



**SMALL BUSINESS SATURDAY**  
**IN DOWNTOWN VACAVILLE. SAT. NOV. 30 FROM 11-3PM**  
**ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION**

VENDOR: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (best): \_\_\_\_\_ EMAIL: \_\_\_\_\_

SOCIAL MEDIA / WEBSITE: \_\_\_\_\_

**REQUIRED:** Please describe your work, any/all proposed sales or activity (attach a separate sheet if necessary).

**VENDOR TYPE** (check one):  Artisan/Craft/Merchant  Commercial/Direct Sales

**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)

- Booth Space  10x10 Space - \$20
- Booth Space  20x10 Space - \$30
- Canopy rental  10x10 Canopy - \$20
- DVBID/Assoc. Mbr  100x10 Space - \$15

**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](mailto:info@DowntownVacaville.com) OR by **Mail:** DVBID, 313 Parker Street, Vacaville, CA 95688 by **Fri. Nov. 22nd. Submission with payment does not guarantee acceptance.**

**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://bit.ly/2X7TYR4> only. Events are 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 vendor space at Small Business Saturday in Downtown Vacaville 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**

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



*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)

**JURYING:** All vendor applications are juried and reviewed. Booths are assigned in the order received. In an effort to provide a variety of vendors to the Event the DVBD 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 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 **5PM on Friday, November 22nd, 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:** Town Square Plaza, Vacaville, CA

**LOAD IN & VENDOR PARKING:** Staff will be onsite to direct you to your space. Park in the designated vendor loading spots in the Town Square / Library Parking Lot. Enter the parking lot from Dobbins Street. Once you've off-loaded your goods, park your vehicle in the City of Vacaville parking lot on Dobbins Street between Kendal and Monte Vista Avenue.

**SETUP:** Vendors may begin setting up at 9AM. All packing cases, crates and debris of any kind must be removed from your booth prior to 11AM.

**BREAK DOWN & CLEAN UP:** All sales activities end at 3:00 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 **Weds, November 27th, 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 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 & pleasing. Vendors accept responsibility for materials & 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 Event, 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 Event.