

Vacaville Fiesta Days 2022

FOOD VENDER COVER SHEET

Vacaville, CA

Event Information

When: Thursday, May 26 - Monday, May 30, 2022

Where: Andrews Park, 718 W Monte Vista Ave, Vacaville, CA 95688

What: Music, Entertainment, Family Fun, Food, Drinks

Vendor Packet Checklist

___ Completed application form (all questions must be answered & application signed)

Vendor Terms & Instructions

Applications: Applications can be submitted in person or by mail to Vacaville Fiesta Days, PO Box 5263, Vacaville, CA 95686. This application is neither an offer nor a guarantee of space. No exclusivity will be given for this event. Incomplete applications will **NOT** be considered OR returned. All questions must be answered completely and accurately – the information you give is the sole representation of your business for the selection process.

Approval: If approval is issued, the Food Chairperson will select the vendor space; special requests considered but not guaranteed. Vacaville Fiesta Days is seeking experienced operators with quality presentation.

Payments: Payment is Due with this application. Payments may be made in the form of cash, check, or credit card. **Contact Vacaville Fiesta Days office if assistance is needed to process payment.**

Space: Food/Concession Vendor:

___ Option 1: \$1,200 - 10x20 space

___ Option 3: \$1,600- 10x40 space

___ Option 2: \$1,400 - 10x30 space

___ Option 4: \$2,000- 10x40 space

\$100 Late fee after April 5, 2022

The fee is only for the rental of the space and does not include assembly/construction of vendor exhibits.

You must provide your own canopy, table and chairs.

Vendor Hours: Vendors load-in - vehicle load in on School St. between 11-5:00 on Wednesday, May 25, 2022. Tear down may begin no earlier than close of event on May 30, 2022. Free vendor parking will be available at the Georgie Duke Center and is accessible from Monte Vista & School streets.

Refunds: This is a rain or shine event; no refunds will be given for inclement weather or no shows.

Restrictions: The following items are prohibited on the premises and may not be sold at this event: Weapons, drug-related paraphernalia, nor items and/or activities for which an adult-oriented business permit would be required (per Chapter 9.05 of the Vacaville Municipal Code).

COVID-19: Cal/OSHA's regulations, title 8 section 3205 and others, require employers to protect workers exposed to COVID-19. All vendors must adhere to safe workplace practices while participating in any event in the City of Vacaville. https://www.dir.ca.gov/dosh/dosh_publications/COVID19-Trifold-GeneralIndustry.pdf

If you have any questions regarding this application, please contact the Fiesta Days Office. Please submit applications in person or by mail to:

Vacaville Fiesta Days
E-mail: fiestadays@yahoo.com

Phone: (707) 448-4613

PO Box 5263, Vacaville CA 95686

Please make a copy for your records

Application Deadline:
Tuesday, April 5, 2022

2021 CreekWalk Concert Series

CITY OF VACAVILLE, PARKS & RECREATION DEPARTMENT/SPECIAL EVENTS

Vendor Application Packet

SELECT ONE: New Returning **SELECT ONE:** Commercial / Craft Food Non-Profit

BUSINESS INFORMATION (**Must attach supporting documentation*)

Business Name _____

Name of Applicant _____ Owner? Yes No

On-site Contact _____ On-site Contacts Cell # _____

Address _____

City _____ State _____ Zip _____

Business Phone () _____ Residence Phone () _____

Cellular Phone () _____ Fax () _____

E-mail address _____ Web Site _____

*Federal Taxpayer's ID # _____ *CA Seller's Permit# _____

*Business License # _____

How long in business _____ Sole Proprietor Partnership Corporation Other _____

Have you ever conducted business with the City of Vacaville? **Y/ N** If yes, what year(s)? _____

FINANCIAL INTEREST

List names of all persons with financial interest (ownership) in your business or organization (if a corporation, list corporate officers). Names are REQUIRED.

Name(s) _____

INSURANCE REQUIREMENTS (**Must attach supporting documentation*)

Proof of general and product liability insurance of at least \$1,000,000 aggregate is required with your application and must deem City of Vacaville **650 Merchant Street Vacaville, CA 95688** as also insured.

