



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

2020 VACAVILLE FARMERS' MARKET | VENDOR APPLICATION / AGREEMENT

Saturdays, May-October from 8:00am-12:00pm in Andrews Park

**Farmers & Food Vendors: consider applying through Pacific Coast Farmers Market Association at www.pcfma.org/sell.

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	OCTOBER
<input type="checkbox"/> Sat 05/02/20	<input type="checkbox"/> Sat 06/06/20	<input type="checkbox"/> Sat 07/04/20	<input type="checkbox"/> Sat 08/01/20	<input type="checkbox"/> Sat 09/05/20	<input type="checkbox"/> Sat 10/03/20
<input type="checkbox"/> Sat 05/09/20	<input type="checkbox"/> Sat 06/13/20	<input type="checkbox"/> Sat 07/11/20	<input type="checkbox"/> Sat 08/08/20	<input type="checkbox"/> Sat 09/12/20	<input type="checkbox"/> Sat 10/10/20
<input type="checkbox"/> Sat 05/16/20	<input type="checkbox"/> Sat 06/20/20	<input type="checkbox"/> Sat 07/18/20	<input type="checkbox"/> Sat 08/15/20	<input type="checkbox"/> Sat 09/19/20	<input type="checkbox"/> Sat 10/17/20
<input type="checkbox"/> Sat 05/23/20	<input type="checkbox"/> Sat 06/27/20	<input type="checkbox"/> Sat 07/25/20	<input type="checkbox"/> Sat 08/22/20	<input type="checkbox"/> Sat 09/26/20	<input type="checkbox"/> Sat 10/24/20
<input type="checkbox"/> Sat 05/30/20			<input type="checkbox"/> Sat 08/29/20		

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 type of vendor)

Vendor Type	Weekly	4-Week Consecutive (10% Discount)	19-Week Season (20% Discount)
Nonprofit	<input type="checkbox"/> \$20	<input type="checkbox"/> \$72	<input type="checkbox"/> \$304
DVBID/Associate Member (one free market per month)	<input type="checkbox"/> \$25	<input type="checkbox"/> \$90	<input type="checkbox"/> \$380
Arts/Craft (handmade by vendor)	<input type="checkbox"/> \$25	<input type="checkbox"/> \$90	<input type="checkbox"/> \$380
Commercial (ds, re-sale, real estate, etc.)	<input type="checkbox"/> \$45	<input type="checkbox"/> \$162	<input type="checkbox"/> \$684
Corporate	<input type="checkbox"/> \$50	<input type="checkbox"/> \$180	<input type="checkbox"/> \$760
Pre-Packaged or Hot Food	<input type="checkbox"/> \$50	<input type="checkbox"/> \$180	<input type="checkbox"/> \$760

C. **Pop Up Rental Fee (Optional).** 10' x 10' Pop Up Tent - setup/breakdown included - **\$20 per market.**

TOTAL DUE: App Fee \$25 + Market Fees \$ _____ + PopUp Rental Fees \$ _____ + Deposit (Food only) \$150 = \$ _____

AGREEMENT: I am applying for a space in the Vacaville Farmers' 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: Seller's Permit (Where Applicable) Copy of Driver's License/ID Additional Docs (See Page 2)

Submit this form with applicable supporting docs to info@DowntownVacaville.com or drop it off in person at 313 Parker Street, M-F 9AM-6PM. Market fees can be paid in person or online: <https://checkout.square.site/buy/I6GRUWN0Z5JC2GNL6AHQWUUU>

OFFICE USE ONLY: Date Received: _____ Complete: Still Needed: _____ Accept / Decline

Verified DVBID/Associate Member: Verified Nonprofit: PopUp Needed: Paid: \$ _____ Owe: \$ _____

2020 VACAVILLE FARMERS' MARKET | RULES & REGULATIONS

REQUIRED DOCUMENTATION FOR ALL VENDORS:

- Driver's License/State ID.** 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.
- One photo of your booth and four photos of your products.**

VENDOR TYPES & ADDITIONAL DOCUMENTATION NEEDED:

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

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

DVBID Member / Associate Members

DVBID Members and Associate Members receive one free market per month. 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 Documents (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

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 Documents (to the extent applicable):

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

Commercial/Direct Sales

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

Required Documents (to the extent applicable):

- Seller's Permit/Resale License or Tax Exemption Form – required if actual sales take place at the market.

