

2022 OKTOBERFEST | SATURDAY, SEPTEMBER 24, 2022 11AM-6PM

ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION / AGREEMENT

Food Vendors must use a separate application available upon request. Email us at 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 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
- ____ Only check if your booth needs Electricity (limited)

VENDOR FEES

- (select one)
- | | | |
|-------------------|-------------------------|-------------------------|
| Standard Booth | ____ 10x10 \$100 | ____ 10x20 \$150 |
| Nonprofit | ____ 10x10 \$30 | ____ 10x20 \$45 |
| Downtown Business | ____ 10x10 \$50 | ____ 10x20 \$75 |

SUBMISSION: Before you submit your application, please check that you have included all the items listed above. Please submit via **Email:** 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 through square](#). 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 the 15th Annual 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: _____

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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)

DVBID Businesses receive discounted booth rates. **DVBID / Downtown Business** must be located within the geographical boundary of the DVBID.

Additional Required Documents (to the extent applicable):

- Current City of Vacaville Business License and Proof of DVBID Assessment Payment.

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 **Friday, September 2, 2022**

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. Groups are required to stay within the boundaries of their booth.

CANCELLATION: Accepted vendors, who need to cancel, must call or email DVBID by **Friday, September 9, 2022**. Fees for accepted vendors are refundable until that date.

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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 complying 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 Parker 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 10:30 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 6:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 7:30 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:

- Limited electricity is available. If you need electricity, please indicate it on your application.
- Booth spaces are outdoors. Event is held rain or shine.
- **New for 2022 - Each tent must have an Oktoberfest theme.**
- **New for 2022 - A prize will be awarded to the Vendor with the best decorated tent for Oktoberfest.**
- **Vendors provide their own Tent, 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.