2010 Medieval Fantasy Festival in Downtown Vacaville

ARTISANS, CRAFTERS, & MERCHANDISE VENDOR PACKET

Dear Friends,

Enclosed you will find the rules and an **Application Form** for **Artisans, Crafters and Merchandise Vendors** for the Sixth Annual Medieval Fantasy Festival to be held in Downtown Vacaville, California on Saturday and Sunday, April 17-18, 2010. This is a very unique and exciting, family oriented Festival.

With your participation we are going to make visitors feel as though they have come to a different place – and have stepped back in time. We reserve the right to choose vendors that fit in with our theme from among the applications we receive. In our jurying process we look for variety and prefer more handcrafted items as opposed to imported. We prefer more specialized booths as opposed to 'general store' booths. All Artisans, Crafters, Merchandise Vendors, Green Vendors, and Food Vendors, Musicians, and Street Performers will be part of the scene and add to the ambiance. You are encouraged to join in and wear a costume, or at least make an attempt to dress accordingly. We also encourage you to decorate your space / booth to add to the flavor of the event.

If you would like to be a part of the Medieval Fantasy Festival, please fill out the vendor application and **include all of the requested documentation** with the appropriate fee as soon as possible to reserve your space for April 17 and 18, 2010. Spaces are limited, so we encourage you to apply early (Also if you apply early, you get a price break.)

If you have any questions, please do not hesitate to all the Downtown Vacaville Business Improvement District directly at 707-451-2100. For additional festival information please call or visit our websites at www.medievalfantasyfestival.com or www.downtownvacaville.com

Sincerely,

Bob Vollmer,
Executive Director

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ARTISAN, CRAFTER & MERCHANDISE VENDOR RULES AND REGULATIONS

1. Please provide at least 3 photos of your art / craft / merchandise for review. These will not be returned. Returning vendors may skip this step **if their merchandise is of the same type.**
2. Spaces are 10' x 10' and are assigned on a first come, first serve basis.
   They vendor fee is you apply by December 31, 2009 is $160.
   If you apply after January 1, 2010 the fee is $210.
   Anything after March 15, 2010 is $250.
   Arrangements must be made ahead of time if you are able to do only one of the two days. The vendor fee remains the same.
3. If you need more space, add $10 per foot after the first 12 feet. We will consider special requests where possible. For a corner space at the beginning of your vendor area, **please include a separate check for $25.** If we have no corners by the time your application arrives, we will return that check.

4. Checks should be made out to the DVBID. In the event that you must cancel, up until 60 days before the event, a full refund may be given. Up until 30 days before the event, a 50% refund may be given. After that date no refunds will be given. This event will be held rain or shine. The final deadline for application is April 5, 2010. The location of your booth will be mailed to you with your application acceptance.
5. We reserve the right to limit the number of vendors within each category and to accept only those applicants which we believe are compatible with our theme and purpose. *We further require that where authors, film studios, and so on, have developed licensed products, that you go with them. We do not allow knock-offs of licensed products – selling, promoting, or offering for sale.*
6. **Please note this wording. You must provide a Certificate of General Liability Insurance naming by endorsement to the policy 1. the City of Vacaville and 2. the DVBID as additionally insured in the amount of $1,000,000.**
   The liability insurance is not an option. If you send in your vendor application early, you may provide the insurance documentation by 60 days before the event. After that, it must accompany the application. If you don't already have this insurance, we can suggest a source for it.
7. Insurance required by #6 in no way limits the liability of the Vendor. Any injury to the Vendor arising out of, or resulting from, participation in this event is the responsibility of the Vendor.
8. The hours of the event are 9:30 AM to 5:00 PM on Saturday, and 9:30 AM to 4:00 PM on Sunday. You may begin setting up at 6:00 AM and must be set up and ready to sell by 9:30 AM.
9. Booths will be on closed off streets. Vendors shall not construct or arrange their booths so that they obstruct the general view or hide exhibits of others or stores / businesses. For this reason, we have a question on the application about your booth having a back, or whether one can see straight through. This may affect the placement of your booth.
10. You are responsible for your own tables, chairs, canopies, etc. No electricity is provided. Vehicles must be removed from the area prior to 9:30 AM. Vendors shall not store or display materials on benches, planters or other architectural surfaces.
11. Vendors must collect and pay their own sales tax. A copy of your seller's permit must accompany your completed application.
12. Vendors must provide a minimum of one trash receptacle at your booth. All packing materials and debris must be removed from your exhibit space prior to the time of opening. All additional trash, zip ties, empty containers, and packing materials must be removed when you leave. If you put boxes into the cardboard dumpster, flatten them first. You may **NOT** dispose of ice / water or other liquids into planted areas.
13. Overnight security Saturday will be provided. However, we cannot take responsibility for your property, which will be left overnight at your own risk.
14. Vendors are responsible for providing and arranging all necessary labor in set up and tear down. Event staff and security personnel are not available to help.
15. **Vendors are discouraged from bringing dogs or other pets with them. If you bring a dog, we must know ahead of time and it must be leashed at all times.** Booth placement may be affected.
16. Breakdown begins no earlier than 4:00 PM Sunday. **All spaces must be vacated by 6:00 PM**

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Arts, Crafts & Merchandise Vendor Application and Agreement

BUSINESS NAME (**please print clearly**) _____

NAME _____

ADDRESS _____

CITY _____STATE_____ ZIP _____

PHONE (best) _____(alternate)_____

EMAIL _____ WEBSITE _____

Please provide a description of the items you plan to sell (required)

_____

_____

Booth size needed _____ My booth has a back _____ My booth is see through _____

Will you be in costume ? Yes No

Read Carefully and please include ALL the following (If needed our fax # is 707-451-2829)

_____ photos of your merchandise (if needed)
_____ **copy of your seller's permit**
_____ **certificate of liability insurance (See rule #6 for wording.)**
_____ **photocopy of your driver's license**
_____ check for the vendor fee made payable to DVBID
_____$160 (by December 31, 2009) for a 10x10
_____$210 after January 1, 2010
_____$250 after March 15, 2020
_____ $10 each additional foot after 12'
_____$25 corner fee
_____TOTAL VENDOR FEES ENCLOSED

AGREEMENT

As the main contact, I am responsible for any others that are working at my booth. We may be subject to scrutiny by the DVBID, the City of Vacaville and/or Police Department. I have read and agree to observe the 2010 Medieval Fantasy Festival Vendor Rules and Regulations as set forth in this packet. I agree to defend, indemnify and hold harmless the City of Vacaville, Downtown Vacaville Business Improvement District and their respective officers, agents, underwriters, individually or collectively from 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 the event known as the Medieval Fantasy Festival in Downtown Vacaville.

_____ _____

Authorized Signature Date

Mail to Medieval Fantasy Festival, 311 Parker Street, Vacaville, CA 95688

Or you may fax to 707-451-2829