



April 30, 2020

C2020-01

TO: All County Fairs and Citrus Fruit Fairs

SUBJECT: County Fairs and Citrus Fruit Fairs Agreement Submittal to CDFA

This letter is to remind the county and citrus fruit fairs that, in order to receive state funding from the California Department of Food and Agriculture (CDFA or Department), the Fairs and Expositions (F&E) Branch must review and approve the lease between the fair and its host county or host agency, prior to the lease's execution. The following requirements apply to these leases.

- Meet all applicable standards prescribed by the Department ([Business and Professions Code § 19622.3 \(a\)](#)).
- CDFA must receive, review, and approve every 5 years, a written agreement between the fair and the host county or host agency ([Business and Professions Code § 19622.3 \(b\)](#)).
- The agreement must specify the operation, financial, and administrative responsibilities of the parties.
- Leases between a county and a fair nonprofit are subject to the requirements found in [Government Code section 25905](#).
- The fair must submit a draft written agreement between the fair and host county or agency for review and approval to the Fairs and Expositions Branch (F&E) at least 60 days prior to the contract being executed.

If your current agreement has not been reviewed and approved by the Department, you must submit a copy for approval to John Quiroz at john.quiroz@cdfa.ca.gov by **June 1, 2020** in order to qualify for state funding.

For any questions or concerns, please contact the F&E Branch at 916-999-3000.

Sincerely,

John Quiroz
Branch Chief

