



2019 VACAVILLE NIGHT MARKET | VENDOR APPLICATION / AGREEMENT

Third Thursdays, May-September from 5:00pm-8:30pm in Andrews Park

*NOTE: Hot Food Vendors / Trucks must apply through, SactoMofo at www.sactomofo.com

BUSINESS: _____ CONTACT PERSON: _____

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). _____

MARKET DATES (check boxes below):

MAY	JUNE	JULY	AUGUST	SEPTEMBER
<input type="checkbox"/> Thu 05/16/19	<input type="checkbox"/> Thu 06/20/19	<input type="checkbox"/> Thu 07/18/19	<input type="checkbox"/> Thu 08/15/19	<input type="checkbox"/> Thu 09/19/19

VENDOR FEES (check box below):

A. Application Processing Fee -- \$25 per season (One time non-refundable fee)

B. Space Fee -- varies by Vendor Type, see below (See back sheet to determine the type of vendor you are)

Vendor Type	Weekly	5-Week Season Discount
Nonprofit	<input type="checkbox"/> \$20	<input type="checkbox"/> Buy 4 markets, get 1 free
DVBID Member (one free market per season)	<input type="checkbox"/> \$25	<input type="checkbox"/> Buy 4 markets, get 1 free
Arts/Craft (handmade by vendor)	<input type="checkbox"/> \$25	<input type="checkbox"/> Buy 4 markets, get 1 free
Commercial (ds, re-sale, real estate, etc.)	<input type="checkbox"/> \$45	<input type="checkbox"/> Buy 4 markets, get 1 free
Corporate	<input type="checkbox"/> \$50	<input type="checkbox"/> Buy 4 markets, get 1 free

TOTAL DUE: Application Fee \$25 + Market Fees \$ _____ = \$ _____

AGREEMENT: I am applying for a space in the Vacaville Night Market. 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: _____

SUBMISSION CHECKLIST: \$25 Application Fee Vendor Fees Copy of Driver's License/ID Documents/Photos

Please submit this form to the DVBID office along with fees and any applicable supporting documents.

OFFICE USE ONLY: Received: _____ Complete: _____ Notified: _____ Accept / Decline
DVBID Member: _____ Nonprofit: _____ Paid: _____ Owe: _____ Scanned: _____

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VENDOR TYPES & REQUIRED DOCUMENTATION: Please use this form to determine what type of vendor you are, what fees you will pay and what documents you will need to provide. Please check off the documents that you will need to submit to our office. With required documents, please include **1 photo of your booth and 4 of your products**. For security and internal purposes we require a copy of a **Driver's License or State ID** from every vendor who participates in our events/markets. It is used to verify who is signing the application agreement, who will be at the event and satisfies the requirement set by California State BOE that we must obtain & keep records of identifying documents of vendors.

DVBID Member / Associate Members

DVBID Members are defined as businesses located within the geographical boundaries of Historic Downtown Vacaville with a current City of Vacaville business license AND payment confirmation of their Downtown Vacaville Business Improvement District (DVBID) Assessment Fee. Booth space at market must represent the type of business that is being conducted in the downtown location listed on the business license. **Associate Membership** is extended to businesses outside the geographical boundaries of the DVBID for a yearly fee of \$250. More information on Associate Membership including an application to join can be found here: <http://www.downtownvacaville.com/associate-membership-form/>.

Required Permits (to the extent applicable):

- Current City of Vacaville Business License and Proof of DVBID Assessment Payment.
- Proof of payment for Associate Membership - if not a DVBID Member.
- Seller's Permit/Resale License – Only required if sales take place at the market
- Driver's License/State ID - required

Nonprofit

Not-for-profit organizations such as schools, community service agencies, charities, city/county agencies, etc.

