



2021 VENDOR APPLICATION / AGREEMENT

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

BUSINESS: _____ CONTACT PERSON: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 PHONE (best): _____ EMAIL: _____
 CA SELLER'S PERMIT #: _____ WEBSITE: _____

REQUIRED: Please describe all proposed sales or activity (attach a separate sheet if necessary). _____

| MARKET DATES: | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER |
|---------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| | <input type="checkbox"/> 24 | <input type="checkbox"/> 1 | <input type="checkbox"/> 5 | <input type="checkbox"/> 3 | <input type="checkbox"/> 7 | <input type="checkbox"/> 4 | <input type="checkbox"/> 2 |
| | | <input type="checkbox"/> 8 | <input type="checkbox"/> 12 | <input type="checkbox"/> 10 | <input type="checkbox"/> 14 | <input type="checkbox"/> 11 | <input type="checkbox"/> 9 |
| | | <input type="checkbox"/> 15 | <input type="checkbox"/> 19 | <input type="checkbox"/> 17 | <input type="checkbox"/> 21 | <input type="checkbox"/> 18 | <input type="checkbox"/> 16 |
| | | <input type="checkbox"/> 22 | <input type="checkbox"/> 26 | <input type="checkbox"/> 24 | <input type="checkbox"/> 28 | <input type="checkbox"/> 25 | <input type="checkbox"/> 23 |
| | | <input type="checkbox"/> 29 | | <input type="checkbox"/> 31 | | | <input type="checkbox"/> 30 |

| MARKET FEES BY VENDOR TYPE Pricing covers \$2 Cdfa stall fee. See Page 2 for Type Descriptions | Pay Per Week Reserve by Thursday at Noon. Subject to availability | 4-Week Consecutive Prepay for a (10% Discount) | 26-Week Season Prepay for a (15% Discount) | OTHER FEES: APPLICATION FEE \$25 / SEASON (non-refundable) POPOP / CANOPY RENTAL FEE (Optional) 10' x 10' Pop Up Tent Setup/Breakdown included \$20 / MARKET DOUBLE BOOTH PRICE = Price x 1.5 |
|---|---|---|--|---|
| Certified Producers (Farmers/Fresh Produce) | <input type="checkbox"/> \$45 | <input type="checkbox"/> \$180 \$162 | <input type="checkbox"/> \$1,170 \$994 | |
| Prepackaged Foods | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$200 \$180 | <input type="checkbox"/> \$1,300 \$1,105 | |
| Hot Food (Cleaning Deposit of \$100 required) | <input type="checkbox"/> \$60 | <input type="checkbox"/> \$240 \$216 | <input type="checkbox"/> \$1,560 \$1,326 | |
| Arts/Crafts (handmade by vendor) | <input type="checkbox"/> \$25 | <input type="checkbox"/> \$100 \$90 | <input type="checkbox"/> \$650 \$552 | |
| Downtown Biz / Expansion Zone Biz / Vendor Pass (one free market per month) | <input type="checkbox"/> \$25 | <input type="checkbox"/> \$100 \$90 | <input type="checkbox"/> \$650 \$552 | |
| Commercial (DS, re-sale, real estate, corporate etc.) | <input type="checkbox"/> \$45 | <input type="checkbox"/> \$180 \$162 | <input type="checkbox"/> \$1,170 \$994 | |
| NonProfit | <input type="checkbox"/> \$20 | <input type="checkbox"/> \$80 \$72 | <input type="checkbox"/> \$520 \$442 | |

SUBMISSION CHECKLIST:

- Driver's License/ID (For CA BOE / Security)
 Seller's Permit (Where Applicable)
 3 Product Photos / 1 Photo of your Booth
 Additional Docs (See Page 2)

FEES DUE: App Fee \$ 25
 Market Fees \$ _____
 + PopUp Rental Fees (Optional) \$ _____
 + Deposit (Hot Food only) \$ 100
 \$ _____

**NEED ACCESS
TO POWER?**
 YES

AGREEMENT: I am applying for a space in the Vacaville Farmers' Market. 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: _____

SUBMIT THIS FORM with supporting docs to info@DowntownVacaville.com or bring to 313 Parker Street, M-F 9AM-6PM.
Market fees may be paid in person, via phone or online: <https://downtownvacaville.square.site/>

OFFICE USE ONLY: Date Received: _____ Complete: Still Needed: _____ Accept / Decline
 Verified DVBID/Associate Member: Verified Nonprofit: PopUp Needed: Paid: \$ _____ Owe: \$ _____

2021 VACAVILLE FARMERS' MARKET | RULES & REGULATIONS

KEEP THESE PAGES FOR YOUR REFERENCE

NEW! REFERRAL PROGRAM For each new Certified Producer, Hot Food Vendor or Arts & Craft Vendor you send us who books a minimum of TWO paid market weeks, we'll waive ONE week of your market fees. Referral must not have sold at the Vacaville Farmers' Market in the past five seasons.

VENDOR TYPES & ADDITIONAL DOCUMENTATION NEEDED:

CERTIFIED PRODUCER: Sellers of fresh produce, meat, dairy, plants, etc.

