

# Bunnies and Bonnets 2019

CITY OF VACAVILLE COMMUNITY SERVICES DEPARTMENT / SPECIAL EVENTS

## Vendor Application Packet

### Event Information

**When:** Saturday, April 20th from 10:00am – 1:00pm

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

**Who:** All ages

**Expected attendance:** 3,500

**What:** Multiple Egg Hunts for children, Dog Egg Hunt, Carnival, 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)

### 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:** : Commercial Vendor 10 x 10 space is  
\$40.00 (Local Vendors – Solano County)  
\$50.00 (Non Local Vendors)

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 8:00am and 9:30am. 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

1100 Alamo Dr. Vacaville, CA. 95687

**Application Deadlines:**

Friday, March 29, 2019

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## Vendor Application Packet

**SELECT ONE:**  New  Returning **SELECT ONE:**  Commercial / Craft  Food  Non-Profit

### BUSINESS INFORMATION (*\*Must attach supporting documentation*)

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 # \_\_\_\_\_

How long in business \_\_\_\_\_  Sole Proprietor  Partnership  Corporation  Other \_\_\_\_\_

Have you ever conducted business with the City of Vacaville? **Y/ N** If yes, what year(s)? \_\_\_\_\_

### FINANCIAL INTEREST

List names of all persons with financial interest (ownership) in your business or organization (if a corporation, list corporate officers). Names are REQUIRED.

Name(s) \_\_\_\_\_

### BOOTH INFORMATION (*Please attach a photo of booth display*)

Vendors must provide and set up their own 10 X 10 tent; exhibits, tables, and tents are required to stay within set boundaries. Vendors needing a larger space must purchase two or more booth spaces.

Special requests are on a first come basis and are not guaranteed.

*Note: Food concessions see pg. 4 addendum for booth setup*

#### Check All That Apply:

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

Special Requests: \_\_\_\_\_

### UTILITIES REQUIRED (*Any audio/visual equipment must be approved in writing by coordinator*)

Food concessionaires, see addendum for electricity restrictions.

#### Application Deadlines:

Friday March 29, 2019

#### City of Vacaville Special Events

E-mail: [specialevents@cityofvacaville.com](mailto:specialevents@cityofvacaville.com)  
Phone: (707) 469-6694 FAX: (707) 469-6663  
1100 Alamo Dr. Vacaville, CA. 95687



**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, please be specific)*

TYPE OF ITEM (Ex: Baskets, Music, Clothing, Menu)	PRICING

**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 \_\_\_\_\_

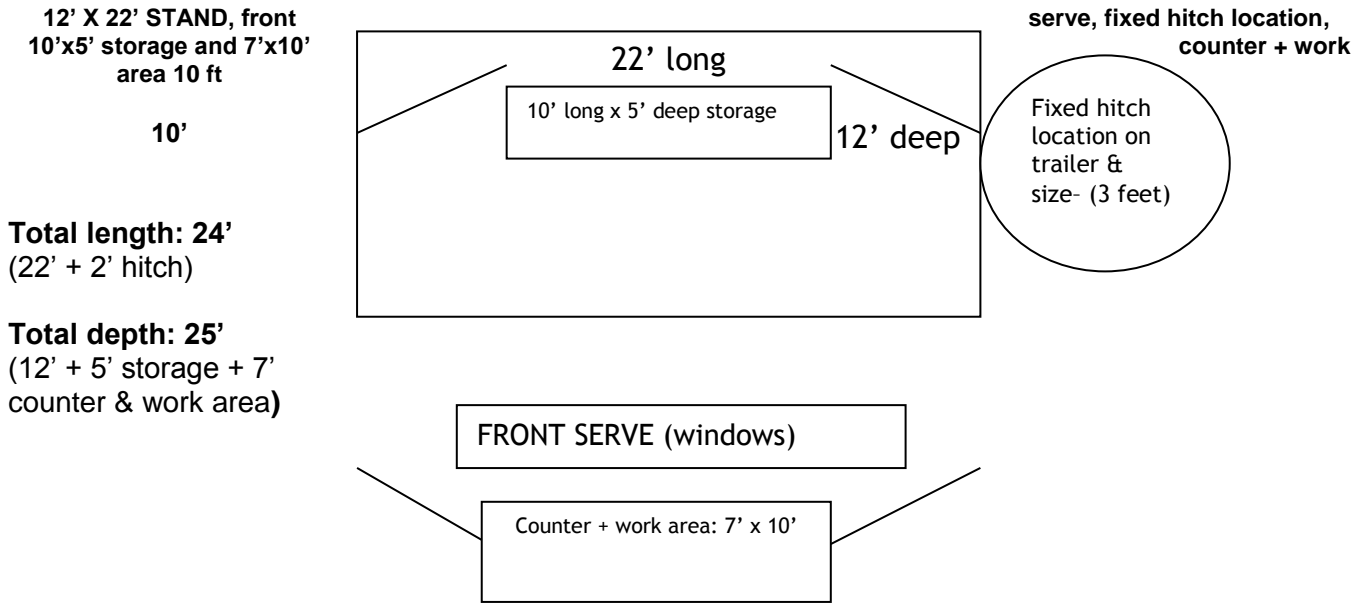
Printed Name \_\_\_\_\_

Office Use Only	Date Received _____	Approved _____	Denied _____
_____ Completed application form (all questions must be answered & application signed)			
_____ Complete list of items to sell or promote (use backside of app. or attach separate page)			
_____ Recent photo of booth & product display (photos will not be returned)			
_____ Copy of California Seller's Permit _____ Copy of Business Lic. or 501c3 letter			
_____ Copy of general & product insurance, listing City as also insured			
_____ Food concessions: addendum & supporting documentation			

### DIAGRAM OF CONCESSIONS SPACE

Please create a diagram of your stand layout, including storage area, refrigerator unit, counters, etc. Overhead view only, please! This helps us to better understand your layout, and to ensure that we are able to provide adequate space.

### EXAMPLE



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**YOUR STAND DIAGRAM HERE (include location of hitch and needed back of house area. may attach separate page)**

List must include **sizes, descriptions and prices** for each item. The City of Vacaville retains the right to delete certain menu items from your menu in advance; this will be noted if a contract is issued. Be very specific. Items not listed in the application will NOT be allowed for sale. Value meals and kids' deals are encouraged, as are heart-healthy items and other specialty foods.

<b>TYPE OF ITEM (Example: Hot Dogs, French Fries, Soda, etc)</b>	<b>PRICING (range by type)</b>