



2019 HOLLY DAYS CRAFT & GIFT FAIR | SATURDAY, NOV. 2, 2019 9AM-4PM FOOD 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).

WE WILL USE: _____ Booth _____ Cart _____ Food Truck/Vehicle* _____ Trailer _____ Barbeque

*Please note: if a Food Truck/Vehicle is part of display, please include proof of auto liability insurance.

TOTAL DIMENSIONS of food sales/prep/bbq area (in feet): _____ **# OF EMPLOYEES** to be on-site: _____

VENDOR CHECKLIST (check off ALL)

- _____ Signed Application/Agreement
- _____ Copy of Seller's Permit or Number
- _____ Copy of Driver's License/State ID
- _____ Solano County Health Dept. License
Permit # _____
- _____ Proof of \$1M General Liability with
COVV & DVBIID listed as additional insured
- _____ Proof of auto liability insurance (*see above)
- _____ 4 photos of product and 1 of booth/setup

VENDOR FEES (both required)

- _____ \$120 - 10x10 Food Selling Space/Food Truck
- _____ \$200 - Cleaning & Compliance Deposit
(fully refundable)

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:** DVBIID, 313 Parker Street, Vacaville, CA 95688. **Submission with payment does not guarantee acceptance into the event.**

VENDOR FEES: Are due and payable with application by check/money order payable to **DVBIID**, by phone with credit card at **707-451-2100** or **online** at <https://sqr.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.

AGREEMENT:

I am applying for a space in the Holly Days Craft & Gift Faire. I have read and agree to the 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: _____

GENERAL INFORMATION / RULES & REGULATIONS

JURYING: Spaces are assigned on a first come, first serve basis. Special requests will be considered where possible. We reserve the right to limit the number of food vendors and the menu. We do not guarantee 'no duplication of menu items'. Downtown Businesses are considered first as vendors. In an effort to provide a variety of food options to the Festival the DVBD may deny multiple vendors of the same food item. Please provide a sample menu of your food, four (4) photos of your food items and one (1) photo of your food booth or mobile food unit. Photos sent by mail will not be returned. Acceptance is at the discretion of the DVBD and priority is given to applicants whose work meets the DVBD'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 **Tuesday, October 1st, 2019.**

DEPOSIT: In addition to your space fee, a refundable cleaning / compliance deposit of \$200 is required with your application. If you comply with the Solano County Environmental Health Department requirements and your space is found in satisfactory condition after the event, the deposit will be returned within ten (10) business days from the end of the Festival. Please note that wastewater and grease may not be dumped into storm drains, as per state law. **NOTE:** the Solano County Office of Environmental Health has strict requirements for safe food handling at special events. You must adhere to their regulations and show compliance by filling out and signing and posting the required Food Safety Checklist during this event. Any food vendor who does not remain in compliance throughout the event will be asked to leave. **NOTE:** no booth rental fee or cleaning deposit refund will be given to any food vendor cited for being out of compliance by the Solano County Health Inspector.

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 (DVBD) as additionally insured.**

LOCATION: 300 Block of Merchant Street in Downtown Vacaville.

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 DVBD by **Friday, October 18th, 2019.** 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](http://www.sbe.ca.gov) in your area and a copy must be submitted with application.

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.

- Vendors shall provide a minimum of one covered trash receptacle at your space. 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 or mobile food units so that they obstruct the general view or hide exhibits of others or stores/ businesses. Pedestrian aisle must be maintained at all times.
- Cooking areas outside your food booth must have restricted access for the safety of consumers.
- Only Health Department approved food booths or mobile food units **MUST BE USED**.
- A copy of your current Solano County Environmental Health Permit for temporary food booth/mobile food unit - Seasonal April-October permit must accompany your application. Please call the Department of Environmental Health at 707-784-6765 to arrange for the permit.
- You are responsible for your own tables and chairs. A washable ground cloth must cover the floor of your booth.
- You must comply to the standards required by the Vacaville Fire Department (see below).
- Portable toilets and hand washing facilities will be provided. You must also provide hand washing and utensil washing facilities within your food booth or mobile food unit as per Solano County Environmental Health Regulations.
- You may not make substitutions to your menu without prior approval from the DVBID.
- 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.

CITY OF VACAVILLE GENERAL FIRE STANDARDS FOR Food Service Vendors at City Sponsored Events

The information provided in this standard is the minimum requirements for operating any type of hot food service during special events (private or city sponsored), All references are from the Vacaville Municipal Fire Code, and Article 9, 32, and 82 of the California Fire Code, 2001 Edition.

- All components of tents/ canopies/ 10x10 pop-ups, to include sides, screens, or other materials, must bear a fire retardant certification seal of the State Fire Marshall (SFM) office, or have an SFM approved fire retardant applied in an approved manner.
- Vendors utilizing LPG as a fuel source will maintain the cylinders outside of the tent so that vented gas will not accumulate within the structure, and secured to prevent mechanical damage to the cylinder. All spare cylinders will be stored and protected in the same manner. Cylinders shall be stored in a shaded location to prevent venting of gas.
- A Class K wet chemical type fire extinguisher shall be required for all vendors utilizing electrical / LPG heated vegetable or animal based cooking oils. The use of Dry Chemical fire extinguishers is no longer authorized.
- Fryers and other food heating equipment will have 30" clearance from tent / canopy sides and other combustible materials. Sterno-type heating cans are authorized for use, and shall be placed on a non-combustible surface.
- Extension cords and power taps will be of an approved type, and maintained in good condition without splices, deterioration or damage.
- Vendors with commercial barbecues using LPG, wood, or coals, shall have a Class ABC dry chemical fire extinguisher rated at a minimum of 3A:ABC., and shall be located a minimum of 20 feet from tents / canopies.
- Cooking tents / canopies will be spaced a minimum of 20 feet from other tent / canopies.
- The fire access lanes or roadways serving the event area shall have a minimum of 20' unobstructed width at all times. All road blockages will be coordinated through the Police Department and Fire Prevention Bureau to ensure this standard is met. Parking in these fire lanes is prohibited, except for temporary loading and unloading of equipment and supplies.

The Vacaville Fire Department will conduct an inspection of the special event site and all food vendors prior to the event being open to the public. Violations of the above requirements shall be corrected before the event can open and /or the vendor allowed to operate.

For questions and/ or additional information, please contact the Vacaville Fire Protection Bureau at (707) 449-5453.

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.