



SCOTTISH FEST

May 23-24, 2026

OC Fair & Event Center

88 Fair Drive, Costa Mesa, CA. 92626

MERCHANT VENDOR INFORMATION

The United Scottish Society (USS), a non-profit corporation, welcomes your business or organization to submit an application to participate in its Scottish American Celtic Festival known as SCOTTISH FEST, Memorial Day Weekend, Saturday May 23 and Sunday May 24, 2026 at Orange County Fair & Event Center, 88 Fair Drive, Costa Mesa, CA 92626, Saturday 9am to 6pm and Sunday 9am to 5:30pm.

As in the past, the festival will feature Gathering of the Clans, Highland Dancing, Pipe Band Competitions, Scottish Athletics, Celtic Music, plus a variety of Vendors and Exhibitions.

If you have a product or service and are interested in participating, booth space may be available. Please submit the below application for consideration and approval by the USS and SCOTTISH FEST.

Please take a moment to read through this packet as it has very important information.



VENDOR CHAIRPERSON:

Jen Reoch

310-951-4303 (text responds faster)

jenreoch@gmail.com

**All information in this packet subject to change*

PERMIT & INSURANCE INFORMATION

HEALTH PERMITS

If you need a health permit, you can obtain one via OC FEC. Please contact Annemarie at

Annemarie Green
Cell: 949.610.2328
Office: 714.708.1880 ext 204
Annemarie.Green@oakviewgroup.com

INSURANCE

General Liability: All vendors are required to provide a Certificate of Insurance evidencing Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 per occurrence naming: the United Scottish Societies Inc., and Scottish Fest, (5418 w. 141st St, Hawthorne, CA 90250), its officers, employees, agents and volunteers as additionally insured.

If you need to purchase temporary insurance, you can do so via OC FEC. Please contact Nancy at:

Nancy Guzman

Event Coordinator

Nguzman@ocfair.com

(714) 708-1572 Department

(714) 943-3197 Cell

STATE BOARD OF EQUALIZATION

If you DO NOT have a California Seller's Permit visit www.boe.ca.gov for information and forms or go to <https://www.cdtfa.ca.gov/> directly to apply.

Please make sure to email all permits, BOE and insurance documents to scottishfest@gmail.com

Terms and Conditions

SCOTTISH FEST VENDOR RULES/GUIDELINES

VENDOR HOURS: SATURDAY 9:00 am to 6:00 pm & SUNDAY 9:00 am – 5:30 pm

Booths will be inspected by Festival Officials by 8:00 am on Saturday and Sunday 8:00 am on Sunday. All booths must be open and ready for business by 9:00 am on Saturday and 9:00 am on Sunday, and may not close before 6:00 pm on Saturday and 5:30 pm on Sunday. This will be strictly enforced.

3. EMPLOYEE PASSES—All gate passes will be provided electronically via email

- Each 10' X 10' booth will receive 2 – 2 day passes for use during the event
- Each 20' X 10' booth will receive 3 – 2 day passes for use during the event
- Each 20' X 20' booth will receive 4 – 2 day passes for use during the event
- Each 20' X 40' booth will receive 5 – 2 day passes for use during the event
- Each 20' X 50' booth will receive 6 – 2 day passes for use during the event

ADDITIONAL TICKETS FOR VENDORS MAY BE PURCHASED FOR 50% off Adult Ticket only (LIMIT 5)

Additional employee or staff admission passes must be purchased at our website www.scottishfest.com

SCOTTISH FEST 2026 BOOTH POLICY

USS or SCOTTISH FEST reserves the right to refuse any merchant booth application tendered.

Acceptance is at the sole discretion of the USS and SCOTTISH FEST Committee. The USS or

SCOTTISH FEST reserves the right to disallow any applicant because of non-compliance with any SCOTTISH FEST or OCFEC rule or regulation.

THE FESTIVAL COMMITTEE WILL MAKE EVERY EFFORT TO ACCOMMODATE BOOTH LOCATION AND SIZE REQUESTS. (OUTSIDE, ETC.). HOWEVER, THE FESTIVAL COMMITTEE RESERVES THE RIGHT TO ASSIGN BOOTH LOCATION AND SIZE TO TAKE BEST ADVANTAGE OF AVAILABLE FLOOR SPACE.

SCOTTISH FEST 2026 EMERGENCY USE POLICY

Applicant acknowledges and agrees that the use of the Association's Fairgrounds (Orange County Fair & Event Center) may be required at any time, with limited advance notice, for the purpose of responding to an emergency declared by local, state and/or federal government. Applicant further agrees by signing and/or submitting this application the Fairground Association or United Scottish Societies Inc. or Scottish Fest shall not be liable for any interference of applicant's use of the Premises or loss to or expenses incurred by the applicant or its subcontractors that may result from such emergency use of the Premises. Vendor space rental fees paid to SCOTTISH FEST by the applicant WILL BE reimbursed (refunded) to the merchant should such an emergency use of Premises be declared and the Premises are not available.