*Carrier _____ Policy Expires _____ City listed also Insured **Y/ N**

BOOTH INFORMATION (*Please attach a photo of booth display*)

Vendors must provide and set up their own 10 X 10 tent; exhibits, tables, and tents are required to stay within set boundaries. Vendors needing a larger space must purchase two or more booth spaces. Special requests are on a first come basis and are not guaranteed.

Note: Food concessions see pg. 4 addendum for booth setup.

Check All That Apply:

Conduct prize drawings Promotional Give-a-ways Direct Sales

Special Requests: _____

UTILITIES REQUIRED (*Any audio/visual equipment must be approved in writing by coordinator.*)

Food concessionaires, see addendum for electricity restrictions.

City of Vacaville, Special Eve

Application Deadlines:

Fri., June 18, 2021

E-mail: speialevents@cityofvacaville.com

Phone: (707) 469-6694 FAX: (707) 469-6694
91 Town Square Place, Vacaville, CA 956

REFERENCES (List 2 fairs, festivals or shows you have recently participated in.)

Event #1 _____

Contact person _____ Phone () _____

Event #2 _____

Contact person _____ Phone () _____

CERTIFICATION OF APPLICANT

I, the undersigned, acknowledge, agree and understand that: Participation may involve risk of serious injury, including but not limited to bodily injury, death, property damage and economic losses, which may result not only from the participant's actions, inaction's, or negligence, but also from the actions, inaction's or negligence of others, or the conditions of facilities, equipment, or areas where the event or activity is being conducted. Furthermore, the undersigned both understands the risks associated and agrees to assume any and all such risks arising out of or in the course of participation in this activity or event.

The undersigned warrants that he/she is in good health and has no physical condition, which would prevent safe participation in this activity or event. Furthermore, the undersigned participant agrees to immediately report to the activity or event supervisor any unsafe condition and/or any injury incurred.

The undersigned agrees to indemnify, defend, and hold harmless the City of Vacaville, its officers, officials, employees and volunteers from and against all liability, loss, damage, expenses, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the participation in the activity or event described above or failure to comply with any obligations related to this activity or event. The undersigned shall procure and maintain insurance as set forth in Exhibit "A" hereto.

The undersigned participant hereby give consent to be treated by a physician or surgeon in case of sudden illness or injury while participating in the above activity or event. It is understood that the City of Vacaville provides no medical insurance for such treatment and that any such cost thereof will be at the undersigned's expense.

I have read and understand the instructions and any additional information attached. I understand that this form is an application for space only, and is not an offer by the City of Vacaville to rent space. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature _____ Date _____

Printed Name _____

Office Use Only	<i>Date Received</i> _____	<i>Approved</i> ____	<i>Denied</i> ____
____ Completed application form (All questions must be answered & application signed.)			
____ Complete list of items to sell or promote (Use backside of app. or attach separate page.)			
____ Recent photo of booth & product display (Photos will not be returned.)			
____ Copy of California Seller's Permit ____ Copy of Business Lic. or 501c3 letter.			
____ Copy of general & product insurance, listing City as also insured.			
____ Food concessions: Addendum & supporting documentation			

2021 CreekWalk Concert Series

CITY OF VACAVILLE COMMUNITY SERVICES DEPARTMENT / SPECIAL EVENTS

Food Concessions Addendum

BUSINESS INFORMATION

Business Name _____

Solano County Health Permit # _____

UTILITY REQUIREMENTS

Please provide "real" numbers running at maximum capacity. If we are not informed of proper requirements, we may not be able to provide service – **BE SPECIFIC.**

Max 50 ft. 10 gauge AW extension cord required for power.

Stand/Trailer: Voltage _____ Phase _____ Amps _____
Refrigerator: Voltage _____ Phase _____ Amps _____
Other: _____ Voltage _____ Phase _____ Amps _____
Stock Truck: Voltage _____ Phase _____ Amps _____

NOTE: No running water or sewer available. Vendor responsible for all adapters.

