

CreekWalk Non-Food Vendor Application

CITY OF VACAVILLE COMMUNITY SERVICES DEPARTMENT / SPECIAL EVENTS

Event Information

When: Friday's 6/16/17-8/18/17 from 6:30pm – 9:30 pm

Where: Andrews Park, 614 W Monte Vista Ave, Vacaville, CA 95688

Who: All ages

Expected attendance: 3,500

What: Music, Entertainment, Family Fun, Food, Drinks

Vendor Packet Checklist

____ Completed application form (all questions must be answered & application signed)

____ Complete list of items to sell or promote (space on backside of app. or attach separate page)

____ Recent photo of booth & product display (ATTACH: photos will not be returned)

____ Copy of California Seller's Permit (ATTACH) ____ Copy of Business Lic. or 501c3 letter (ATTACH)

____ Copy of general & product insurance, listing City as additionally insured (ATTACH)

Vendor Terms & Instructions

Applications: Applications can be submitted in person or by mail to Special Events Department, 91 Town Square Place. This application is neither an offer nor a guarantee of space. No exclusivity will be given for this event. Incomplete applications will **NOT** be considered OR returned. All questions must be answered completely and accurately – the information you give is the sole representation of your business for the selection process.

Approval: If approval is issued, the Special Events Department will select the vendor space; special requests considered but not guaranteed. The City of Vacaville is seeking experienced operators with quality presentation; consideration will be given to those with unique items.

Payments: Please **DO NOT** send money with this application. You will be billed at the time of approval. Payments may be made in the form of cash, check, or credit card at any Vacaville Community Center upon approval.

Space: The fee is only for the rental of the space and does not include assembly / construction of vendor exhibits. **You must provide your own 10 x 10 canopy, 8ft table and chairs.**

Option 1 \$100 10 x 10 booth space at **ONE** event (excluding 4th of July)

Option 2 \$400 10 x 10 booth space at **FIVE** events (excluding 4th of July)

Option 3 \$600 10 x10 booth space at **TEN** events (excluding 4th of July), plus 20 complementary tickets for give-a-ways and promotions.

Non-Profits = 15% DISCOUNT

Vendor Hours: Vendors load-in may vehicle load in on School St. between **3:00pm and 5:00pm**. Tear down may begin no earlier than 9:30pm. Please note you may not load or unload between 5:30pm – 9:30pm; **no exceptions**. Free vendor parking will be available at the Georgie Duke Center and is accessible from Monte Vista & School streets.

Refunds: This is a rain or shine event; no refunds will be given for inclement weather or no shows.

Restrictions: The following items are prohibited on the premises and may not be sold at this event: weapons, drug-related paraphernalia, nor items and/or activities for which an adult-oriented business permit would be required (per Chapter 9.05 of the Vacaville Municipal Code).

If you have any questions regarding this application, please contact the Special Events Office.

Please submit applications in person or by mail to:



City of Vacaville Special Events

E-mail: specialevents@cityofvacaville.com

Phone: (707) 469-6694 FAX: (707) 469-6663

91 Town Square Place, Vacaville, CA 95688

Application Deadlines:

Vendor- Friday, June 2, 2017

Special Events Department

NON-FOOD VENDOR SPACE APPLICATION

EVENT, DATES, TIMES, LOCATIONS & FEE SCHEDULE:

CREEKWALK CONCERT SERIES
FRIDAYS 6/16/17-8/18/17
6:30PM-9:30PM CARROLL PLAZA
Option 1 \$100
Option 2 \$400
Option 3 \$600
EXCLUDING 4TH OF JULY 7/4/17
DEADLINE – 6/2/17

CHECK ONE: New Returning
OPTIONS Option 1 Option 2 Option 3
 (select preferred dates below)

___06/16 ___06/23 ___06/30 ___07/07 ___07/14
 ___07/21 ___07/28 ___08/14 ___08/11 ___08/18

CHECK REQUIREMENTS (must include photo of exhibit)

