accident or emergency while on property,
call Safety & Security and the OC Connection
coordinator **immediately**.

DO NOT CALL 911

Any circumvention of this procedure hinders our
ability to respond promptly to an emergency.

**THIS BOOKLET MUST REMAIN IN YOUR
RENTAL SPACE AT ALL TIMES
PLEASE DO NOT REMOVE**

THIS EXHIBITOR GUIDE IS SUBJECT TO CHANGE AT ANY TIME



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OC Fair & Event Center
88 Fair Drive
Costa Mesa, CA 92626

OC Connection
occonnection@ocfair.com
Main 714-708-1553
Mobile 714-273-5812

Safety & Security
714-708-1558

Fair Hours & Admission

Monday & Tuesday Closed
Wednesday, Thursday, Sunday 11 a.m. to 11 p.m.
Friday & Saturday 11 a.m. to midnight

**The OC Connection exhibit area must remain open
Friday-Sunday, 11 a.m.-7 p.m.**

Organizations selected to participate will receive four admission tickets and two parking passes per day, with a maximum of 12 admission tickets and 6 parking passes for the rental.

Additional tickets are available for purchase through the OC Fair website.

Presale Admission Pricing (through July 17)

\$13 general admission Wednesday and Thursday
\$15 general admission Friday - Sunday
\$9 seniors 65+ and kids 6-12, daily
Free for kids 5 and younger

Admission Pricing (July 17 - Aug. 16)

\$13 general admission Wednesday and Thursday
\$18 general admission Friday - Sunday
\$10 seniors 65+, daily
\$9 kids 6-12, daily
Free for kids 5 and younger

Parking

Vehicle and motorcycle parking.....\$15
Bus and limo parking.....\$30

Fees & Forms

The following forms must be submitted to the program coordinator:

- Interest application
- Signed rental agreement
- Card information or signed check in the amount of the booth occupation fee (see pricing below)
- Organization mission statement
- Statement of 501(c)(3) verification or government affiliation
- Proof of liability insurance or \$120 for state insurance to be purchased
- Completed Megan's Law form

Checks should be made payable to OC Fair & Event Center c/o OC Connection, Johanna Svensson

OC Connection booth space rental pricing:

Friday–Sunday, Aug. 7-9
11 a.m. – 7 p.m.

\$450

Should an exhibitor fail to submit the required documents and fees, as stated herein, OC Fair & Event Center (OCFEC) reserves the right to cancel the rental agreement without further notice.

Additional Costs

All fees necessary and incurred by OCFEC on behalf of the exhibit shall be billed to the exhibitor.

**PLEASE COPY ALL
FORMS FOR YOUR RECORDS**

Refunds/NSF Checks

Rental fee for rental space is nonrefundable except for the following reasons:

1. If OCFEC deems it necessary to relocate a space and the contractor is not in agreement, the contract will be terminated. A refund of monies paid less any applicable fees will be applied.
2. If OCFEC is notified in advance of a no-show, an attempt will be made to resell the space. If space is resold, a refund will be given. If a suitable replacement is not found, a refund will NOT be given.

NSF – Returned Checks

A \$25 fee will be charged on all checks returned by the bank. Exhibitors will then be required to pay future fees by cash or cashier's check.

Rental Space Rules

Exhibitor is prohibited from:

- Subletting a whole or part of the space allotted for exhibiting anything other than what is specified on the agreement for exhibit space.
- Distributing literature or any advertising materials containing names of individuals, dealers, manufacturers or distributors.
- Allowing another person or company to display or exhibit from the space.
- Selling goods or services.
- Collecting or soliciting donations.
- Wearing inappropriate attire (no short shorts, bare midribs or halter tops).
- Smoking, consuming alcoholic beverages or wearing an alcohol wristband while in the booth.
- Eating in an area of the rental space that is visible to fairgoers.
- Admitting children under 15 in the rental space area (Girl Scouts and Boy Scouts are exempt).
- Giving out any small items that children can put in their mouths. Do not hand out any consumable items at your booth.
- Leaving your rental space unattended.

Any person conducting business with OCFEC, by any name other than that on the original application, may be removed from the Fair immediately and denied privileges at any future fairs.

Outside Exhibit Rental Space

Soliciting, distributing or posting of circulars, tickets, directional or advertising signs or materials of any kind outside the rental space is prohibited.

