

PREPACKAGED & HOT FOOD VENDOR APPLICATION

VENDOR: _____ **CONTACT:** _____

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

PHONE (best): _____ **EMAIL:** _____

SOCIAL MEDIA / WEBSITE: _____

REQUIRED: Please describe any/all proposed sales or activity (attach a separate sheet if necessary).

VENDOR CHECKLIST (check off ALL)

- ____ Signed Application (Page 1 only)
- ____ Seller's Permit (where applicable)
- ____ Driver's License / State ID
- ____ Four (4) photos of what you sell
- ____ One (1) Photo of your booth/truck
- ____ Solano County Food Permit
- ____ Proof of \$1M GL Insurance listing Uptown Fox, Ag & Art Magazine and City of Vacaville as additionally insured.

FOOD TRUCKS

Also need:

____ Permit/Proof of yearly inspection by City of Vacaville Fire Dept.

Need electricity?

____ YES (limited availability)

VENDOR FEES

(check off one)

- 10x10 PrePackaged
- Hot Food

- ____ \$100 before 2/1/23 / \$125 after
- ____ \$150 before 2/1/23 / \$175 after

SUBMISSION: use the above VENDOR CHECKLIST to compile your application. Then, submit your completed application packet via **Email:** Vendors@UptownFox.com by **Friday, April 7 at Noon.**

ACCEPTANCE & VENDOR FEES: Please allow 3-5 business days to review your application. We will provide updates via email. If your application is accepted, **you will receive a link to pay your vendor fees online.** Arrangements to pay by check can also be made. **Space is not confirmed until payment is received.**

RAFFLE PRIZE: We'll be raffling off items to raise funds for the Pleasants Valley Agricultural Association. Please consider donating an item to help us reach our goal (not required).

____ **YES, I'd like to contribute an item to the raffle.** We'll collect your item at the event. Thank you!

AGREEMENT: I am applying for a vendor space at Ag and Art Earth Day 2023. 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 Uptown Fox LLC, Ag and Art Magazine 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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GENERAL INFORMATION / RULES & REGULATIONS: **KEEP THESE PAGES FOR YOUR REFERENCE**

JURYING: All vendor applications are reviewed in the order received. Eco-minded / earth-conscious products and businesses will be given preference. In an effort to provide a variety of vendors, we may deny multiple entries of the same food type. Acceptance is at the discretion of the event organizers.

APPLICATION DEADLINE: Applications, photos and fees must be received by **Noon on Friday, April 7, 2023.**

LOCATION: Andrews Park, 614 E. Monte Vista Avenue, Vacaville, CA 95688

LOAD-IN & VENDOR PARKING: You may load into the grassy area via the access ramp near the top of Monte Vista Avenue. Event Staff will be on site to direct you to your spot. Once your load-in is complete, please park your vehicle in the George E. Duke parking lot.

SETUP: Begins at 9AM. All packing cases, crates and debris must be removed from your space prior to 12PM.

BREAK DOWN & CLEAN UP: All sales activities end at 4:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 5:30 PM. NOTE: Vendors not off-site by this time are subject to a \$15 fine; this will be strictly enforced.

CANCELLATION: If unable to attend, please email Vendors@UptownFox.com by **Friday, April 14 at 5PM.** If we do not show a record of cancellation by this deadline, you will be responsible for paying for your selling space.

IMPORTANT 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 submit a valid California Seller's Permit available through the [State Board of Equalization](#).

BOOTHS AND DISPLAYS:

- LIMITED electricity is available, especially in outdoor booth spaces. If you need power, please indicate it on page one of this application. Please supply your own extension cords.
- Booth spaces are outdoors. This event will be held rain or shine.
- Vendors provide their own displays, tables, chairs, shelves, shade covering, etc., within assigned space..
- Displays must be orderly & 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.
- 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 other vendors. Pedestrian aisle must be maintained at all times.
- Should you have any issues during the event, please contact Brooke at 917-586-4064 or a volunteer

HEALTH AND SAFETY:

1. Face masks are recommended **but not required** for vendors and shoppers.
2. **Do not attend the event if you are sick.**
3. We encourage you to set up your "booth flow" to enable shoppers to browse without creating bottlenecks.
4. **Please provide hand sanitizer** for customer use.
5. We strongly encourage use of credit cards and **touchless payment methods.**