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 Documents (to the extent applicable):

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

Pre-Packaged or Hot Food

Open to vendors selling hot and packaged food in accordance with Solano County Department of Health guidelines. Preference to local vendors. We accept items prepared in cottage kitchens. Certified organic preferred (not required).

Required Documents (to the extent applicable):

- Seller's Permit/Resale License
- Solano County Health Department Permit # _____
- Proof of \$1M General Liability *with City of Vacaville & DVBID listed as additional insured*
- Proof of auto liability insurance (Food Trucks, Trailers)

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APPLICATION / PARTICIPATION / CANCELLATION INFO:

1. All prospective vendors must complete an application each year.
2. 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. Exceptions can be made for Mobile Food Units.
3. In order to be considered for participation in that weekend's market, completed applications **must be received by:**
 - a. **3PM Tuesday before your desired market date** for non-food vendors
 - b. **14 Days prior to market date** for food vendors
4. **Full Season Prepay** must be paid in full by 6/30/2020.
5. Acceptable Payment Methods:
 - a. Drop-off (Cash, Check or Credit) to: DVVID, 313 Parker St, Vacaville, CA 95688.
 - b. By Mail (Check only) to: DVVID, 313 Parker St, Vacaville, CA 95688.
 - c. By phone: Credit Card payments can be made by calling the DVVID office at 707-451-2100.
 - d. With a credit card online: <https://checkout.square.site/buy/l6GRUWNOZ5JC2GNL6AHQWUUU>
6. Incomplete applications will not be processed until all required items are submitted.
7. All items intended for sale must be listed on the application for approval. Vendors already selling at the market that wish to add new products 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 the market will not be permitted.
8. 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. Management reserves the right to refuse or re-assign space at any time.
9. 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.
10. **Cancellations must be made by 3:00pm on the Wednesday prior to that week's market** in order to roll over fees for future use. Four-Week Consecutive prepay and Full Season Prepay discount rates are based on **consecutive** weekly attendance. Therefore, special arrangements must be made in order to roll over fees or process refunds as the result of a cancellation (no more than two per season will be granted).
11. **INCLEMENT WEATHER POLICY.** The Market is a **rain or shine event**. 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 weather becomes an issue during the market, check with the market manager on early take-down.

SPACE ASSIGNMENTS:

1. All vendor spaces are 10' x 10'.
2. Spaces are assigned each week. Vendors will receive a confirmation email with a map of vendor spaces no less than 24 hours before the start of that weeks' market.
3. 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.
4. Booth space locations 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.

GENERAL EVENT RULES:

1. **SETUP: 6:00am-7:45am**, All packing cases, crates and debris of any kind must be removed from your booth prior to the time of Market opening.
2. **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. **All vehicles must be unloaded and off the plaza/bridge by 7:30am. NO EXCEPTIONS.**

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3. **HOURS OF OPERATION:** Open Saturdays 8:00am-12:00pm May through October (Closed 7/04). Vendors must remain set up for the duration of the market. All sales activities end at 12:00pm. Do not break down early! Tear-down can begin at 12:00pm and no sooner without authorization from market management.
4. **LOAD OUT:** Vendors not off-site by 1PM are subject to a \$15 fine; this will be strictly enforced. Third violation subject to market probation. Vendor's booth space and the surrounding area must be free of debris and all vendor's trash properly disposed. Trash receptacles are available for customer waste, vendors are responsible for removing their own waste.
5. ***PROOF OF INSURANCE: 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 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.
6. **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 flyering throughout the market. Selling or giveaway of food items is prohibited. Failure to show after reserving a space may result in future denial.
7. **SALES TAX:** Vendors are responsible for paying sales tax and complying with all applicable federal, state and local statutes and ordinances.
8. Children of vendors (ages 12 and under) must be accompanied by an adult at all times while participating.
9. Smoking is not permitted in or near vendor booth spaces or within 25 feet of market zone.
10. Vendors are not permitted to consume alcoholic beverages at the event.
11. Photographs of vendors, customers, and performers taken during the market are often used for future promotion of the market through printed materials, social media and our website. 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.
12. 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.
13. **SPECIAL RULES are in effect during the COVID19 outbreak. Please review our supplemental rules on Page 6.**

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). 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. **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.