2026 Policy
ORANGE COUNTY FAIR & EVENT CENTER
VENDOR MOVE IN/MOVE OUT GUIDELINES & GENERAL
PARKING POLICIES

PLEASE BECOME FAMILIAR WITH THE FOLLOWING POLICIES

1. Vendor Move In/Move Out parking will be restricted to the sides and rear of all buildings and limited based upon the amount of equipment or supplies being loaded.
2. OC FEC Parking personnel will ensure all vehicles have the appropriate loading permit visible in the vehicles dash board (including Cell Phone Number), keep access roads clear, keep vehicles out of no parking zones and monitor to ensure vehicles are promptly removed from the loading area when loading is complete.
3. All vehicles and trailers are required to be removed from the loading areas before the event is open to the public. The OC FEC Event Coordinator may delay the opening of an event until vehicles have been moved from the loading area to their designated parking area.
4. Overnight vehicle parking shall only be allowed with a valid overnight permit displayed. Overnight parking shall only be allowed in the area detailed on the valid permit. All permits shall be visible at all times in the vehicle to OC FEC staff.
5. Storage or stock vehicle parking shall only be allowed with a valid storage permit displayed. Storage parking shall only be allowed in the area detailed on the valid permit. Storage parking shall only be permitted on the property during the dates stipulated on the permit. All permits shall be visible at all times in the vehicle to OC FEC staff.
6. Vehicles parked in an area not permitted or do not have a valid permit shall be at risk of being towed at the owner's expense.

STATE FIRE MARSHAL REGULATIONS

- Aisles between display areas shall be a minimum of ten (10) feet for indoor venues.
- Aisles between display areas in high traffic outdoor venues (Main Mall and all roadways surrounding the exhibit buildings) shall be a minimum of twenty (20) feet.
- Equipment or supplies such as chairs or signage shall not intrude into the aisle space.
- One hundred (100) linear feet of contiguous display space is the allowable distance before a cross aisle shall be present.
- Aisles shall be configured to provide clear access to exit ways.
- There shall be twenty (20) feet of clearance in front of all illuminated exits.
- The travel distance within any booth or exhibit enclosure to an exit access may not be greater than fifty (50) feet.

GENERAL SAFETY POLICIES

Please adhere to the basic safety-related policies, which follow in this section

- All show and vendor equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Home-type "cube" taps are prohibited. Spliced wires are heat generators and are prohibited.
- All doors shall remain accessible from the inside of the building at all times. Chains or any other extra locking devices shall not be permitted on the doors at anytime.
- Cooking/warming devices shall be electric and shall be UL or FM approved. Cooking of any kind (frying, boiling, baking, etc.) is not permitted indoors. Warmers (like those used for pretzels, churros, pastries, etc.) are OK indoors. Cooking/warming devices and heated products need to be four (4) feet away from the front of the display, or have a shield 18 inches high, ¼ inch thick across the front and down the sides of the demonstration area. A 2A10BC fire extinguisher must be in the booth and readily available near the demonstration area.
- The use of welding equipment, open flames, decorative candles or smoke emitting devices or material is prohibited. Exceptions may be made with prior approval by the Fire Marshal.
- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth or similar decorative materials or any other potentially combustible material shall be flame retarded to the specification of the State Fire Marshal. A California State Fire Marshal's Flame Proof Certificate will be required. Field tests for flame resistance are not acceptable.

All fabrics, whether treated or inherently flame resistant, shall be labeled, tagged stamped, printed or stenciled with the following information:

1. The Seal of Registration of the State Fire Marshal of California.
 2. Name and registration number of the concern responsible for the job or production.
 3. Name of the registered chemical used or the registered fabric or material.
 4. Date chemical was applied, or the fabric or material was produced.
 5. The statement, "This article must be re-treated after washing or dry-cleaning by systems with soap and water added" (If treated with a "Type II" chemical.)
- Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.
 - The use of burning fluids, oils, camphene, liquid oxygen, ethylene, kerosene, gasoline or anything else of like nature is discouraged in the facilities. If your event absolutely requires the use of hazardous materials, maximum limits and controls include our reserved right to curtail the use of the materials.
 - In the event that an alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. We operate at a maximum safety level that helps us to insure life. In case of an emergency following an alarm, we will activate our public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.
 - Electrical equipment shall be installed, operated and maintained in a manner that does not create a hazard to life or property. Sufficient access and working space must be provided for all electrical equipment and must comply with current N.E.C. standards.
 - No spray painting is allowed on the premises.

