

**2021 OKTOBERFEST | SATURDAY, SEPT. 25, 2021 11AM-6PM**

**ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION / AGREEMENT**

**Food Vendors** must use a separate application available upon request. Email us at [info@DowntownVacaville.com](mailto:info@DowntownVacaville.com)

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

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

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

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

**REQUIRED:** Please describe ALL proposed sales or activity. \_\_\_\_\_

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

**VENDOR CHECKLIST** (check off ALL)

- Signed Application/Agreement
- Copy of Seller's Permit
- Copy of Driver's License/State ID
- Four (4) photos of what you sell & one (1) of your vendor booth/setup
- Booth needs Electricity (limited)

**VENDOR FEES**

- |   |   |  |
|---|---|--|
| Standard Booth                                  | <input type="checkbox"/> 10x10 <b>\$100</b> | <input type="checkbox"/> 10x20 <b>\$150</b>                  |
| Nonprofit                                       | <input type="checkbox"/> 10x10 <b>\$30</b>  | <input type="checkbox"/> 10x20 <b>\$45</b>                   |
| DT Biz/Vendor Pass                              | <input type="checkbox"/> 10x10 <b>\$50</b>  | <input type="checkbox"/> 10x20 <b>\$75</b>                   |
| 10x10 Canopy Rental<br>Includes setup/breakdown | <input type="checkbox"/> <b>\$50</b>        | Do you require power?<br><input type="checkbox"/> <b>YES</b> |

**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:** DV BID, 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 DV BID, 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 vendor space in 2021 Oktoberfest. 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, Pure Grain German Bakery 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: Keep these pages for your use**

### **REQUIRED DOCUMENTATION FOR ALL VENDORS:**

- Completed and signed application.**
- 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.
- Seller's Permit/Resale License** – required if sales take place at the market.
- One photo of your booth and four photos of your products.**

### **VENDOR TYPES & ADDITIONAL DOCUMENTATION NEEDED:**

#### **STANDARD BOOTH includes the following vendor types:**

**Arts/Crafts:** Handcrafted items, 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.

**Commercial/Direct Sales:** Any business or direct sales business selling or promoting a product, service or solely distributing information.

**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.).

**NONPROFIT BOOTH:** organizations such as schools, community service agencies, charities, city/county agencies, etc.

#### **Additional Required Documents (to the extent applicable):**

- IRS Registered non-profit tax ID Letter

Most nonprofits won't require permits unless selling food, merchandise or raffles. If so, the following 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

#### **DOWNTOWN BUSINESS (DVBID) / VENDOR PASS HOLDERS**

DVBID Businesses and Vendor Pass holders receive discounted booth rates. **DVBID / Downtown Business** must be located within the geographical boundary of the DVBID. **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](http://www.DowntownVacaville.com).

#### **Additional Required Documents (to the extent applicable):**

- Current City of Vacaville Business License and Proof of DVBID Assessment Payment.
- OR Proof of payment for Vendor Pass

**JURYING:** All vendor applications are juried. Booths are assigned according to vendor type and festival flow. In an effort to provide a variety of vendors, Downtown Vacaville BID 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 Downtown Vacaville BID and priority is given to applicants whose work meets the Downtown Vacaville BID'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 **Wed., September 1st, 2021**

**PROOF OF INSURANCE:** High-risk vendors must provide a Certificate of Liability Insurance in the amount of \$1 Million listing 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 and beverage, bounce houses, body art, rock walls, petting zoos, etc.

**ACCEPTANCE:** Upon acceptance, you will be notified via email with receipt of payment and confirmation.

**NONPROFITS:** 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.

**CANCELLATION:** Accepted vendors who become unable to attend, please call or email DVBID by **Friday, September 10th, 2021**. Fees for accepted vendors are refundable until that date, less a **\$25 application fee**.

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**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 DVVID. 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:** Main Street between Davis Street and Dobbins Street. Merchant Street between Main and Dobbins Street.

**LOAD IN & VENDOR PARKING:** Enter the Festival site from Main Street and Davis Street. Once you've off-loaded your goods, exit the Festival from Main Street and Davis Street and park your vehicle in the parking lot adjacent to 555 Mason Street (entrance is on Catherine Street).

**SETUP:** Barricades will be set up at 9:00 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 time of Festival opening.

**BREAK DOWN & CLEAN UP:** All sales activities end at 5:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 5:45 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.

### **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 provide their own displays, tables, chairs, shelves, shade covering, etc.**
- Displays must be orderly and pleasing.
- Vendors accept responsibility for materials and goods displayed in 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.
- No flyering (walking with paper handouts) during the event.
- 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 event, please contact any staff or volunteer who will be designated with a Downtown Vacaville BID badge/lanyard or call 707-451-2100.

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

1. **Face masks are required** for non-vaccinated vendors and shoppers.
2. Do not attend Oktoberfest if you are sick.
3. 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.
4. Please help us ensure that groups of shoppers wait 6 feet apart to view your booth.
5. Whenever possible, items **should be pre-bagged** for customers to purchase quickly
6. **You must provide hand washing equipment or hand sanitizer** to use periodically during the event.
7. **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.
8. We strongly encourage use of credit cards and **touchless payment methods.**
9. **Consider providing a plexiglass barrier** between customers and items, or place the items out of reach.