Required Documents (to the extent applicable):

- IRS Registered non-profit tax ID Letter must be provided.
- Driver's License/State ID - required

Most non-profits will not require permits unless selling food, merchandise, or raffle tickets as fundraisers. In these cases, the following permits may be required:

- Seller's Permit/Resale License – Only required if sales take place at the market
- State of California Nonprofit Raffle Registration - There are some exemptions

Arts/Crafts

Handcrafted items that are 80% produced, crafted, or created by the applying artist. If the artist has employees, the Artisan must be in complete control of all aspects of production. Work produced with commercial kits, models, patterns, plans, prefabricated forms, or other commercial methods fall into the Commercial Vendor category for this market.

Required Permits (to the extent applicable):

- Seller's Permit/Resale License – Only required if sales take place at the market.
- Driver's License/State ID - required

Commercial/Direct Sales

Any business or direct sales business selling or promoting a product, service or solely distributing information.

Required Permits (to the extent applicable):

- Seller's Permit/Resale License – required if actual sales take place at the market.
- Driver's License/State ID - required

Corporate

Any business with a regional, statewide, or nationally recognized name/product/service/brand, etc. Home-based businesses and locally owned franchises are considered corporate if the company has offices nationwide (i.e. certain real estate agencies, skin care lines, fitness chains, communications providers, etc.).

Required Permits (to the extent applicable):

- Seller's Permit/Resale License – Only required if sales take place at the market.
- Driver's License/State ID - required

Please contact Downtown Vacaville if you need more information on obtaining these certifications/permits.

APPLICATION / PARTICIPATION / CANCELLATION INFO:

1. All prospective vendors must complete an application each year. Please include 1 photo of your booth and 4 of your products, and a copy of your Driver's License/State ID.
2. Applications can be dropped off or mailed to the DVVID office along with fees and any applicable supporting documents.
3. Incomplete applications or those missing required documentation will not be processed until all required items are submitted, including photos of proposed booth display (required for all NEW vendors or those who do not regularly participate).
4. All items intended for sale must be listed on the application and must be approved for sale. Vendors already selling at the market that wish to add new products to their approved list must first secure approval by the market manager prior to offering these products for sale. Sales of certain types of items that are deemed not suitable for this market will not be permitted.
5. In an effort to provide a variety of crafters to the market the Market Manager may deny multiple entries of the same craft, product or business. Handmade items are preferred and will be given priority consideration.
6. If application is accepted and space is not immediately available, vendors will be placed on a waiting list and contacted when an opening becomes available.
7. Cancellations must be made by 3:00pm on the Monday prior to that week's market in order to roll over fees for future use. Two or more consecutive cancellations or absences may result in space reassignment and/or loss of fees.

VENDOR FEES & PAYMENT INFO:

1. Prices are based on a single (10' x 10') booth space. Two spaces = one and a half price. If you do not fit in the allocated space you must reserve 2 booths.
2. Applications must be submitted a week prior to that market on Tuesday in order to be considered for participation in that market.
3. Payment must be received by Tuesday at 3:00PM to reserve booth space for that week.
4. Spaces are assigned each Wednesday morning an email will be sent with a map of the market reflecting that.
5. Acceptable forms of payment include: Cash, check or money order (payable to DVVID), and Credit Card.
6. There are several acceptable payment methods:
 - a. Drop-off or Mail to: DVVID, 313 Parker St, Vacaville, CA 95688. Must be received by the Tuesday deadline.
 - b. By phone: Credit Card payments can be made by calling the DVVID office at 707-451-2100.

SPACE ASSIGNMENTS:

1. All vendor spaces are 10' x 10'.
2. All applications will be carefully reviewed and selection of market vendors is at the discretion of DVVID management. Management reserves the right to refuse or re-assign space at any time.
3. Vendor selection and space assignments are based upon many factors including: booth presentation/product appeal, past participation, history of compliance with market rules, supply and demand, application date, uniqueness of product, space availability, diversity of the marketplace and overall market objectives.
4. Booth assignments are not solely dependent on previous market participation and no particular booth space is never guaranteed.
5. The need for electricity will affect booth placement. Electricity is available in limited supply and will be granted based upon availability. Vendors may not access power from nearby businesses or city plaza without management approval.

