



A locally-funded nonprofit organization created to foster an economically vibrant Downtown Vacaville

313 Parker Street, Vacaville, CA 95688
707-451-2100 www.DowntownVacaville.com

2018 DOWNTOWN BLUES & BREWS FEST: SATURDAY, JULY 7, 2018 11AM-6PM
ARTS & CRAFTS VENDOR APPLICATION / AGREEMENT

BUSINESS _____ CONTACT _____
ADDRESS _____ CITY _____ STATE ____ ZIP _____
PHONE (best) _____ (alternate) _____
SELLER PERMIT # _____ EMAIL _____
Website / Social Media / Online Portfolio _____

REQUIRED: Please describe ALL proposed sales or activity (Attach a separate sheet if necessary)

REQUIRED DOCUMENTS:

- ____ Seller's Permit
- ____ Proof of \$1M General Liability Insurance
- ____ Copy of Driver's license / State ID
- ____ Four (4) photos of what you sell, one (1) of your booth

FEES:

- ____ **\$125 \$75 Vendor Booth Fee** (10x10 selling booth)
- ____ **\$20 Info Booth Fee** (5x5 info only booth)
- ____ **Are you a Nonprofit? Save 20% off all fees!** (contact DVVID for discount code)

RETURN TO: DVVID, 313 Parker St., Vacaville, CA 95688 **P:** (707) 451-2100 **E:** info@DowntownVacaville.com

PAYMENT: Make all checks/money orders payable to **DVVID**, call **707-451-2100** to pay with your credit/debit card, or pay **securely online:** <https://squ.re/2F8Q6Vr>.

GENERAL INFORMATION / RULES & REGULATIONS

ARTS & CRAFTS: First come first served - Booths are assigned in the order received. In an effort to provide a variety of crafters to the Festival the DVVID may deny multiple entries of the same craft. Handmade items are preferred and will be given priority consideration. Please provide four (4) photographs of your work and one (1) of your booth. Do not send samples of your work. Acceptance is at the discretion of the DVVID and priority is given to applicants whose work meets the DVVID'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.

APPLICATION DEADLINE: Applications, photographs and fees **must be received by WEDNESDAY, JUNE 20th, 2018 at 5:00 pm.** Photos sent by mail will not be returned.

FEES: Due and payable with application by check/money order to **DVVID**, by phone at **707-451-2100** or **online** at <https://squ.re/2F8Q6Vr> only. Events are held rain or shine. No refunds will be given. If you are not accepted your check will be returned to you.

PROOF OF INSURANCE: Vendors who sell any type of item must provide a Certificate of Liability in the amount of \$1 million listing the **City of Vacaville and the Downtown Vacaville Business Improvement District** as additionally insured.

LOCATION: Main Street between Davis Street and Dobbins Street.



LOAD IN / VENDOR PARKING: Enter the Festival site from Main Street and Davis Street. Once you've off-loaded your goods, exit the Festival from Main Street and Davis Street and park your vehicle in the parking lot adjacent to 555 Mason Street (entrance is on Catherine Street).

SETUP: Barricades will be set up at 9:00 AM. Vendors may begin setting up as soon as the barricades are up. **Vehicles must be unloaded and off the street by 10:30 AM. NO EXCEPTIONS.** All packing cases, crates and debris of any kind must be removed from your booth prior to the time of Festival opening.

BREAK DOWN & CLEAN UP: All sales activities end at 6:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 6:30 PM. **NOTE: Vendors not off-site by this time are subject to a \$15 fine; this will be strictly enforced. Third violation subject to probation.**

CANCELLATION: If unable to attend the Festival, call or email DVVID by **THURSDAY, JUNE 28th, 2018 at 3:00 pm**. If we do not show record of cancellation, you will be responsible for paying for that booth.

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.

NON-PROFITS: Adult (21+) supervision must be at booth at all times. Participation within the booth is limited to 2-3 volunteers at a time. Groups are required to stay within the boundaries of their booth. No flyering throughout the Festival. Selling or giveaway of food items is prohibited. **Failure to show after reserving a booth may result in future denial.**

BOOTHS AND DISPLAYS:

- No electricity is available, **please provide your own power.**
- Booth spaces are outdoors.
- Booth Fees are based on the following dimensions: 10 x 10 Single Booth.
- Vendors provide their own displays, tables, chairs, shelves, shade covering, etc., within the assigned booths.
- 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.

AGREEMENT

I am applying for a vendor/info booth in the Downtown Blues & Brews Festival. I have read and agree to the above Rules & Regulations. I will convey all of these conditions with my staff/volunteers. I understand that I MUST cancel by **THURSDAY, JUNE 28th, 2018 at 3:00 pm** or I will be charged the regular booth fee. I agree to defend, indemnify and hold the DVVID and City of Vacaville, their respective officers, agents, employees and volunteers harmless from against any and all liability, loss, expense, including reasonable attorney's fees and expert witness fees, or claims for injury and damages arising out of my participation in this event but only in proportion to and the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Vendor, its officers, agents, employees or volunteers.

Authorized Signature _____ Date: _____