



August 15, 2023

D2023-02

**TO: All District Agricultural Associations CEOs and Boards of Directors**

**SUBJECT: Sponsorships must be reviewed by F&E – FAC 4051.1**

During recent compliance audits, a common finding was that sponsorships agreements were not being submitted to the Fairs and Exposition Branch for review before execution.

Per [Food and Agricultural Code 4051.1](#), (FAC) the Fairs and Exposition Branch must receive written notification for review, before execution, for any sponsorship agreement that:

- exceeds one hundred thousand dollars (\$100,000) in value
- exists for a period of greater than two years
- or contemplates the building of a permanent structure on fair property

Please note sponsorship review currently takes 2-3 weeks, please allow enough time for this process. Please submit sponsorship agreements to Sarah Pelle, [sarah.pelle@cdfa.ca.gov](mailto:sarah.pelle@cdfa.ca.gov). Sarah will liaison with the legal office for the review.

FAC further states the District Agricultural Association (DAA) must have a sponsorship policy, and procedures established by and adopted by the DAA board. The CEO functions within the policy and may enter into agreements to secure donations, memberships, corporate, and individual sponsorships.

Lastly, at any point in time, CDFA can request to examine the books and records of any entity created pursuant to this section.

If you have any questions, please feel free to contact F&E at 916-999-3000.

Sincerely,

Mike Francesconi  
Branch Chief