SET-UP/TEAR-DOWN:

1. Set up is from **3:00-5:00pm**, vehicle entry is only permitted until 4:30pm. All unauthorized vehicles must be unloaded and off the plaza/bridge by 4:30pm. NO EXCEPTIONS. All packing cases, crates and debris of any kind must be removed from your booth prior to the time of Market opening.

2. Vendors must remain set up for the duration of the market. All sales activities end at 9:00pm. Do not break down early! Tear-down can begin at 9:00pm and no sooner without authorization from market management. Tear-down must be completed in a timely manner so that park can re-open. 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.
3. You must have your area cleaned and be ready to leave by 10:00pm. Before a vendor may leave the market, the vendor's booth space and the surrounding area must be totally free of debris, and all of vendor's trash properly disposed. Trash receptacles are available for customer waste, vendors are responsible for removing their own waste. No trace of vendor should be left.

BOOTH APPEARANCE/DISPLAY:

1. All displays, signs, and booth content must be neat, orderly, and aesthetically pleasing. (New vendors are required to submit photos before application can be approved.)
2. Vendors are responsible for providing all equipment and booth furnishings needed to participate.
3. 10' x 10' Pop up rentals are available for \$20 per market and include the delivery, setup and tear down of it.
4. All sale items must be clearly marked with prices. Do not sell items not listed with the Market Manager.
5. All merchandise must be displayed on a table, rack, shelving, in display case, etc. (some exceptions may apply - direct questions to market management). Tables must be covered with a tablecloth (fabric or vinyl) and table skirting is recommended.
6. Keep booth area clean and safe. Do not put waste into flower beds, City or Market garbage cans, or gutters.
7. A 20 foot clearance in the middle of the market must be maintained at all times for emergency vehicles.
8. All content must be contained within the designated booth space, including tables, canopies, merchandise, signs, staff, product demonstrations, etc. Displays shall not protrude into the common customer circulation area.
9. No open flames. No burning of candles, incense, sage or other aromatic products.
10. Vendors may not provide music or entertainment in booths unless prior approval is granted by market manager.
11. Aggressive sales tactics will not be permitted.
12. Only Vendors named on the application may utilize the space. **Spaces may not be shared.** Sharing booth space with another business not listed on your application is prohibited and may result in loss of fees and opportunity to vend in future markets.
13. All signage is subject to management approval. Signs shall not exceed 9' tall and may not protrude out of designated booth space.
14. All booth content/display items must be considered "family-friendly" by market management.
15. All vendor booths will periodically be reviewed by Market Manager to ensure compliance with above guidelines.

INCLEMENT WEATHER POLICY:

1. The Vacaville Farmers Market is a **rain or shine event!**
2. 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.

GENERAL EVENT RULES:

1. **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.
2. **HOURS OF OPERATION** - Third Thursdays, May-September from 5:00pm-9:00pm in Andrews Park.
3. ***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 as 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.
4. **NONPROFITS** - 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 flying

throughout the market. Selling or giveaway of food items is prohibited. Failure to show after reserving a space may result in future denial.

5. SALES TAX - Vendors are responsible for paying sales tax and complying with all applicable federal, state and local statutes and ordinances.
6. Children of vendors (ages 12 and under) must be accompanied by an adult at all times while participating in the market.
7. Smoking is not permitted in or near vendor booth spaces or within 25 feet of market zone.
8. Vendors are not permitted to consume alcoholic beverages at the event.
9. Photographs taken of vendors, customers, and performers during the TNM are often used for future promotion of event through printed materials, social media and web site. It is understood that there is no compensation for use of these photo images and subjects in photos may not be alerted prior to use of images.
10. Public restrooms are available in Andrews Park located at the top of the hill near the Play Structures. Please do not request to use downtown merchant facilities unless you are a paying customer.