



2019 HEALTH & WELLNESS FAIRE
SATURDAY, SEPT. 28, 2019 10AM-2PM



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 applicable)

- \_\_\_ 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

- Selling booth
Selling booth (Double)
Info only booth (no sales)
Nonprofit
DVBID/Assoc. Member
Canopy rental/setup

(check off one)

- \_\_\_ 10x10 Space - \$50
\_\_\_ 20x10 Space - \$75
\_\_\_ 10x10 Space - \$30
\_\_\_ 10x10 Space - \$20
\_\_\_ 10x10 Space - \$25
\_\_\_ 10x10 Canopy - \$20

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: DVBID, 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://squ.re/2WIBSnI 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 Health & Wellness 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, Blissful Massage & Wellness Center 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

OFFICE USE ONLY: Received: \_\_\_\_\_ Complete: \_\_\_\_\_ Notified: \_\_\_\_\_ Accept / Decline
DVBID Member: \_\_\_\_\_ Non-profit: \_\_\_\_\_ Paid: \_\_\_\_\_ Owe: \_\_\_\_\_ Scanned: \_\_\_\_\_

**MERCHANTS/INFO BOOTHS:** First come first served - Booths are assigned in the order received. In an effort to provide a variety of crafters to the Festival the DVBD may deny multiple entries of the same type. **Preference will be given to merchants and nonprofits who promote the health and wellness.** Handmade items are preferred and will be given priority consideration. Please provide four (4) photographs of your work and one (1) of your booth. Do not send samples of your work. 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 Wednesday, September 4th, 2019.** Photos sent by mail will not be returned.

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

**\*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:** Pietro's Plaza Parking Lot, William Street, between Mason and Stevenson Streets.

**LOAD IN / VENDOR PARKING:** Enter the Festival site parking lot from William Street. Once you've off-loaded your goods, exit the parking lot from Stevenson Street and park your vehicle in the parking lot on the corner of Mason and Cernon Streets.

**SETUP:** Barricades will be set up at 8:00 AM. Vendors may begin setting up as soon as the barricades are up. **Vehicles must be unloaded and off the Festival site by 9:30 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 2:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 2:30 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, call or email DVBD by **Friday, September 13th, 2019.** If we do not show record of cancellation, you will be responsible for paying for your booth.

**IMPORTANT REQUIREMENTS:** Vendors assume responsibility for paying sales tax and comply with applicable federal, state and local statutes and ordinances. California Seller's Permit Vendors must have 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.

**NON-PROFITS:** 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.
- Booth Fees are based on the following dimensions: 10 x 10 Single Booth.
- 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 trash receptacle at your booth. 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.