



September 8 & 9, 2018 at Pena Adobe Park

Food Vendor Information

The Chamber hosts a two-day weekend family friendly festival in Pena Adobe Park in September. Chamber members are encouraged to promote themselves to the community!

The fun includes two entertainment stages for professional and local talent, a talent contest, a dozen kids' activities that appeal to ages 2 - 20, vendor merchant and information booths, food and beverages. Businesses may sell goods or services, provide an activity, or sponsor a stage or other area of the event. Let us know how you want to participate. We'll see you there!

Food Chamber Member Vendor Bundle \$250

- Food Truck or 10 x10 Booth Space (Your Pop Up)
- T-shirt package - your logo on the the festival t-shirt plus 2 t-shirts for you
*[Subject to Availability]
- Your Logo on promotional material (if booked before August 1st)

Standard Food Vendor - Chamber Member \$100 (Non Members - \$395 includes membership and booth fee)

- Food Truck or 10 x10 Booth Space (Your Pop Up)

**Need a larger booth space?
Ask us how you can get a 20x10!**



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Food Vendor Application

Exhibitor/Business / Organization _____
(Please Print)

Contact name _____ Title _____

Mailing Address _____

City _____ State _____ Zip _____

Cell _____ 2nd _____ Fax _____

Email _____

RESALE LICENSE # _____

PAYMENT AND ALL INFO MUST BE COMPLETED AND TURNED IN BEFORE APPLICATION WILL BE PROCESSED OR VENDOR SPACE ASSIGNED. VENDOR SPACE IS FIRST COME, FIRST SERVED.

Please describe all goods, services, information and literature to be offered from your booth. (Must be family friendly) Attach separate page if necessary. The Vacaville Chamber of Commerce will view and approve all items and literature to be distributed or sold at the Festival in the Park.

*We don't offer exclusives, however we reserve the right to limit certain products on a first come first serve basis.

*All Vendors must provide a valid outside business license from the City of Vacaville. (apply online at businesslicense.cityofvacaville.com/primeweb) All food vendors must have a certificate from Solano County.

I have read this Vendor-Exhibitor Application/Agreement and the Rules & Regulations regarding the use & maintenance of the booth at this Festival. I agree to be bound by and perform the duties of a Vendor-Exhibitor as set forth and defined therein. The undersigned represents and warrants that he/she has the authority and power to execute this Application/Agreement on behalf of the name of the Vendor-Exhibitor herein. Vacaville Chamber of Commerce reserves the right to refuse a Vendor/Exhibitor Application/Agreement for any reason. This Application/Agreement, when signed by Vendor/Exhibitor and the Vacaville Chamber of Commerce, is a legal and binding contract.

Date _____ Signature _____

Print Name & Title _____

Vacaville Chamber of Commerce Approved By _____ Date _____

Booth Space and Payment Information

Chamber Member Food Vendor Bundle (10x10 Booth or Truck)	\$ 250.00	_____
Standard Food Vendor Chamber Member (10x10 Booth or Truck)	\$100.00	_____
Standard Food Vendor Non Member (10x10 Booth or Truck)	\$395.00	_____

*All vendors-exhibitors MUST provide a valid minimum \$1 million liability insurance certificate listing Vacaville Chamber of Commerce/City of Vacaville as additionally insured.

Extra Advertising

Please provide logo .eps or .pdf file.

Subject to Availability

Stage Side Banner (good for either stage)	\$400.00	_____
Activities, Beverages or Parking Area Banner	\$250.00	_____
Festival T-Shirt Logo	\$100.00	_____

“Build Your” Own Advertising Package - Find out how, please email becky@vacavillechamber.com

Payment Information

Non-cash purchases will be subject to a 5% processing fee.