Rental Space Rules

Voice & Sound Control

The use of sound systems or equipment is a privilege. OCFEC reserves the right to determine when sound constitutes interference and must be adjusted, discontinued or eliminated.

DVDs, computers or slide presentations should be set up at least 1½ feet from the front of the exhibit to allow for better viewing and less congestion of the aisles.

Donation Jars / Raffles / Free Drawings

Donation jars, raffles and free drawings **are not permitted** under any circumstances.

Distributed Materials

All materials displayed or distributed in your rental space must be approved by an OC Connection team member no later than Aug. 6.

Additional items and substitutions must be approved before being displayed or distributed. Religious materials may not be displayed or distributed. Misrepresentation of the organization on the application may result in cancellation of contract.

Contact your coordinator to discuss the submission and approval process.

Violation of the rules and regulations set forth in this handbook may result in:

- First violation – verbal warning
- Second violation – written warning
- Third violation – immediate removal of exhibit without refund

Any two violations may jeopardize invitation to future fairs.

OCFEC reserves the right to terminate agreements at its discretion, immediately and without advance notice to the contractor, upon violation of any applicable rules or regulations. Any changes made to the rental agreement must be made in writing 30 days prior to the start of Fair, and must be approved by OCFEC.

Exhibit Standards

There is an established and defined difference between a fair, swap meet or flea market.

Setups or displays that resemble those found at swap meets are not acceptable.

- OCFEC reserves the right to determine the appropriateness of a display or exhibit.
- **NO handwritten or hand-drawn signs.**
- Rental spaces must be kept clean at all times.
- Storage of supplies or boxes must be out of view.

Liability Insurance

Liability insurance is required before any exhibitor begins setting up a booth



space for OC Fair. Effective dates must include the set-up and tear down dates.

If your group does not have insurance, we will have it available through the California Fairs Security Authority for \$120. Please send the program coordinator a check payable to OC Fair & Event Center.

Special Events Liability Insurance Injuries

All accidents, occurrences or claims must be reported to OCFEC.

Reports must include:

1. Name, address and telephone number of the injured person
2. Name, address and telephone number of any witnesses
3. A description of the accident (how, when and where it happened)
4. A description of the extent of bodily injury or property damage

Once this information is compiled, OCFEC will contact the insurance carrier by telephone and will follow up with a brief written report.

Fire Safety Standards

All fire regulations as set by the state fire marshal, and other governmental enforcement agencies, shall be strictly observed.

The state fire marshal must be notified of any of the following at least 15 days prior to the opening of OC Fair. A fire permit is required for any of the following:

- Use of canvas tents or similar fabric enclosures or overhead cover.
- Demonstration or operation of any heat-producing device or source of ignition, including but not limited to heaters, stoves, barbecues, candles, torches, lanterns, internal combustion engines or open-flame device.
- Display, demonstration or operation of any electrical, chemical or mechanical device.
- Display or use of any motor vehicle within a building, tent or similar fabric enclosure or overhead covering.

Exiting

Exits, aisles, ramps, corridors and passageways shall not be blocked or have their required width obstructed in any manner by vehicles, turnstiles,

exhibits or concessions, chairs, equipment or anything whatsoever, including people.

Decorative Material

All decorative material including, but not limited to, drapes, hangings, curtains and table covers with overhangs shall be made from nonflammable material or rendered and maintained in a flame-retardant condition by means of a solution and process approved by the state fire marshal. Straw bales are not permitted.

Fire Extinguishers

Fire extinguishers are provided in all major structures and must remain unobstructed. In addition, at other locations or where special hazards are created, the contractor as required by the state fire marshal shall provide additional extinguishers.

Flammable Liquids

Flammable liquids and other flammable substances are not allowed within any building or tent. Flaming swords, fire batons, etc., and the use of open flame devices are prohibited.

Recycling & Housekeeping

In an effort to comply with environmental concerns, OCFEC maintains a policy of mandatory recycling. Every building, tent or enclosure, and every exhibit rental space therein, shall be maintained in a neat orderly manner, free from any condition which would add to or contribute to the rapid spread of fire.

- All combustible waste material and rubbish within the building(s) shall be stored in approved containers.
- Waste containers shall be emptied at the close of each day, into approved containers outside of the building(s).
- Waste material and rubbish containers located outside of building(s) shall not block exit passageways and fire department access roads; nor shall they be located where an external fire hazard to any building or structure is created.
- All boxes shall be broken down by the contractor and left outside the building(s) near the trash containers.