***Vendors must provide a **10 X 10 pop-up tent** – larger sizes are prohibited. All tents will be measured at first event. Vendors and **tables** are required to stay within boundaries. *** Please Initial: _____

Space Size: 10 X 10 Quantity Needed: _____
 Special Needs: _____

Check all that apply:

- Conduct prize drawings** **Promotional Give-a-ways** **Direct Sales**
 Mail order **Custom items** **Stock merchandise**

BUSINESS INFORMATION

Business Name _____
 Name of Applicant _____ Owner? Yes No
 On-site Contact _____ On-site Contacts Cell # _____
 Address _____
 City _____ State _____ Zip _____
 Business Phone () _____ Residence Phone () _____
 Cellular Phone () _____ Fax () _____
 E-mail address _____ Web Site _____
***Federal Taxpayer's ID #** _____ ***CA Seller's Permit#** _____
***Business License #** _____ ***Attach copies to application**
 How long in business _____ Sole Proprietor Partnership Corporation Other _____
 Have you ever conducted business with the City of Vacaville? Yes No
 If yes, what year(s)? _____ Company _____



City of Vacaville Special Events
E--mail: specialevents@cityofvacaville.com
Phone: (707) 469-6694 **FAX:** (707) 469-6663
 91 Town Square Place, Vacaville, CA 95688

Application Deadlines:
Vendor- Friday, June 2, 2017

INSURANCE REQUIREMENTS

Proof of Insurance is required with your contract. Each exhibitor must provide proof of general and product liability insurance of at least \$1,000,000. Please check the form of insurance that covers you during special events.

City of Vacaville has to be listed as an **Additional Insured** as well as the **Certificate Holder**, please use address, City of Vacaville, 650 Merchant Street, Vacaville, CA 95688.

My own carrier Carrier _____ Policy Expires _____

REFERENCES

List 2 fairs, festivals or shows you have recently participated in:

Event #1 _____

Contact person _____ Phone () _____

Event #2 _____

Contact person _____ Phone () _____

PRODUCTS & SERVICES PRICING (complete or attach separate list)

TYPE OF ITEM (Example: Baskets, Music, Clothing, etc)	PRICING (range by type)

CERTIFICATION OF APPLICANT

I, the undersigned, acknowledge, agree and understand that: **Participation** may involve risk of serious injury, including but not limited to bodily injury, death, property damage and economic losses, which may result not only from the participant's actions, inaction's, or negligence, but also from the actions, inaction's or negligence of others, or the conditions of facilities, equipment, or areas where the event or activity is being conducted. Furthermore, the undersigned both understands the risks associated and agrees to assume any and all such risks arising out of or in the course of participation in this activity or event.

The undersigned warrants that he/she is in good health and has no physical condition, which would prevent safe participation in this activity or event. Furthermore, the undersigned participant agrees to immediately report to the activity or event supervisor any unsafe condition and/or any injury incurred.

The undersigned agrees to indemnify, defend, and hold harmless the City of Vacaville, its officers, officials, employees and volunteers from and against all liability, loss, damage, expenses, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the participation in the activity or event described above or failure to comply with any obligations related to this activity or event. The undersigned shall procure and maintain insurance as set forth in Exhibit "A" hereto.

The undersigned participant hereby give consent to be treated by a physician or surgeon in case of sudden illness or injury while participating in the above activity or event. It is understood that the City of Vacaville provides no medical insurance for such treatment and that any such cost thereof will be at the undersigned's expense.

I have read and understand the instructions and any additional information attached. I understand that this form is an application for space only, and is not an offer by the City of Vacaville to rent space. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature _____ Date _____

Printed Name _____



City of Vacaville Special Events

E-mail: specialevents@cityofvacaville.com
Phone: (707) 469-6694 **FAX:** (707) 469-6663
 91 Town Square Place, Vacaville, CA 95688

Application Deadlines:
Vendor- Friday, June 2, 2017