



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

# 14th Annual HOLLY DAYS CRAFT & GIFT FAIR | SATURDAY, NOV. 7, 2020 9AM-4PM

## FOOD VENDOR APPLICATION / AGREEMENT

BUSINESS: \_\_\_\_\_ CONTACT: \_\_\_\_\_

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

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

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

**REQUIRED:** Please describe ALL proposed menu items (attach a separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WE WILL USE:** \_\_\_\_\_ Booth \_\_\_\_\_ Cart \_\_\_\_\_ Food Truck/Vehicle\* \_\_\_\_\_ Trailer \_\_\_\_\_ Barbeque

\*Please note: if a Food Truck/Vehicle is part of display, please include proof of auto liability insurance.

**TOTAL DIMENSIONS** of food sales/prep/bbq area (in feet): \_\_\_\_\_ **# OF EMPLOYEES** to be on-site: \_\_\_\_\_

### VENDOR CHECKLIST (check off ALL)

- \_\_\_\_ Signed Application/Agreement
- \_\_\_\_ Copy of Seller's Permit or Number
- \_\_\_\_ Copy of Driver's License/State ID
- \_\_\_\_ Solano County Health Dept. License Permit # \_\_\_\_\_
- \_\_\_\_ Proof of \$1M General Liability with COVV & DVVID listed as additional insured
- \_\_\_\_ Proof of auto liability insurance (\*see above)
- \_\_\_\_ 4 photos of product and 1 of booth/setup

### VENDOR FEES (both required)

- \_\_\_\_ \$120 - 10x10 Food Selling Space/Food Truck
- \_\_\_\_ \$200 - Cleaning & Compliance Deposit (fully refundable)

**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:** DVVID, 313 Parker Street, Vacaville, CA 95688. **Submission with payment does not guarantee acceptance into the event.**

**VENDOR FEES:** Payment is due at time of application and can be made by check/money order payable to **DVVID**, by phone with a credit card at **707-451-2100** or **online** at <https://downtownvacaville.square.site/>. This event is rain or shine. **Please see our refund policy.** If you are not accepted your check/payment will be returned to you.

### AGREEMENT:

I am applying for a space in the Holly Days Craft & Gift Faire. I have read and agreed 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: \_\_\_\_\_

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## **GENERAL INFORMATION / RULES & REGULATIONS: Keep these pages for your use**

**JURYING:** Spaces are assigned on a first come, first serve basis. Special requests will be considered where possible. We reserve the right to limit the number of food vendors and the menu. We do not guarantee 'no duplication of menu items'. Downtown Businesses are considered first as vendors. In an effort to provide a variety of food options to the Festival the DVBD may deny multiple vendors of the same food item. Please provide a sample menu of your food, four (4) photos of your food items and one (1) photo of your food booth or mobile food unit. Photos sent by mail will not be returned. 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 and photographs must be received by **Friday, October 16, 2020.**

**DEPOSIT:** In addition to your space fee, a **refundable cleaning / compliance deposit of \$200** 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 event, the deposit will be returned within ten (10) business days from the end of the Festival. Please note that wastewater and grease may not be dumped into storm drains, as per state law. The Solano County Office of Environmental Health has strict requirements for safe food handling at special events. You must adhere to their regulations and show compliance by filling out and signing and posting the required Food Safety Checklist during this event. Any food vendor who does not remain in compliance throughout the event will be asked to leave. 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.

**PROOF OF INSURANCE:** Vendors who SELL any type of food item must provide a Certificate of Liability Insurance in the amount of \$1 Million listing both the **City of Vacaville (COVV) and the Downtown Vacaville Business Improvement District (DVBD) as additionally insured.**

**ACCEPTANCE:** Upon acceptance into the Faire, you will be notified via email.

**CANCELLATION:** Accepted vendors who become unable to attend, please call or email DVBD by **Saturday, October 24th, 2020.** Fees for accepted vendors are refundable until that date, less a **\$25 application fee.**

**REFUNDS:** Booth fees for accepted vendors are non refundable after the above cancellation date. The value of your booth may be applied to future events at the discretion of DVBD. Ordinarily funds can be pushed forward one time, continual need to reschedule your booth registration may be declined. This event is rain or shine.

**SALES TAX 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.

**LOCATION:** 300, 400, 500 Block of Main St., 300 Block of Merchant St., 300 Block of Parker St. in Downtown Vacaville.

**LOAD IN & VENDOR PARKING:** Load-in info, booth number and parking locations will be sent to you no later than 48 hours before the Faire. Booth location is subject to change. Staff will be onsite to greet your vehicle and direct you to your space.

**SETUP:** Barricades will be set up at 6:00 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 Faire opening.

**BREAK DOWN & CLEAN UP:** All sales activities end at 4:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 5:00 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.

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### **BOOTHS AND DISPLAYS:**

- Limited electricity is available. If you need electricity, please indicate it on your application.
- Booth spaces are outdoors. Events are held rain or shine.
- **Vendors must provide their own displays, tables, chairs, shelves, shade covering, etc.**
- Displays must be orderly & pleasing. Vendors accept responsibility for materials and goods displayed.
- 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.
- No flyering (walking with paper handouts) during the Faire.
- 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.
- Vendors shall provide a minimum of one covered trash receptacle at your space. 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 booths or mobile food units so that they obstruct the general view or hide exhibits of others or stores/ businesses. Pedestrian aisle must be maintained at all times.
- Cooking areas outside your food booth must have restricted access for the safety of consumers.
- Only Health Department approved food booths or mobile food units **MUST BE USED**.
- A copy of current Solano County Temporary Food Booth/mobile food unit PERMIT must accompany your application. Please call the Dept. of Resource Management at 707-784-6765 for more info.
- A washable ground cloth must cover the floor of your booth.
- You must comply with the standards required by the Vacaville Fire Department (see below).
- Portable toilets & hand washing facilities will be provided. You must also provide handwashing & utensil washing facilities within your booth or mobile food unit as per Solano County Dept. of Resource Management Regulations.
- You may not make substitutions to your menu without prior approval from the DVVID.

### **COVID19: SPECIAL RULES FOR A SAFE FAIRE**

1. **No sampling** of any kind is permitted.
2. **Face masks are required** for all vendors and shoppers.
3. Do not attend the Holly Days Craft Faire if you are sick.
4. Booths will be spaced a minimum of **6 feet apart** to help customers comply with social distancing rules. We encourage you to set up your "booth flow" to minimize shopping **INSIDE** your booth, enabling shoppers to browse without creating a bottleneck effect.
5. Please help us ensure that groups of shoppers wait 6 feet apart to view your booth.
6. Whenever possible, items **should be pre-bagged** for customers to purchase quickly
7. **You must provide hand washing equipment or hand sanitizer** to use periodically during the faire.
8. **Do not use the same hand or glove to touch products and cash.** When possible, have one employee who only handles cash and another who only handles product.
9. We strongly encourage use of credit cards and **touchless payment methods**.
10. **Consider providing a plexiglass barrier** between customers and items, or place the items out of reach.

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**CITY OF VACAVILLE GENERAL FIRE STANDARDS:  
Food Service Vendors at City Sponsored Events**

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.