



Holly Days

CRAFT & GIFT FAIR

A locally-funded nonprofit organization created to foster an economically vibrant Downtown Vacaville.

313 Parker Street, Vacaville, CA 95688
707-451-2100 www.DowntownVacaville.com

16th Annual HOLLY DAYS CRAFT & GIFT FAIR SATURDAY, NOVEMBER 5, 2022 10AM-3PM

PREPACKAGED AND HOT FOOD VENDOR APPLICATION / AGREEMENT

BUSINESS: _____ CONTACT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE (best): _____ EMAIL: _____

SOCIAL MEDIA / WEBSITE: _____

REQUIRED: Please describe ALL proposed menu items (attach separate sheet if necessary) _____

WE WILL USE: _____ Booth _____ Cart _____ Food Truck/Vehicle* _____ Trailer _____ Barbeque

*Please note: if a Food Truck/Vehicle is part of display, please include proof of auto liability insurance.

VENDOR CHECKLIST (Please check)

- _____ Signed Application/Agreement
- _____ Copy of Driver's License/State ID
- _____ Solano County Health Dept. License Permit # _____
- _____ Proof of \$1M General Liability with COVV & DVVID listed as additional insured
- _____ Proof of auto liability insurance (*see above)
- _____ 4 photos of product and 1 of booth/truck

VENDOR FEES:

- _____ **\$100 - Cleaning & Compliance Deposit**
(fully refundable when area left clean)

VENDOR RATE:

- _____ **\$100 10x10 Food Selling Space/Food Truck**

_____ **I need access to ELECTRICAL (limited)**

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 OR by **Mail:** DVVID, 313 Parker Street, Vacaville, CA 95688. **Submission with payment does not guarantee acceptance into the event.**

VENDOR FEES: Payment is due with application and can be made by check/money order payable to DVVID, by phone with a credit card at 707-451-2100 or online at [SQUARE PAYMENT](#). 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 space in the 2022 Holly Days Craft & Gift Fair. 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 event 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:

- Signed Application/Agreement**
- Copy of 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.
- Solano County Dept. of Resources** (Health Dept.) **Seasonal Special Events Permit. Apply here:** https://www.solanocounty.com/depts/rm/environmental_health/consumer/food_program/special_events.asp
- PROOF OF INSURANCE:** Vendors who SELL any type of food item must provide a Certificate of Liability Insurance in the amount of \$1 Million listing both the **City of Vacaville (COVV) and the Downtown Vacaville Business Improvement District (DVBID) as additionally insured.**
- One photo of your booth/truck and four photos of your products.**

DEPOSIT: 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 event, the deposit will be returned within ten (10) business days from the end of the Event. Please note that wastewater and grease may not be dumped into storm drains, as per state law. The Solano County Office of Environmental Health has strict requirements for safe food handling at special events. You must adhere to their regulations and show compliance by filling out and signing the Food Safety Checklist and posting it at the event. Any food vendor who does not remain in compliance throughout the event will be asked to leave. 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.

JURYING: Spaces are assigned on a first come, first serve basis. Special requests will be considered where possible. We reserve the right to limit the number of food vendors and the menu. We do not guarantee 'no duplication of menu items'. Downtown Businesses are considered first as vendors. In an effort to provide a variety of food options to the Event the DVBID may deny multiple vendors of the same food item. Please provide a sample menu of your food, four (4) photos of your food items and one (1) photo of your food booth or mobile food unit. Photos sent by mail will not be returned. Acceptance is at the discretion of the DVBID and priority is given to applicants whose work meets the DVBID's standards.

APPLICATION DEADLINE: Applications must be received by **Wednesday, October 26, 2022.**

ACCEPTANCE: Upon acceptance into the Fair, you will be **notified via email.**

CANCELLATION: Accepted vendors who become unable to attend the Fair, please contact DVBID by **Saturday, October 29, 2022.** Fees for accepted vendors are refundable until that date.

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 DVBID. 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 taxable items are required to hold a valid California Seller's Permit. Permits are available through the [State Board of Equalization.](#)

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LOCATION: **TBD in Downtown Vacaville.**

LOAD IN & VENDOR PARKING: Load-in info, booth number and parking locations will be sent to you no later than 48 hours before the Fair. Booth location is subject to change. Staff will be onsite to greet your vehicle and direct you to your space.

SETUP: Barricades will be set up at 7:00 AM. Vendors may begin setting up as soon as the barricades are up. All non-mobile food units must be unloaded and all other vehicles off the street by 9:30 AM. **NO EXCEPTIONS.** All packing cases, crates and debris of any kind must be removed from your booth prior to the time of Fair opening.

BREAK DOWN & CLEAN UP: All sales activities end at 3:00 PM each day. Do not break down early! You must have your area cleaned and be ready to leave by 4:30 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:

- **Very 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.,** within their assigned booth space.
- Displays must be orderly and pleasing. Vendors accept responsibility for materials & goods displayed.
- 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 Fair.
- 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 Fair, please contact any staff or volunteer who will be designated with a Downtown Vacaville BID badge/lanyard or call 916-505-9184.