



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](http://www.DowntownVacaville.com)

## 2018 VACAVILLE FARMERS MARKET | SATURDAY MAY 5 - OCTOBER 27, 9AM - 1PM ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION / AGREEMENT

**IMPORTANT:** Farmers, Pre-Packaged, Prepared Food Vendors must apply to sell through Pacific Coast Farmers Market at <https://www.pcfma.org/sell> and notify us at [info@DowntownVacaville.com](mailto:info@DowntownVacaville.com) for follow up assistance.

BUSINESS: \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE (best): \_\_\_\_\_ (alternate): \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ CA SELLER'S PERMIT #: \_\_\_\_\_  
 SOCIAL MEDIA / WEBSITE: \_\_\_\_\_

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

**REQUESTED MARKET DATES (circle dates):**

MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
Sat 05/05/18	Sat 06/02/18	Sat 07/07/18	Sat 08/04/18	Sat 09/01/18	Sat 10/06/18
Sat 05/12/18	Sat 06/09/18	Sat 07/14/18	Sat 08/11/18	Sat 09/08/18	Sat 10/13/18
Sat 05/19/18	Sat 06/16/18	Sat 07/21/18	Sat 08/18/18	Sat 09/15/18	Sat 10/27/18
	Sat 06/23/18	Sat 07/28/18	Sat 08/25/18	Sat 09/22/18	
	Sat 06/30/18			Sat 09/29/18	

**SELLING SPACE: MARKET SEASON MEMBERSHIP (10x10)** - no application fee, guaranteed space, reduced weekly rate:

Please check box:  Arts & Crafts: \$150 Membership + \$40 Per Market  
 Downtown Biz / DVVID Assoc. Member: 1 FREE Market + \$100 Membership + \$25 Per Market  
 Number of spaces requested? \_\_\_\_\_ **Membership Fee + First Week due with application.** Total \$\_\_\_\_\_

**SELLING SPACE: NONMEMBERS / PAY-PER-MARKET (10x10)** - space at the market is NOT guaranteed:

Please check box:  Arts & Crafts: \$20 Application Fee + \$50 Per Market  
 Downtown Biz / DVVID Assoc. Member: 1 FREE Market + \$20 Application Fee + \$35 Per Market  
 Number of spaces requested? \_\_\_\_\_ **Application Fee + First Week due with application.** Total \$\_\_\_\_\_

**INFORMATIONAL SPACE: (no sales allowed)** - space at the market is NOT guaranteed:

Please check box:  10x10 Informational Space: \$20 Application Fee + \$30 Per Market  
 5x5 Informational Space (no canopies): \$20 Application Fee + \$15 Per Market  
 Number of spaces requested? \_\_\_\_\_ **Application Fee + First Week due with application.** Total \$\_\_\_\_\_

**VENDOR CHECKLIST:** Check off and return the required paperwork. **MUST READ & SIGN REVERSE SIDE**

**SELLING SPACE:** Arts & Crafts / Downtown Business  
 DVVID Associate Member / Non-Profits who sell:

- Signed Application/Agreement
- Copy of Seller's Permit or Number [CA State BOE](#)
- Copy of Driver's License / State ID
- Three (3) photos of what you sell, one (1) of your booth

**INFORMATIONAL SPACE:** (no sales allowed)

- Signed Application/Agreement
- Copy of Driver's License / State ID

**NON-PROFITS: SAVE 20% ON ALL FEES!**

- Signed Application/Agreement
- Copy of Tax Exempt Status Letter

**SUBMISSION:** By mail or in person at: DVVID, 313 Parker St., Vacaville, CA 95688 or by email at: [info@DowntownVacaville.com](mailto:info@DowntownVacaville.com)

**OFFICE USE ONLY:** Received: \_\_\_\_\_ Complete: \_\_\_\_\_ Notified: \_\_\_\_\_ Accept / Decline \_\_\_\_\_ Page 1 of 2  
 DVVID Member: \_\_\_\_\_ Nonprofit: \_\_\_\_\_ Paid: \_\_\_\_\_ Owe: \_\_\_\_\_ Scanned: \_\_\_\_\_

**VENDOR FEES:** Check/money order payable to **DVBID**, by phone at **707-451-2100** or **online** at <https://squ.re/2MHk36Q>.