DIMENSIONS

Provide accurate dimensions of front & depth footage required when set up (including all awnings, counters and back area). *Provide diagram of full set up as indicated on the next page to help us configure accurate layouts

Check all that apply: Cart Tent Stand/Trailer: End Serve Side Serve Counter Service

Booth: Width _____ x Depth _____

NOTE: Location of hitch must be marked on diagram

Food Vendor Attachments

____ Upon approval send in a copy of: Solano County Health Permit (FOOD CONCESSIONS ONLY).

____ Copy of Food Handler's Certificate (FOOD CONCESSIONS ONLY).

____ Menu: List all food and drink items with sizes and prices.

____ Recent photos of stand; show different views in full-service mode.
(ATTACH: Photos will not be returned.)

____ Diagram of stand including all dimensions of full set-up.

Addendum for food concessions only. This form MUST be submitted along with the vendor application as well as BOTH required vendor and food concession documents.

Application Deadlines:

Fri, June 18, 2021

City of Vacaville, Special Events

E-mail: specialevents@cityofvacaville.ca.gov

Phone: (707) 469-6694 FAX: (707) 469-6694

91 Town Square Place, Vacaville, CA 95662



DIAGRAM OF CONCESSIONS SPACE

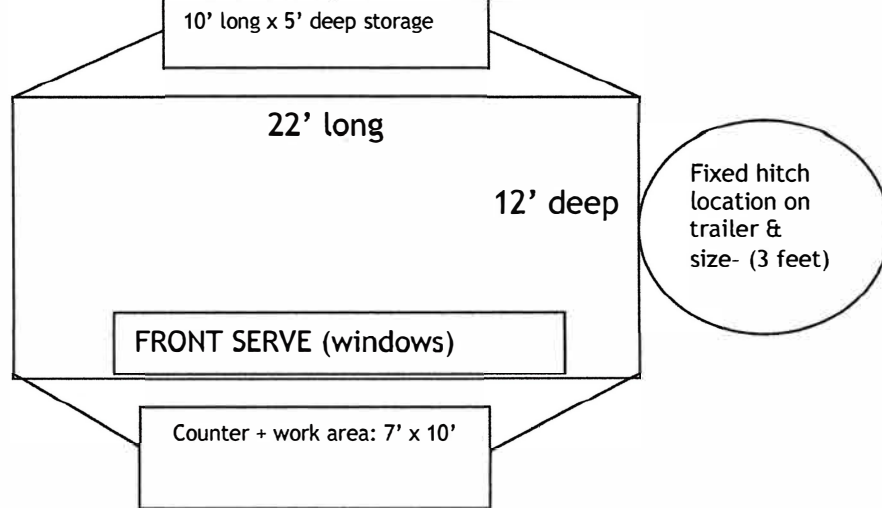
Please create a diagram of your stand layout, including storage area, refrigerator unit, counters, etc. Overhead view only, please! This helps us to better understand your layout, and to ensure that we are able to provide adequate space.

EXAMPLE

12' X 22' STAND, front serve, fixed hitch location, 10' x 5' storage and 7' x 10' counter + work area 10 ft.

Total length: 24'
(22' + 2' hitch)

Total depth: 25'
(12' + 5' storage + 7'
counter & work area)



YOUR STAND DIAGRAM HERE (include location of hitch and needed back of house area. May attach separate page)

COVID19: SPECIAL RULES FOR A SAFE EVENT

1. No sampling of any kind is permitted.
2. Face masks are required for all vendors.
3. Booths will be spaced 6 feet apart to help customers comply with social distancing rules.
4. Please help ensure that shoppers wait 6 feet apart to view your booth.
5. **Food Vendors: Provide a barrier** between the customer and your items, or place the items out of reach. Allow the customer to point to the item they want to purchase, then place it in a bag for them to purchase.
6. Food Vendors must follow strict handwashing procedures outlined by the county.
7. Whenever possible, items **should be pre-bagged** for customers to purchase quickly.
8. **You must provide hand washing equipment or hand sanitizer** to use periodically during the concert.
9. **Do not use the same hand or glove to touch products and cash** from your customers. Where possible, have one employee who only handles cash and another who only handles the products. We strongly encourage use of credit cards and contact-free payment methods.