Payment Method: M/C _____ Visa _____ Discover _____ Cash _____ Check _____

Card Number: _____ Exp. Date _____ 3 Digit Code _____

Card Holder Name: _____

Billing Address: _____ City _____ St. _____ Zip _____

Phone: _____ Cell: _____ Email: _____

Signature _____

Please email or fax application to becky@vacavillechamber.com or 707-448-0424 to expedite processing. Or mail to 300 Main St., Ste. A, Vacaville, CA 95688 Questions? email or call Becky Craig 707-448-6424



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Food Vendor Check List

VENDOR NAME _____

Before you return your application, please check off that you have included the items listed below.
You must SIGN AND RETURN this check list with your returned application

- Vendor Application
- Signed Rules and Regulations Page
- Order Form and Payment Information
- A copy of your City of Vacaville Business License. (Two Day Vacaville Business License if your business operates outside of Vacaville)
- A copy of your Solano County Food Vendor Permit
- Payment for full amount, i.e. Space Fee, Add Ons
- Proof of Insurance

Both your City of Vacaville One Day Business License and your Solano County Food Vendor Permit must be displayed the day of the event.

I HAVE READ AND UNDERSTAND THE VENDOR RULES AND REGULATIONS FOR THE 2018 FESTIVAL IN THE PARK.

Printed Name _____ Date _____

Signature _____



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Rules & Regulations for Vacaville Chamber of Commerce “Festival in the Park”

Acceptance/Assignment of Vendor Space

Vacaville Chamber of Commerce reserves the right to refuse applications that do not meet the standards set for the festival. A Vendor not reflecting a family standard or the spirit of the festival may be deemed unacceptable. Applicants who are not approved will receive a full refund. All applicants are required to fill out and sign the enclosed Vendor Application/Agreement and mail with proper payment enclosed. All booth space will be selected on a first come, first-served basis. Vacaville Chamber of Commerce reserves the right to make changes at any time to meet the needs of Vendors and the event.

Cancellation Policy

If cancellation of a Vendor Application/Agreement is desired, Vacaville Chamber of Commerce must receive the written request for cancellation on or before August 20, 2018. Vendors, whose written request for cancellation are received by Vacaville Chamber of Commerce on or before August 20, 2018, will be refunded all application fees, less a \$50 cancellation fee.

Trash

A \$100 fee will be charged to any vendor not following the following trash guidelines.

At no time during the festival is trash to be set outside of your canopy. You will be asked to leave if your belongings are found outside of your booth space.

- **Blue Dumpster (Recycling)** - Co-mingled recycling allows bottles with lids, cans, metal, glass, plastic, clean paper and cardboard.
- **Gray Dumpster (Landfill)** - Items too soiled to recycle or separate, food containers, chip bags, plastic bags, plant based/compostable plastics (our hauler does not compost plastic knives, forks, plastic, or bottles made from corn, oil or other plant based items).

Food Vendor Requirements

- Use **Paper Products** for “To-Go” orders; No wax, No Plastic Under-coating Products and No Styrofoam.
- Minimize what you distribute. Whenever possible: No lids, No straws
- Encourage reuse of bags, cups and containers. Offer incentives for return on original containers.
- Sort your items **WHILE** you are working and **BEFORE** the end of event day – to avoid the urge to throw everything into a plastic bag. Please minimize the trash you leave.

Beverages

NO beverages of any kind may be sold or given away by any vendor at any time for any reason during this Festival. Any beverage sales not arranged by the Vacaville Chamber of Commerce will be shut down immediately. Non food vendors may provide *only* prepackaged snacks that meet health code preparation requirements such as dried fruit, nuts, etc.

Electrical

There will be NO electricity provided.

Restriction of Use

Small Home based businesses may share booth space, but only up to three businesses per booth. A \$20 surcharge is required for each business as well as all standard booth fees. Insurance documents and appropriate business licenses for each business involved. Please provide only one application per booth, and a signed Rules and Regulations form and Vendor Checklist for each business owner listed on the application. The entire application package must be completed before it is submitted. i.e. one application for all businesses along with each business's check list and signed Rules page. Any incomplete application package will be rejected.

Materials or literature may not be sold or distributed outside of your booth space and must be from the vending organization only. Vacaville Chamber of Commerce reserves the right to inspect and approve or reject all literature and materials both prior

to and during the festival. Collection or solicitation of donations is prohibited at all times. Operation of sound devices is allowed if the Vendor complies with audio volume restrictions. Volume may not extend beyond the parameters of your booth (strictly enforced). Vacaville Chamber of Commerce requires the Vendor to obtain its own license for copyrighted music.