### **GENERAL INFORMATION / RULES & REGULATIONS**

**LOCATION:** CreekWalk Plaza at Andrews Park. Take the Mason Street exit from I-80.

**LOAD IN / VENDOR PARKING:** Enter the market site from School St (off McClellan St). Once you've off-loaded your goods, make a U-turn in the Plaza and exit on School St. Parking location: Upper lot by the George Duke Center up School Street.

**HOURS OF OPERATION:** Open Saturdays 9:00am-1:00pm May through October (Closed 5/26 & 10/20)

**SETUP:** Barricades will be set up at 7:00am. Vendors may begin setting up as soon as the barricades are up. **Vehicles must be unloaded and off the plaza by 8:30am. NO EXCEPTIONS.** All packing cases, crates and debris of any kind must be removed from your booth prior to the time of Market opening.

**BREAK DOWN & CLEAN UP:** All sales activities end at 1:00pm. Do not break down early! You must have your area cleaned and be ready to leave by 1:30pm. **NOTE: Vendors not off-site by this time are subject to a \$15 fine; this will be strictly enforced. Third violation subject to market probation.**

**WEEKLY FEES:** Vendors are accountable for submitting payment for their weekly space on the Wednesday before the Market. Space in market is not guaranteed **UNTIL** payment for fees have been received.

**CANCELLATION:** If unable to attend the market, call or email by **3:00 pm the Thursday prior to Market day**. If we do not show record of cancellation, you will be responsible for paying for that space.

**INCLEMENT WEATHER:** Markets are held rain or shine. In case of severe weather, call the Market Manager between Noon and 5PM the day before the event. When in doubt, come to the market for a final decision. If it begins to rain, cover up items and check with market manager on early take-down.

**ARTS & CRAFTS:** In an effort to provide a variety of crafters to the market the Market Manager may deny multiple entries of the same craft. Handmade items are preferred and will be given priority consideration.

**\*PROOF OF INSURANCE:** Only high-risk vendors will be required to provide a Certificate of Liability Insurance in the amount of \$1 Million listing both the **City of Vacaville and the Downtown Vacaville Business Improvement District** **additionally insured**. High-risk vendors are considered to be, but not limited to: food/sampling and beverage, bounce houses, body art, rock walls, petting zoos, etc. Please inquire if you believe you are a high-risk vendor.

**DOWNTOWN BUSINESS / DVBID ASSOC. MEMBERS:** booth must reflect your business merchandise, services & activity.

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

**ALL VENDORS:** Spaces are assigned by Market Manager. No smoking within 25 feet of market zone. All sale items must be clearly marked with prices. Vendors are responsible for paying sales tax and complying with all applicable federal, state and local statutes and ordinances. Do not sell items not listed with the Market Manager. Keep booth area clean and safe. Do not put waste into flower beds, City or Market garbage cans, or gutters. Display the name and location of business or organization. Keep all business contained to booth space. Canopies, tables, and displays must be kept within the confines of booth space. 20 foot clearance in the middle of the market must be maintained at all times for emergency vehicles. Vendors that do not come to the market four consecutive market days without excusing themselves with Market Manager are subject to losing their space. Only Vendors named on the application may utilize the space. **Spaces may not be shared.** Prior to the Market you will receive an email with your designated space in the market.

**AGREEMENT:** I am applying for a space in the Vacaville Farmers Market. I have read and agree to the above Rules & Regulations. I will convey all of these conditions with my staff/volunteers. I do hereby agree to indemnify and hold harmless the **City of Vacaville, Downtown Vacaville Business Improvement District** and their respective officers, agents, employees, underwriters and volunteers individually or collectively from any and all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney fees incurred or suffered as a result of or relating to my participation in this/these events 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 vendors, its officers, agents, employees, representatives or volunteers.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_