



VACAVILLE KID FEST 2019
 Saturday, October 19th
 10:00 AM – 3:00 PM
 Andrews Park - West Monte Vista Avenue, Vacaville



Non-Profit Application and Agreement Form

BUSINESS NAME (please print)

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (Bus) _____ (Cell) _____

E MAIL _____

Please provide a description of the information you will be distributing or the activities you will be doing at your booth. (Booth fee is waived for nonprofit groups if no sales or fundraising are taking place.)

Booth space size: 10' by 10' _____ 10' by 20' _____

Will you be bringing a canopy, tent, or backdrop? _____

Electrical outlet needed? 110 _____ 220 _____ n/a _____

Number of people in your group that will be working at your booth? _____

Special Requests? _____

Remember to enclose the following:

_____ Copy of your nonprofit registration or determination

AGREEMENT

I, as the Vendor or on the vendor's behalf, have read and agree to observe the Vacaville Kid Fest Rules and Regulations as stated in this application. I have read and signed the Release and Waiver of liability attached to this application.

Authorized Signature _____ Date _____

Please mail to: Vacaville Kid Fest, c/o Vacaville Police Department
 attn: Gretchen Ash
 660 Merchant Street
 Vacaville, CA 95688

or fax to 707-449-5474 no later than **October 1, 2019**. If you have any questions, please contact Gretchen Ash at 707-449-5432 or gretchen.ash@cityofvacaville.com.

NON-PROFIT RULES AND REGULATIONS
PLEASE KEEP THIS PAGE FOR REFERENCE

DEADLINE: October 1, 2019

1. Space size will be 10' x 10' or 10' x 20'.
2. There is a vendor fee of \$75 for a 10' x 10' space and \$125 for a 10' x 20' space. Checks should be made out to Vacaville Kid Fest and mailed in with your application. No refunds will be given.
3. We reserve the right to limit the number of Vendors. We also reserve the rights to accept only those applicants which we believe are compatible with our theme and purposes. We specifically reserve the right to refuse acceptance to any group for any reason. **All booths must be family-friendly and provide a free, hands-on activity for children.**
4. You may not play recorded music or perform live music at your booth, nor make any noise that can be heard beyond the area of your booth space, unless express written permission to do so is given prior to the event by Kid Fest organizers. Any group that violates this or creates a disturbance to the booths or people around them will forfeit their security/cleaning deposit and may be asked to leave.
5. You must confine your activities to within your booth space area. No strolling vendors are allowed, and you may not walk around and distribute information or solicit the public.
6. The hours of the event are 10:00 AM to 3:00 PM on Saturday. You may begin setting up at 7:30 AM, and must be completely set up by 9:30 AM.
7. Persons shall not construct or arrange their booths so that they obstruct the general view or hide exhibits of others. Pedestrian aisles and a 20 foot fire lane must be maintained at all times. You are responsible for your own tables, chairs, canopies, etc.
8. Vehicles not used for display purposes must be removed from the area prior to 9:35 AM. Use of your vehicle for display must be pre-approved. No exceptions.
9. All packing cases, crates and debris of any kind must be removed from your exhibit space prior to the time of opening. All additional trash, empty containers, and packing materials must be removed when you leave. Your security/cleaning deposit will not be returned if any items are left in your area.
10. Vendors are responsible for providing and arranging all necessary labor in unpacking, erecting, dismantling and repacking displays. Event staff are not available to help with set-up or take down.
11. Breakdown begins no earlier than 3:00 PM Saturday. If you breakdown early, you will forfeit your security/cleaning deposit. All spaces must be vacated and clean by 4:30 PM.
12. Approximately 5 days prior to the event, you will be e-mailed a map and booth assignment.