Appearance, Booth Equipment & Information:

1. Vendors must bring all equipment; Canopies, Tables, Chairs and Weights are not provided.
2. Tent interiors shall be arranged so that they do not obstruct or hide the view of other Vendor booths. Tent spaces are 10' wide by 10' deep. Pop ups and Pipe and drape are not provided but vendors are encouraged to decorate. Booths are required to follow a "step down" design with the height at the rear of the booth to not exceed 8'. Side partitions and display material shall not exceed 4' in height for a distance of 5' from the aisle.
3. Tents require weights/sandbags which are not provided. Winds can reach up to 40mph; vendors will not be allowed to set up without weights.
4. Electricity is Not available; vendors may utilize a "quiet" generator; all power cords must be taped down.
5. All decorative materials must be fire resistant.. All merchandise, equipment, signs, banners etc. must be set up within the 10x10 booth space. (strictly enforced)
6. Vendors utilizing generators must have a multi-purpose fire extinguisher at their booth.

Licensing

A Resale License is Required to sell merchandise. If you do not have one, you can obtain one by contacting THE STATE OF CALIFORNIA BOARD OF EQUALIZATION at 1-800-400-7115. Payment of sales tax is the responsibility of the Exhibitor. NO items may be sold with the words Vacaville Chamber of Commerce, Use of Chamber Logos or copies of those logos may NOT be duplicated for any purpose. Vacaville Chamber of Commerce also reserves the right to limit the sales of items that duplicate other entries.

Set-Up

Vendor will be issued one on-site load-in/load-out vehicle pass to be used for that purpose only (Set Up: Saturday, Sept 8 from 8 - 10 AM). After load-in and set-up of booth, vehicles must be moved. Vendors will not be permitted to park next to Booth Tents when the event area is opened to the public. All vehicles must be out of the event area 2 hours before doors open or be subject to towing at Vendor's expense. Vehicles will be permitted on the festival grounds for set-up purposes during these hours only. No Vendors will be admitted before that time. Vehicle access to Vendor booths is restricted due to pedestrian traffic. Vacaville Chamber of Commerce will not ship or receive any Vendor product to or from the event at any time. *ANY CITY RESTRICTIONS MAY SUPERSEDE THIS OUTLINE FOR SETUP.

Tear-Down

Vendors can begin manual load-out to the Vendor parking area Sunday, Sept 9 from 6-8 PM Vendors that begin tear-down or load-out of display or merchandise prior to 6:00 p.m. will not be invited back to return next year. All product and furnishings must be removed from the grounds by 8pm. on September 9, 2018. Any merchandise not collected and removed from the booth areas by this time will be considered refuse and will be disposed of accordingly.

Operating Hours

Vendor Booth Schedule (Mandatory-Times subject to change). Must be prepared for inspection by 10 AM Saturday. Open Saturday 11AM-8PM and Sunday 11AM-6PM. All booths should be staffed during all operating hours of event.

Security and Insurance

The Booth/Tent will be secured Friday, between midnight and 8:00 a.m. (There will be absolutely no admittance to the Vendor Booths or Vendor parking between these hours. Vacaville Chamber of Commerce will not be responsible for loss, theft or damage. All Vendor staff that are paid employees of Vendor (i.e., not volunteers) must be covered by workers compensation, per state law. Hold Harmless Vendor agrees to defend and hold harmless Vacaville Chamber of Commerce , the City of Vacaville and all sponsors of the Festival, its Directors and Staff from all claims and liabilities for bodily injury, property damage or losses incurred by Vendor's participation in the event. Vendors providing their own 1 million dollar liability insurance coverage through their own agent must name Vacaville Chamber of Commerce and the City of Vacaville as additional insured on Vendor's insurance certificate. Proof of insurance and license are mandatory. No exceptions. Thank you for your cooperation and participation.

Applicant Signature _____ Date _____