



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

2019 OKTOBERFEST | SATURDAY, SEPT. 21, 2019 11AM-6PM ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION / AGREEMENT

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).

VENDOR TYPE (check one):

Artisan/Craft/Merchant Commercial/Direct Sales Community/Nonprofit Downtown Biz

VENDOR CHECKLIST (check off ALL)

- Signed Application/Agreement
- Copy of Seller's Permit or Number
- Copy of Driver's License/State ID
- Four (4) photos of what you sell and one (1) of your vendor booth/setup

VENDOR FEES (check off one)

- Selling booth 10x10 Space - \$75
- Selling booth 20x10 Space - \$112.50
- Canopy rental 10x10 Canopy - \$50
- Nonprofit 10x10 Space - \$60
- Downtown Biz? Inquire for discount

SUBMISSION: Before you submit your application, please check off that you have included all the items listed above. Please submit via **Email:** info@DowntownVacaville.com OR by **Mail:** DVIBID, 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 **DVBID**, by phone with a credit card at **707-451-2100** or **online** at <https://sqr.re/2lePjY5> 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 2019 Oktoberfest Celebration. 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, Pure Grain German Bakery 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: All vendor applications are juried and reviewed. First come first served - booths are assigned in the order received. In an effort to provide a variety of vendors to the Festival the DVBID 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 DVBID and priority is given to applicants whose work meets the DVBID'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, August 28th, 2019.**

***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.

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. 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 5:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 5:45 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 DVBID by **Friday, September 6th, 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](#) in your area and a copy must be submitted with the 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 info and a map with your space in the Festival.