



**SATURDAY, December 14, 2019**

**2:00PM - 8:00PM**

## VENDOR APPLICATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

PAST VENDOR: Y\_\_\_ N\_\_\_ **COMPLETED APPLICATION DEADLINE: November 1, 2019**

All completed applications Must be received or Post Marked by  
November 15<sup>th</sup> or will be subject to \$50 late fee.

### **\*DETAIL DESCRIPTION OF GOODS TO BE SOLD**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*please list all items, if not listed, you CANNOT sell additional items**

### **CHECKLIST (All applicable items must be included to process application)**

- Completed Application
- Non-Profit IRS# \_\_\_\_\_
- Copy of CA Seller's Permit/Resale License # \_\_\_\_\_
- Sutter County Environmental Health Department Special Event Food Permit
- CA State Health Department Certificate (if applicable for olive oil, honey, jams, nuts etc.)
- Certificate of Liability Insurance
- YCDBA Insurance (include a separate \$45.00 check or credit card form)
- Photos of Booth setup and products; pricing of items being sold (Only approved items will be included in this agreement)

**PLEASE ENSURE ALL ITEMS ARE ENCLOSED OR APPLICATIONS WILL BE RETURNED**  
**APPLICATIONS ARE NOT CONSIDERED COMPLETE UNTIL ALL REQUIRED DOCUMENTATION AND PAYMENT IS SUBMITTED**

**Make your checks payable to: Yuba City Downtown Business Association or YCDBA**

**Mail completed application and all required documentation to:**

YCDBA P. O. Box 146 Yuba City, CA 95992

**Drop off applications from Monday-Friday between 8:00am-noon at 409 Center St., Suite A**

**FOR OFFICE USE ONLY:**

**DATE RECEIVED: \_\_\_\_\_ CHECK#: \_\_\_\_\_ CHARGE: \_\_\_\_\_ CASH: \_\_\_\_\_ AMOUNT: \_\_\_\_\_**

BOOTH SIZE/SERVICE	PRICE	AMOUNT DUE
COMMERCIAL 10'X10' BOOTH *A commercial business defined as a business or individual who provides a service or sells physical products.	\$200.00	
COMMERCIAL 10'X20' BOOTH*	\$300.00	
NON-PROFIT 10'X10' BOOTH	\$100.00	
NON-PROFIT 10'X20' BOOTH	\$150.00	
ARTISAN/CRAFTER 10'X10' BOOTH * An artisan is a skilled craft worker who makes or creates things by hand that may be functional or strictly decorative, for example furniture, decorative arts, sculptures, clothing, jewelry.	\$100.00	
ARTISAN/CRAFTER 10'X 20' BOOTH*	\$150.00	
FOOD VENDOR 10x10 BOOTH	\$175.00	
FOOD VENDOR 10x20 BOOTH	\$250.00	
FOOD VENDOR 10x30 BOOTH (FOOD TRUCK 30FT. MAX)	\$300.00	
YCDBA INSURANCE (optional)	\$45.00	
<i>AFTER NOVEMBER 15<sup>th</sup> LATE FEE</i>	\$50.00	
<b>TOTAL AMOUNT DUE FOR BOOTH &amp; SERVICES</b>		
<b>DAMAGE DEPOSIT</b> (MUST BE A SEPARATE CHECK-WILL NOT BE CASHED) Unless contract is broken. <b>(Credit card: complete and sign a separate credit card form-will not be processed)</b> <b>PLEASE CHECK BOX IF YOU WANT DEPOSIT CHECK RETURNED</b> <input type="checkbox"/> <i>Otherwise it will be shredded after event IF no damage incurred.</i>	\$100.00	\$100.00
<b>TOTAL OF TWO (2) CHECKS or CREDIT FORMS ENCLOSED</b>		
<b>MAKE CHECKS PAYABLE TO: YCDBA</b>		
<b>APPLICATIONS AFTER 15<sup>TH</sup> will be charged a \$50 late fee.</b> CHRISTMAS STROLL WILL OCCUR RAIN OR SHINE. FEES WILL NOT BE RETURNED DUE TO INCLEMENT WEATHER OR ACTS OF GOD		

## RULES AND REGULATIONS APPLICATION INFORMATION

Please carefully read through all the items listed below. Applicant MUST initial, sign, and date at the end and agree to ALL in order to be considered for the 2019 CHRISTMAS STROLL. If you have any questions, please contact our

Coordinator Kristel Martin at [info@yubacitydowntown.com](mailto:info@yubacitydowntown.com) or (530) 755-1620

INITIAL

### Booth Space – Allotment and Placement: I understand that:

The 2019 CHRISTMAS STROLL is a “juried event” and space is limited. **All Sales Items require Pre-Approval:** I understand that I may only sell items that have been pre-approved by the Yuba City Downtown Business Association and if not, my booth may be shut down. Vendor booth space fee will NOT be refunded and I may lose the privilege of participating in future YCDBA sponsored events. **If I am not accepted, my fees will be returned to me in full.**  
\*Booth space is granted on a first-come, first-served basis.

