

# HOWLOWEEN October 27, 2018

CITY OF VACAVILLE COMMUNITY SERVICES DEPARTMENT / SPECIAL EVENTS

## Event Information

**When:** Saturday October 27 from 11:00 a.m. -1:00 p.m.

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

**Who:** All ages, family, dog friendly

**Expected attendance:** 1,000

**What:** Canine Costume, Pooch Parade, Vendors and Entertainment

## 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 City of Vacaville Business Lic. or 501c3 letter (ATTACH)

\_\_\_\_ Copy of general & product insurance, listing City as also 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:** 10X10 Space Nonfood \$40 Food Vendor \$80

Non-profit Vendor 10x10 = 15% discount

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.

**Vendor Hours:** Vendors load-in may load in on School St. between 7:30-9:30. Tear down may begin no earlier than 1:00 pm. Please note you may not load or unload between 9:30am – 1:00pm; 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](mailto:specialevents@cityofvacaville.com)

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

91 Town Square Place, Vacaville, CA 95688

**Application Deadlines:**

Friday October 12, 2018

Must have approved 2018

Primary Application on file.