Evaluations

To produce an attractive, family-oriented event, **OCFEC evaluates all rental spaces and the manner in which business is conducted at OC Fair**, along with the general appearance of the rental space, personnel, management practices and compliance with the rules and regulations contained within this handbook.



Exhibit Rental Space Criteria/Staffing:

- Organization name prominently displayed as listed on the agreement for exhibit space.
- **Professional signage**, not handwritten or hand drawn.
- All displayed items and handouts were approved by the program coordinator.
- Space kept neat and clean at all times.
- Business and materials confined within the rented area.
- Overall rental space appearance.
- Items set up within assigned space.
- Rental space properly staffed for size (see ticket distribution sheet).
- Good customer service and consideration of neighboring booths.
- Respectful behaviour and conduct towards OCFEC staff and vendors working on property.

Invitation to Return

An invitation to participate in OC Fair is extended on a year-to-year basis. The invitation to return is determined at the discretion of the program coordinator.

Spaces will be offered first to exhibitors in good standing from the previous year who have met all current-year requirements, before allocating space to new applicants.

In the best interest of the Fair, exhibitor spaces may not be the same as the previous year.

Equipment & Set Up

OCFEC will provide:

- One 8-foot table
- Two chairs for each organization. Additional chairs may be provided upon request.

If selected, each organization is expected to provide:

- One 10-by-10 canopy, tent or EZ-up.
- A banner or sign identifying the organization. Handmade signs will not be permitted.
- Staffing for the duration of the program's operating hours, 11 a.m. - 7 p.m.

You may not start setting up until all paperwork and fees are received and approved.

Exhibitor set up will take place Friday– Sunday, Aug. 7–9, 8–10 a.m.

Load in is accessed from Arlington Drive. Enter Gate 5 (subject to change) and follow the signs. The OC Connection area is located on Memorial Way near the Skyhawk lawn.

Exhibitors are expected to provide water for their booth workers and volunteers. Refrigeration will not be available for OC Connection volunteers.

Restocking Rental Spaces

Enter through Gate 5 off Arlington Drive (subject to change) and proceed to your rental space location.

OCFEC will not, under any circumstances, permit an exhibitor to work on or install an exhibit during OC Fair operating hours.

- Please be cooperative when setting up.
- Please do not block roadways in any manner.

Rental Space Decorations

All exhibitors must provide their own materials and supplies (i.e., display cases, signs, etc.) that meet with the applicable rules established by OCFEC, county and state agencies.

Closing Night Procedure

Exhibitors are expected to strike all equipment and have all items removed by 8 p.m. nightly. OC Fair staff members will be available to assist load out.

There may be an opportunity for the OC Fair to store equipment on site. Contact the program coordinator for more information.

THE FAIR IS NOT RESPONSIBLE FOR PROPERTY LOSS OR DAMAGE

If an exhibitor fails to comply, OCFEC may remove exhibit materials to a holding area at the exhibitor's risk or materials may be discarded.

Staff at Gate 4.5 will assist exhibitors in transporting materials to the gate for pick up.

Vehicles

You may drive a car onto the fairgrounds for unloading only. The operator of any vehicle driven on the fairgrounds assumes all risk. All vehicles need to move to a parking lot once unloading is finished, no later than 10 a.m.

Please display the load-in pass on your vehicle's dashboard at all times.

Parking

Parking lots and roadways will be under the exclusive and absolute control of OCFEC.

Streets must be kept open for police, fire, ambulance and other emergency units as well as for OC Fair maintenance.

Rental Space Exhibitor Parking

Parking for OC Fair employees, exhibitors and vendors is available in Lot E at Orange Coast College off of Merrimac Way.

Exhibitors are not permitted to park within the fairgrounds.

Liability Limitations of Parking

OCFEC hereby declares it is not responsible for fire, theft, damage to or loss of vehicles, or articles left therein. Any person visiting the fairgrounds premises who parks in any nondesignated area does so at their own risk and is subject to towing and storage fees.

Skateboards, scooters, roller skates/blades are strictly prohibited.

Internet Service

Internet service is available. Send an email to internet@ocfair.com and CC occonnection@ocfair.com.