I may request a specific location; however, the space I request cannot be guaranteed and last year’s space will not be automatically granted. Booth space assignment is subject to change by Event Management up to the day of the event. **\*All assigned Vendor spaces can only be changed by the Event Management.**

I understand vendors do not have exclusivity on any one product type. To encourage a high quality and variety of vendors, the selection of vendors is at the discretion of management based on the vendor’s ability to enhance the overall event image-management reserves the right to refuse or reassign space at any time.

### Booth Info, Set-Up, Decorations, etc.:

I understand I must provide my own canopies, tables, chairs and other equipment to vend.

All vendors are encouraged to decorate their booths.

Set up time is NO earlier than 3 hours prior to event.

I understand I must be fully operational no less than ½ hour prior to posted start time of event and operate the entire duration of the event.

I understand Set-up and tear-down must happen on the day of the event, breakdown must be DONE NO more than 1 hour after the completion of the event or lose deposit.

No garbage including boxes are to be left behind. All garbage is to be disposed of in the dumpsters provided, **NOT** the public garbage cans along the sidewalk.

I understand that if garbage is left behind that my deposit will be forfeited and can jeopardize the approval at future events.

- All food handlers (including those providing free water, drinks, etc.) must comply and meet all State & County requirements (including fire suppression/Ansul systems for any open flame/cooking equipment. Please provide proof of all permits prior to event. Also have a copy of your permits with you the day of event) **YCFD Fire Marshal (530)822-4714 and Sutter County Environmental Health (530)822-7400**
- Food vendors must supply their own WHISPER quiet generator
- Absolutely NO samples can be cut at the event. Samples are to be cut and packaged at an approved commissary (industrial kitchen) according to Health Department guidelines
- All food vendors must provide ample light to prepare food
- Food items/edible produce must always be kept at least 6 inches above ground
- EBT/WIC is NOT accepted at Stroll events
- Prices must be clearly posted on or around all products. Only APPROVED menu items will be allowed to be sold
- Vendors using BBQ grills, or open flames, must have the proper fire extinguisher at their space and proper waste cans. These vendors also must provide ample fans to deflect smoke
- No glass containers are permitted to be served or sold
- Cooking oil, drippings and coals may not be disposed of on the street, in gutters, or anywhere else on the event grounds. Vendors must bring safe and appropriate containers for removal of these items and dispose of them off site
- Food Vendors must provide their own garbage cans (30gal or more). The YCDBA reserves the right to assess clean-up fees and fines. No grease or gray water is to be poured onto the ground. Anyone found doing this will be asked to leave the event and deposit will be forfeited. You will need your own hand-washing station.
- Gas cans Must be kept in vehicle or trailer and NOT in cooking area.
- Fire extinguishers MUST be current and will be checked upon check in and you will be denied entry if not in compliance.
- I understand there is no sharing of booths unless assigned by the YCDBA. I understand all merchandise must be displayed on a table, rack or shelving (some exceptions may apply, see coordinator for details) I understand the solicitation of funds, signatures, etc. must be confined to my booth space. Drawings may not be held and microphones, or other sound-producing items, may not be used without prior approval. I understand I may not provide music or entertainment in booths unless approved by event management.
- I understand no animals (except for service animals) are allowed in the booths. I understand this is a **SMOKE FREE** event, and smoking is not allowed in the booths. I understand there is to be **no alcoholic beverage** consumption permitted by vendors during event hours.
- I understand all vendors must provide a Certificate of Liability insurance in the amount of \$1,000,000 naming the Yuba City Downtown Business Association, P. O. Box 146, Yuba City, CA 95992 and the City of Yuba City, 1201 Civic Center Blvd, Yuba City, CA 95993 as additional insured. If I do not have liability insurance, I can purchase coverage through the YCDBA for \$45.00.
- I understand that if I "NO SHOW" my deposit will be forfeited and will jeopardize my approval of attending future events.

**Electrical Access: I understand electricity is limited.** I understand I must bring my own battery powered lighting. If a generator is needed, I must have a whisper quiet generator and it must be approved by Event Management prior to the Event.

**I have enclosed my payment in full.** I hereby apply for booth rental at 2019 Christmas Stroll. I have read this packet in its entirety and understand all provisions. I understand and comply with the conditions set forth and agree to the rules and regulations of the at 2019 Christmas Stroll. I understand I will be completely removed from the event without refund if I violate any rules or regulations. I release and hold harmless the Yuba City Downtown Business Association and the City of Yuba City from all liability including, but not limited to, theft, personal injury, death to persons, or damage to property resulting from acts or omissions by any Vendor, its agents or employees, and acts of war and God. I understand this application does not guarantee a space at the Event and my money will be deposited and then refunded if I am not selected. I understand acceptance to the Event does not guarantee me sales.

**I HAVE READ THE RULES AND REGULATIONS AND UNDERSTAND THEM CLEARLY.**

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Owner's/Manager's Signature (please print name)

Date