Required Documents (to the extent applicable):

- Valid Certified Producers' Certificate** (Solano County Agriculture Department). Renewed annually. Must list Solano County as selling location.
- Solano County Health Department Permit
- Proof of \$1M General Liability Insurance with City of Vacaville & DVBID listed as additional insured**

PREPACKAGED FOODS: Sellers of baked goods, spices, sauces, jams, etc.

Required Documents (to the extent applicable):

- Seller's Permit/Resale License
- Solano County Health Department Permit
- Proof of \$1M General Liability Insurance with City of Vacaville & DVBID listed as additional insured**

HOT FOOD (BOOTH OR TRUCK): Open to vendors selling hot and packaged food in accordance with Solano County Department of Health guidelines. 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 Insurance with City of Vacaville & DVBID listed as additional insured**
- Proof of auto liability insurance (Food Trucks, Trailers)

ARTS & CRAFTS Handcrafted items that are 80% produced, crafted, or created by the applying artist. 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

COMMERCIAL / CORPORATE / DIRECT SALES: Any business or direct sales business selling or promoting a product, service or solely distributing information. 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 or Tax Exemption Form (if sales take place at the market).

DOWNTOWN BUSINESS DVBID / EXPANSION ZONE BUSINESSES / VENDOR PASS HOLDERS

DVBID Businesses, Expansion Zone Businesses and Vendor Pass holders receive one free market per month. **DVBID / Downtown Business** must be located within the geographical boundary of the DVBID. **Expansion Zone Membership** is available to businesses adjacent to the geographical boundaries of the DVBID for a yearly fee. Booth space at market must represent the type of business listed on the business license. **Vendor Pass** is a loyalty program for frequent vendors available for a yearly fee. Applications and more info on these programs can be found at www.DowntownVacaville.com.

Required Documents (to the extent applicable):

- Seller's Permit/Resale License – Only required if sales take place at the market
- DVBID Members:** Current City of Vacaville Business License and Proof of DVBID Assessment Payment.
- Vendor Pass or Expansion Zone Membership:** Proof of payment - if not a DVBID Member.
- Additional Docs may be required depending on business type/product offered

NONPROFIT: 501(c) Organizations such as schools, community service agencies, charities, city/county agencies, etc.

Required Documents: IRS Registered non-profit tax ID Letter

If selling food, merchandise, or raffle tickets as fundraisers, **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

2021 VACAVILLE FARMERS' MARKET | RULES & REGULATIONS

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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 6/30/2021.
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://downtownvacaville.square.site/>
6. Incomplete applications can 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.
11. **INCLEMENT WEATHER POLICY.** The Market is **rain or shine.** In case of severe weather, call the Market Manager between Noon and 5PM the day before. 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.
12. Promotion of religion or politics is not permitted at this market. A **FREE SPEECH** area is available just outside the boundary of the market site. Please connect with the onsite market manager to be directed to the designated area. No tents are allowed in the free speech area and the Right of Way must remain clear.

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 week's 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.**
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.

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4. SPECIAL RULES FOR PRODUCE VENDORS:

- a. Certified Producer Certificates must be displayed at your booth during market. You may only sell what is listed on your certificate. Random inspections will occur during the market season. Violators will be immediately prohibited from selling.
- b. Vendor scales must display a current certification seal.
- c. State regulations require you to provide the market manager with a "Load List". The list is an inventory of products (quantity, type) sold each day as they appear on the Certified Producer's Certificate, including sales totals. You may use your own or fill out a load list template provided by our Market Manager.

5. **CUSTOMER SATISFACTION PROMISE:** If a customer is unhappy with their purchase, offer to refund or replace the product, within reason. Please inform the market manager of any customer issues you may experience.

6. **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 of. Trash receptacles are available for customer waste, vendors are responsible for removing their own waste.

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 or use drugs 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 5.**

BOOTH APPEARANCE/DISPLAY:

1. **Vendors are responsible for providing all equipment and booth furnishings needed to participate.**

2. All displays, signs, and booth content must be neat, orderly, "family-friendly", and aesthetically pleasing. (New vendors are required to submit photos before application can be approved.)

3. 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.

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. No open flames. No burning of candles, incense, sage or other aromatic products.

9. Vendors may not provide music or entertainment in booths unless prior approval is granted by market manager.

10. Aggressive sales tactics will not be permitted.

11. 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.

12. All signage is subject to management approval. Signs shall not exceed 9' tall.

13. All vendor booths will periodically be reviewed by Market Manager to ensure compliance with above guidelines.

DEPOSIT (FOR HOT FOOD VENDORS ONLY): In addition to your space fee, a refundable **cleaning/compliance deposit of \$100** 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.

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CITY OF VACAVILLE GENERAL FIRE STANDARDS FOR FOOD VENDORS

These are 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 Marshal 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 & power taps will be of an approved type, & maintained in good condition without splices 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 market and all food vendors prior to the market open to the public. Violations of the above requirements shall be corrected before the market 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.

COVID19: SPECIAL RULES FOR A SAFE MARKET

1. No sampling of any kind is permitted.
2. Face masks are required for all vendors.
3. Booths will be spaced 6 feet 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 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.