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FOR FOOD VENDORS ONLY:

DEPOSIT: In addition to your space fee, a refundable **cleaning/compliance deposit of \$150** 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 market, your deposit will be rolled over to your next market date and returned within ten (10) business days after your last market date of the season. Please note that wastewater and grease may not be dumped into storm drains, as per state law. **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.

SOLANO COUNTY HEALTH DEPARTMENT: FOOD BOOTH CHECKLIST

- ___ Probe thermometer with a temperature range 0F-220F for measuring food temperatures.
- ___ Necessary equipment & supplies to maintain proper food holding temperatures (45F or less for cold food, 135F+ for hot food)
- ___ Three compartment sink with hot and cold running water, or bucket system described in Appendix A at each booth. ___ Food booths that handle/serve unpackaged food shall have an owner or Person in Charge (PIC) who can demonstrate adequate knowledge of food safety principles pertinent to their operation.
- ___ Permit holder requires food employees to report illnesses as required.
- ___ Dishwashing soap and sanitizing solution (e.g., bleach or quaternary ammonium) at each booth.
- ___ Adequate warm (at least 100°F) water, hand soap, and paper towels for hand washing at each booth.
- ___ Smooth, easily cleanable, nonabsorbent food prep surfaces (e.g., stainless steel table, commercial cutting boards) at each booth.
- ___ Bucket with sanitizing solution for cleaning cloths and/or sponges at each booth.
- ___ Clean aprons or outer garments for employees of booths.
- ___ Hair nets or hats to confine hair for employees of booths.
- ___ Tongs and/or disposable plastic gloves for food handling at each booth.
- ___ Booths are entirely enclosed with four complete sides and a top (using plywood, canvas, plastic or fine mesh fly screen).
- ___ Business name, permittee name, city, state and zip code posted on each booth.
- ___ Cleanable floor surfaces (tarp or other cleanable material) in each booth.
- ___ Booths have tight-fitting closures and closable pass through windows / food service openings.
- ___ Pass-through window at side of booth facing barbecue facilities.
- ___ Outside grills & barbecues shall be separated by ropes to prevent contamination of food and injury to the public. ___ Check with the local Fire Department for requirements regarding fire extinguishers, fire retardant materials, location of cooking equipment, etc.
- ___ Weights to hold booths in place in high winds (if necessary). NOTE: This list is not inclusive of all the necessary equipment and requirements. Please refer to the Temporary Food Facility Operating Requirements.

CITY OF VACAVILLE GENERAL FIRE STANDARDS FOR FOOD VENDORS

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.

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COVID19: SPECIAL RULES FOR A SAFE MARKET

1. No sampling of any kind is permitted.
2. Face masks are strongly recommended for all vendors, REQUIRED for food vendors.
3. Booths will be spaced further apart to help customers comply with social distancing rules.
4. Please help ensure that shoppers wait 6 feet apart to view your booth.
5. **Food Vendors: Provide a barrier** between the customer and your items, or place the items out of reach. Allow the customer to point to the item they want to purchase, then place it in a bag for them to purchase.
6. Food Vendors must follow strict handwashing procedures outlined by the county.
7. Whenever possible, items **should be pre-bagged** for customers to purchase quickly
8. **You must provide hand washing equipment or hand sanitizer** to use periodically during the operation of the farmers' market
9. **Do not use the same hand or glove to touch products and cash** from your customers. Where possible, have one employee who only handles cash and another who only handles the products. We strongly encourage use of credit cards and contact-free payment methods.