SMOKING

By state law and in the interest of public health, smoking shall not be permitted in or within 20 feet of any State of California building, including the Parade of Products area.

GENERAL POLICIES AND PROCEDURES

ANIMALS

With the exception of guide, signal or service dogs, animals are not allowed on the property without prior written approval from the OCFEC. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring the use of animals. If allowed, the Vendor is ultimately responsible for the liability associated with animals and the sanitary needs.

WALLS

Vendor shall not be permitted to use staples, pins, tack and nails to affix to any walls within the OCFEC facility. Vendor shall be responsible for any holes or marred wall surfaces from the use of tape.

CARDBOARD

In an effort to be environmentally responsible, all cardboard material on the OCFEC is baled and recycled. Vendor is required to ensure all cardboard boxes are broken down and placed at designated dumpsters outside the building. Vendor will be charged accordingly for additional labor charges for boxes that are not broken down and placed in the designated area. Scottish Fest is required to ensure all exhibitors; contractors and decorator abide by this policy.

COMPLIANCE WITH LAWS

Scottish Fest, its vendors, patrons and other persons connected with this event, shall observe and comply with all laws, statutes, ordinances, rules and regulations of the Government of the United States, State of California, County of Orange and the City of Costa Mesa including but not limited to the Americans with Disabilities Act. Renter shall indemnify, defend (at the OCFEC option) and hold harmless the State of California and OCFEC from all damages, costs and expenses in law or equity arising out of the Renter's failure to comply with applicable laws, statutes, ordinances, rules, regulations or acts. The cost of such compliance is the responsibility of each Renter, Exhibitor or Patron.

DECORATIVE MATERIALS

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows. Check with your Event Coordinator for further information on appropriate displaying methods at the OCFEC.

HELIUM BALLOONS

Helium balloons may not be distributed or sold inside or outside the facility. With the prior approval of the OCFEC, helium balloons may be used when they are permanently affixed to a booth display. If helium balloons are released for any reason within the facility, labor and equipment costs associated with the removal of the balloons from ceilings shall be charged to the Renter at the current fees listed in the General Pricing Information booklet. Additionally, helium balloons may not be released into the outside environment from the premises of OCFEC.

MOTOR VEHICLES ON DISPLAY

Renter agrees that all motor vehicles on display within an exhibit building shall have battery cables disconnected, taped, fuel tanks not more than ¼ full, provided with locked caps, or sealed in a manner approved by the State Fire Marshal

INDOOR CANOPIES/TENTS

Vendors with a space inside the vendor building and/or the breezeway must not have a canopy/tent with a top on it due to fire regulations.



Exhibit F - Assembly Bill 1499

If you haven't already heard, the California Legislature enacted Assembly Bill 1499 (AB 1499). The bill became effective July 1, 2018 and requires retailers (commercial exhibitors/vendors, merchants, concessionaires, etc) who make sales of tangible personal property at a California state-designated fairground to separately report the sales amount on their Sales and Use Tax Return. The OC Fair & Event Center (OCFEC) is a California state-designated fairground. When you operate at the OCFEC as well as at other state-designated fairgrounds, on-premises sales that you and/or your vendors generate are to be reported separately for each specific fairground.

Please note that AB 1499 does not impact current state and local sales tax charged in Orange County or in other California locales. It does, however, direct the California Department of Tax and Fee Administration (CDTFA) to reallocate $\frac{3}{4}$ of 1% of the total amount of reported gross receipts and to appropriate these monies to the Fair and Exposition Fund for specified fairground operational and infrastructure needs projects. This funding contributes to upgraded fairground facilities that will help event producers and vendors grow their businesses.

Below are links to helpful information on how this may affect you and your vendors.

Please take the time to read through the information and pass along to all of your vendors who will be on OC Fair and Event Center property for your upcoming event.

If you or your vendors have any questions, please contact the California Department of Tax and Fee Administration's customer service line at 1-800-400-7115. Representatives are available Monday - Friday (except state holidays), from 8:00 a.m. to 5:00 p.m. (Pacific time).

California Department of Tax and Fee Administration
<http://www.cdtfa.ca.gov/industry/state-fairgrounds.htm>

California Legislative Information
http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1499

Westerns Fairs Association
<https://www.westernfairs.org/p/members/subsidiaries/cfa/ab1499>

Thank you for being a valued part of the OCFEC's Year Round Event Program and ensuring that all of your participating retailers are aware of and in compliance with AB 1499. We look forward to your upcoming events.