



2018 HOLLY DAYS CRAFT & GIFT FAIR: SATURDAY, NOVEMBER 3, 2018 9AM-4PM
ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION / AGREEMENT

BUSINESS: _____ CONTACT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE (best): _____ (alternate): _____

EMAIL: _____ CA SELLER'S PERMIT #: _____

SOCIAL MEDIA / PORTFOLIO / WEBSITE: _____

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

VENDOR TYPE (check one):

____ Artisan/Craft/Merchant ____ Commercial/Direct Sales ____ Community/Nonprofit

VENDOR CHECKLIST (check off ALL)

- ____ Signed Application/Agreement
- ____ Copy of Seller's Permit or Number
- ____ Copy of Driver's License/State ID
- ____ Proof of \$1M General Liability with COVV & DVVID listed as additional insured
- ____ Four (4) photos of what you sell and one (1) of your vendor booth/setup

VENDOR FEES (check one)

- Selling booth ____ 10x10 Space - \$75
- Selling booth ____ 20x10 Space - \$112.50
- Canopy Rental ____ 10x10 Canopy - \$50
- Nonprofit? ____ 20% off all fees
- Downtown Biz? ____ Inquire for discount

SUBMISSION: Before you submit your application, please check off that you have included the all the items listed above. Please submit via **Email:** info@DowntownVacaville.com OR by **Mail:** DVVID, 313 Parker Street, Vacaville, CA 95688.

VENDOR FEES: Are due and payable with application by check/money order payable to **DVVID**, by phone with credit card at **707-451-2100** or **online** at <https://squ.re/2KwUbX8> only. Events are held rain or shine. **No refunds will be given.** If you are not accepted your check/payment will be returned to you.

GENERAL INFORMATION / RULES & REGULATIONS

JURYING: First come first served - booths are assigned in the order received. In an effort to provide a variety of vendors 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. Photos sent by mail will not be returned. 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 **Monday, October 1st, 2018.**

PROOF OF INSURANCE: Vendors who SELL any type of item must provide a Certificate of Liability Insurance in the amount of \$1 Million listing both the **City of Vacaville (COVV) and the Downtown Vacaville Business Improvement District (DVVID) as additionally insured.**

LOCATION: 300 Block of Merchant Street in Downtown Vacaville.

OFFICE USE ONLY: Received: _____ Complete: _____ Notified: _____ Accept / Decline
DVVID Member: _____ Non-profit: _____ Paid: _____ Owe: _____ Scanned: _____



LOAD IN & VENDOR PARKING: Staff will be onsite to greet your vehicle and direct you to your space. Enter the Festival site (300 block of Merchant Street) from Dobbins Street off of Monte Vista Avenue. Once you've off-loaded your goods, park your vehicle in the parking lot adjacent to Merchant and Main Bar & Grill Restaurant (entrance is on Merchant Street).

SETUP: Barricades will be set up at 7:00 AM. Vendors may begin setting up as soon as the barricades are up. All vehicles and non-mobile food units must be unloaded and off the street by 8:30 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 4:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 4:45 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, please call or email DVVID by Thursday, October 25th, 2018 at 3:00 pm. If we do not show record of cancellation by this deadline, 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. All vendors selling are required to hold 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.

NONPROFITS: 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. Events are held rain or shine.
- 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.
- 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.
- Should you have any issues during the Festival, please contact any staff or volunteer who will be designated with a red badge lanyard or call 707-451-2100.

ACCEPTANCE: Upon acceptance into the Festival, you will be notified via email with receipt of payment and confirmation. A few days prior to the event you will receive an email which will include a map with your space in the Festival.

AGREEMENT:

I am applying for a vendor booth in the Holly Days Craft & Gift Fair. I have read and agree to the above Rules & Regulations. I will convey all of these conditions with my staff/volunteers. *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 buy 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: _____