



CALIFORNIA DEPARTMENT OF

FOOD & AGRICULTURE

Karen Ross, Secretary

December 31, 2025

D2025-01

TO: All District Agricultural Associations

SUBJECT: California Fairs Contract Procedures

As we conclude the 2025 Fair season and prepare for 2026, this is a good time to revisit the importance of following procedures regarding contracts for your fairgrounds. Please review the following policies and procedures for contract and insurance review.

All District Agricultural Associations (DAA) contracts that meet the criteria below must be reviewed by the California Fair Services Authority (CFSAs):

1. All hazardous contracts, no matter what the dollar amount.
2. All Non-hazardous contracts over \$15,000 for which liability insurance is required.
3. All contracts with indemnification language changes.
4. All multi-year contracts that also meet the criteria of items 1-3 above.

For your reference, attached is CFSAs list of hazardous and non-hazardous activities.

A few reminders:

- When submitting contracts for CFSAs review, include the certificate of insurance.
- Try to send these documents as early as possible—ideally 2–3 weeks before the event.
- Contracts don't need to be signed for the initial review, but a fully signed copy should be submitted before the contract term begins.

Pursuant to [Food and Agriculture Code 3965.1](#), the California Department of Food and Agriculture (CDFA) shall determine whether hazardous DAA contracts have adequate insurance coverage. In order to facilitate this requirement, CDFA contracts with CFSAs to review insurance certificates received from DAAs for their hazardous activity contracts.

In addition, CFSAs review process helps protect DAAs from potential lawsuits and ensures proper risk transfer. By confirming insurance requirements, CFSAs helps safeguard fairgrounds from liability and third-party claims. These reviews are provided at no extra cost to the DAA.



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Should you have any questions regarding the contract review process or wish to submit your contract for insurance review, please get in touch with CFSA Risk Analyst Mario Castagnola at MCastagnola@cfsa.org or (916) 263-6145.

Sincerely,

A handwritten signature in blue ink that reads "Michael W Francesconi". The signature is fluid and cursive, with "Michael W" on the first line and "Francesconi" on the second line.

Mike Francesconi
Branch Chief, Fairs and Expositions

Enclosure