

Holly Days Gift & Craft Fair

Saturday, November 7th, 2015

9am to 4pm

Main Street - Downtown Vacaville

Downtown Vacaville Special Events Arts & Crafts Vendor Application



Important Information & Rules

Jurying

Please provide four (4) photographs of your work and one (1) of your booth. Acceptance is at the discretion of the jury and priority is given to applicants whose work meets the jury's standards.

This event will have a waiting list for a possible extended location. You will be notified if you are placed on the waiting list. Your check will not be cashed unless the extended location is opened and you wish to be in the extended location.

Do not send samples of your work.

This event does not accept food vendors

Application Deadline

Applications, photographs and fees **must be received 30 days** prior to event. Applications must include a stamped, self addressed envelope of sufficient size and postage for returning photos.

Otherwise photos will not be returned. Photos sent by accepted vendors will **not** be returned. First come first served - Spaces are assigned in the order received.

Fees

Booth fees are due and payable with application and payable by check or money order only. **Please make checks payable to: DVVID.** Events are held rain or shine. No refunds will be given. If you are not accepted your check will be returned to you.

Important Requirements

Vendors assume responsibility for paying sales tax and comply with applicable federal, state and local statutes and ordinances.

California Seller's Permit

Vendors must have a valid California Seller's Permit. Permits are available through the State Board of Equalization in your area and **a copy must be submitted with application.**

Liability Insurance

Vendors must provide documentation of general liability insurance in the amount of \$1 million. You must provide a Certificate of Liability naming the City of Vacaville and the Downtown Vacaville Business Improvement District as additionally insured in the amount of one million dollars.

Mail application to: DVVID, Special Events, 313 Parker Street, Vacaville, CA 95688

Downtown Vacaville Special Events Arts & Craft Vendor Application

Event Name: Holly Days Gift & Craft Fair

Name: _____ Phone: _____

Business Name: _____ Fax: _____

Address: _____ City: _____ Zip: _____

Email Address: _____ My seller's permit number is: _____

Please mark booth you are applying for:

Single Booth \$75

* No electricity is available*

Photos enclosed

Insurance information enclosed

Copy of drivers license

Copy of California Seller's Permit

Please Make Checks Payable To: DVVID

Booths and displays

Booth spaces are outdoors

Booth Fees are based on the following dimensions:

10 x 10 Single Space

Spaces are assigned on a first come basis

Vendors provide their own displays, tables, chairs, shelves, shade covering, etc., within the assigned booth spaces.

Displays must be orderly and pleasing.

Vendors accept responsibility for materials and goods displayed in their booth. Vendors are also responsible for providing and arranging all necessary labor for unpacking, erecting, dismantling and repacking displays. Event staff and volunteers are not available to help.

Vendors shall not store or display materials on benches, planters or other architectural surfaces.

Vendors shall provide a minimum of one trash receptacle at your booth. All packing cases, crates and debris of any kind must be removed from your booth prior to the time of opening. All additional trash, empty containers, packing materials must be removed when you leave.

Vendors shall not construct or arrange their booths so that they obstruct the general view or hide exhibits of others or stores/businesses. Pedestrian aisle must be maintained at all times.

All vehicles must be removed 1/2 hour before start of show.

NO EXCEPTIONS.

Set up information will be provided upon acceptance of application.

Breakdown of booths may not occur until close of show. Vendors must remove booth materials and contents within 1 hour of the close of show.

For More Information, contact:

Downtown Vacaville

313 Parker Street

Vacaville, CA 95688

(707) 451-2100

(707) 451-2829 FAX

www.downtownvacaville.com

Maps indicating vendor parking will be provided upon acceptance.

Authorized Signature (Vendor)

Date