



Saturday, November 25 2023 | 10AM to 5PM | Old Town Elk Grove

Vendor Application
Deadline: October 20, 2023
Payment is required at time of
application approval.

All fields mandatory. Do not return an incomplete form.

Business Name: _____
Contact Person: _____ Phone: _____
Address: _____
Email: _____
Website: _____

Vendor Type and Booth Size (please check one):

Crafts & Antiques	Pre-Packaged	New Merchandise/ Commercial	Non-profit/CBO	Old Town Foundation Member
<input type="checkbox"/> 10x10 \$125	<input type="checkbox"/> 10x10 \$200	<input type="checkbox"/> 10x10 \$250	<input type="checkbox"/> 10x10 \$75	<input type="checkbox"/> 10x10 FREE
<input type="checkbox"/> 20x10 \$175	<input type="checkbox"/> 20x10 \$250	<input type="checkbox"/> 20x10 \$375		

Will you be providing tastings or selling pre-packaged food items? Yes No

Health permit must be included if applicable. All vendors providing tastings or selling pre-packaged foods must submit the following with application: Temporary Food Facility Operators Packet information sheet, menu, and site plan along.

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.

All food vendors providing tastings or selling pre-packaged food must complete and submit the Temporary Food Facility (TFF) Operators Packet. If you do not have a multi-event permit and need the packet, contact the Sacramento County Environmental Management Department at 916-875-8484 or EMDinfo@Saccounty.net. Food vendors must read and comply with the CSD Fire Department's Conditions for Approval. If you need a copy, contact the CSD Fire Department at (916) 405-7100 or firemarshal@csdfire.com.

Food vendors are classified as low risk or high risk by the County Health Department. **Only low-risk food vendors will be considered this year.** All food vendors are responsible for additional Health Department Inspection Fees that are included in the booth fee and should be paid to the Dickens Street Faire. If you have proof of a multi-event health permit or you may reduce the booth fee by \$75.00. No on-site sampling allowed without prior authorization and approval. You MUST provide a copy of your TFF form, or a multi-event permit with your application. To apply for a permit or find out more information, please visit emd.saccounty.net or contact EMD at (916) 875-8440.

INSURANCE REQUIREMENTS

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

- The Certificate of Insurance and necessary Permits are due no later than 14 days prior to event date. A Homeowner's or Tenant's insurance policy can usually provide insurance for your rental or booth space.
- The Certificate of Insurance must be 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."
- See additional ACT/FLIP insurance information for purchase on our website.

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 25, 2023.

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

Initial here: _____

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 the next year!

MORE INFORMATION

Email: dickens@elkgroveca.com

Amy Labowitch (916) 829-5577

Elk Grove Chamber of Commerce at (916) 691-3760

Applications can be emailed to **dickens@elkgroveca.com**

or mailed to

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

VENDOR RESPONSIBILITIES & DETAILS

- **THIS IS A RAIN OR SHINE EVENT. NO REFUNDS.**
- Payment is required at time of application approval.
- Provide a copy of resale permit and health permit. (If applicable, you must send us a copy of your health permit. All food vendors must complete and submit the Temporary Food Facility Operators Packet information sheet, menu, and site plan along with this application.)
- Must provide a copy of insurance and necessary permits due no later than 14 days prior to event date.
- Set up starts at 7:00am. We ask that you unload and move your vehicle as quickly as possible.
- Vehicles must be moved out of festival area no later than 9:00 am.
- Vendors will not be allowed to enter selling area after 9:00 am. No exceptions.
- Check-in Location: 2nd Ave./Elk Grove Blvd. located in front of El Dorado Savings (*subject to change*).
- Your space number will be given to you 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.
- Each vendor is REQUIRED by the EG Fire Dept to bring an un-expired fire extinguisher.
- Vendor must supply their own tents, tables, or other needed set up equipment. Tent weights are REQUIRED by the EG Fire Dept. This event is rain or shine.
- Side street parking will be available, but no street parking will be allowed on Elk Grove Blvd. or Railroad St. where the festival will be held.
- Please do not tear down early. Tear down is at 5:00pm. You will not be permitted to bring in your vehicle to load until the tree lighting ceremony is complete (approximate time is 7:00pm).
- Please pick up your area before you leave. Do not stuff event trash cans.

GENERAL VENDOR INFORMATION

Vendor space is open to crafters, artists, businesses, vendors of agricultural products and food vendors selling pre-packaged foods and refreshments. It is also open to non-profit, community or school organizations. There is no electrical access available. This is a RAIN OR SHINE event and there are 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. 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.

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

Signature: _____ Date: _____

Print name: _____

**THANK YOU FOR CHOOSING TO BE A PART OF
THE ANNUAL DICKENS STREET FAIRE!**

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

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

You can also email your application to: dickens@elkgroveca.com