



**GENERAL VENDOR APPLICATION**

Saturday, November 30, 2024 | 10AM to 5PM | Old Town Elk Grove

**APPLICATION DEADLINE:  
OCTOBER 18, 2024**

**All fields are mandatory. Do not return an incomplete form.**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Website/Instagram: \_\_\_\_\_

**Vendor Type and Booth Size. Please check one:**

**Craft & Antiques**

**New Merchandise/Commercial**

**Nonprofit/CBO**

**Old Town Foundation Member**

10x10 = \$125

10x10 = \$275

10x10 = \$75

10x10 = FREE

20x10 = \$200

20x10 = \$400

**VENDOR REQUIREMENTS**

All vendors are required by the California State Board of Equalization to have a State of California Resale Permit. For further information, call (916) 227-6700. A copy of your resale permit must be provided with your application and be displayed at your booth during the event.

**INSURANCE**

- A Certificate of Insurance must be provided in the name of the person/business who signs the vendor application. It must also clearly show the liability limits and policy dates to be valid.
- Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability. The CERTIFICATE must name: Old Town Elk Grove Foundation, 8820 Elk Grove Blvd. Elk Grove, CA 95624. The following statement must appear on the certificate: "Additional Insured Endorsement names the Old Town Elk Grove Foundation, The Elk Grove Chamber of Commerce, Cosumnes CSD, and City of Elk Grove, additional insured, and their respective directors, agents, or employees are included as additional insured."
- Insurance can be purchased through Artists Crafters & Tradesmen Insurance (ACT) - [get.actinsurance.com](http://get.actinsurance.com)

## **GENERAL INFORMATION**

Vendor space is open to crafters, artists, businesses, vendors of agricultural products and food vendors selling pre-packaged foods and refreshments (see Food Vendor Application). It is also open to non-profit, community or school organizations. Vendor exclusivity will only be provided to event sponsors. All vendors must be approved by event staff. An invoice will be sent to you if your application is accepted.

- THIS IS A RAIN OR SHINE EVENT. NO REFUNDS. In the event of rain, booth spaces may be re-assigned at check-in starting at 8:00 am to avoid gaps from no shows.
- Payment is required at the time of application approval.
- There is NO electrical access.
- Must provide a copy of insurance and necessary permits at the time of application submittal.
- Set up starts at 7:00am. Vehicles must be moved out of the festival area no later than 9:00 am.
- Vehicles will not be allowed to enter the selling area after 9:00 am. No exceptions.
- Your space number will be given to you one week before the event date and again at check-in when you arrive.
- No sampling or giving away of food or drink without health permit/fees and approval from the Foundation. No exceptions.
- The Elk Grove Fire Department places a high priority on safety. Therefore, each vendor is required to bring an unexpired fire extinguisher and a flame-retardant tent with weights. The manufacturer tags must be attached to the tent for visual inspection, ensuring the safety of all participants.
- Vendor must supply their own tents, tables, or other needed set up equipment.
- No street parking will be allowed on Elk Grove Blvd. or Railroad St.
- Tear down is at 5:00pm. DO not tear down early. Elk Grove Police Department will not permit vehicles to load until the tree lighting ceremony is complete (approximate time is 7:00pm).
- Please pick up your area before you leave and do not overload the city trash cans.

## **SPECIAL CONTEST**

To embrace the Dickens Street Faire theme, we encourage all vendors to decorate their booth and/or dress in the spirit of Dickens and the holiday season. (No Santa or Mrs. Clause - we have that covered) AWARDS will be given for the best dressed and best booth decorations. Winners will receive FREE booth space for next year!

**PLEASE SIGN**

**INSURANCE CLAUSE**

Vendors must comply with insurance requirements. The Vendor has OPTIONAL LIABILITY PROTECTION.

I have read and understand the above Insurance Requirements and agree to abide by all of the conditions set forth.

Initial here: \_\_\_\_\_

**LIABILITY CLAUSE**

I, the undersigned, hold the Old Town Elk Grove Foundation officers and committee members and Cosumnes CSD, Elk Grove Chamber of Commerce and the City of Elk Grove, employees, agents, and directors harmless of injury I may sustain or cause to others. I hold the Old Town Elk Grove Foundation, Cosumnes CSD, Elk Grove Chamber of Commerce and The City of Elk Grove harmless for loss of property that may occur with any activity at, or associated with the Annual Dickens Street Faire on November 30, 2024.

I understand and acknowledge reading and agreeing to these terms and conditions.

Initial here: \_\_\_\_\_

**VENDOR RESPONSIBILITIES & DETAILS**

I have read the regulations included in this Vendor Application and I agree to comply with the conditions set forth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FOR MORE INFORMATION**

Email: dickens@elkgroveca.com  
Call: Isabel Pires (916) 267-1129  
Elk Grove Chamber of Commerce at (916) 691-3760

**Please return the completed and signed application, along with all required documentation to:**

Email:  
dickens@elkgroveca.com (preferred method)

Mail:  
Old Town Elk Grove Foundation  
Attn: Dickens Street Faire  
8820 Elk Grove Blvd  
Elk Grove, CA 95624