



Nov. 4 & 5, 2023
9am - 3pm
Ulatis Center Parking Lot

ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION

Prepackaged and hot food vendors must use separate application, available at www.uptownfox.com

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
- ____ Driver's License / State ID
- ____ Four (4) photos of what you sell
- ____ One (1) Photo of your vendor booth/setup

No electricity is provided.

Will you be bringing a generator? ____ YES

Tent Rental ____ 10x10 with weights \$50/day

VENDOR FEES

Sat/Sun	(CHECK OFF ONE)
Booth	____ 10x10 Outdoor Space \$175
Double Booth	____ 10x20 Outdoor Space \$262.50
NonProfit	____ 10x10 Outdoor Space \$50
One Day	Sat 11/4 ____ Sun 11/5 ____
Booth	____ 10x10 Outdoor Space \$100
Double Booth	____ 10x20 Outdoor Space \$150
NonProfit	____ 10x10 Outdoor Space \$25

SUBMISSION: use the above VENDOR CHECKLIST to compile your application. Then, submit your completed application packet via **Email:** Vendors@UptownFox.com by **Friday, October 20 at Noon.**

JURYING: All vendor applications are reviewed in the order received. **Handmade items are preferred** and will be given priority consideration. In an effort to provide a variety of vendors, we may deny multiple entries of the same craft. Acceptance is at the discretion of the event organizers.

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

AGREEMENT: I am applying for a vendor space at Very Merry 2023. I have read and agreed to the Rules & Regulations. I will convey all of these conditions to my staff/volunteers. *I do hereby agree to indemnify and hold harmless Uptown Fox LLC, The City of Vacaville 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: _____

ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION

GENERAL INFORMATION / RULES & REGULATIONS:

KEEP A COPY OF THIS PAGE FOR YOUR REFERENCE

APPLICATION DEADLINE: Application materials must be received by **Friday, October 20, 2023 at Noon.**

LOCATION: Ulati Cultural Arts Center Parking Lot, 1010 Ulati Drive, Vacaville, CA 95687

LOAD-IN & VENDOR PARKING: Check in will be at the entrance to the parking lot. Load in via car directly to your vendor space. Volunteers will direct you. Once your load-in is complete, please park your vehicle in the surrounding parking lots, preferably in an outlying space to accommodate customer parking.

SETUP: Begins at 7AM. All packing cases, crates and debris must be removed from your selling space prior to 9AM.

BREAK DOWN & CLEAN UP: All sales activities end at 3:00 PM. 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.

OVERNIGHT SECURITY will be provided on November 4. You may leave your canopy tents and tables in place, however **you must remove all cash and valuable goods from your space as you break down on November 4.**

CANCELLATION: If unable to attend, notify us in writing by email at Brooke@UptownFox.com by **Friday, October 27, 2023 at 5PM.** If we don't show a record of cancellation by this deadline, you are responsible for paying for your space. **This event will be held rain or shine.**

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:

- **Electricity access is not provided.** Please check the box on page one if you plan to bring a generator.
- 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 Very Merry 2023 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.**