



Greater Vallejo Recreation District Flavor Town Tuesdays

2nd and 4th Tuesdays, May-September 2023

4:00 PM – 8:00 PM

Children’s Wonderland, 360 Glenn St., Vallejo, CA 94590

Event Organizer: Joseph Gatmen, Recreation Coordinator, (707) 648-5357

GVRD VENDOR APPLICATION AND AGREEMENT

#1 COMPLETE VENDOR APPLICATION: Please print.

BUSINESS NAME _____

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (day) _____ (eve) _____

FAX _____ E-MAIL _____

Please provide a description of the information you will be distributing or activities you will be displaying or conducting at your booth.

Food Truck size: _____ or Booth size: 10’ x 10’ _____ or 10’ x 20’ _____ (limited spaces available)

Will you provide a canopy, tent, or backdrop? Yes _____ No _____

Will you need access to a power source? Yes _____ No _____

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

(All people over the age of 14 working at your booth MUST wear employment photo ID badge.)

Special Requests?

#2 OBTAIN THE REQUIRED DOCUMENTS:

Food Vendor: \$100 Fee

Must obtain a 2023 Special Event Food Vendor Application from Solano County Department of Resource Management, ph. (707) 784-6765 / www.solanocounty.com. Food Vendor must provide a copy of the permit. Certificate of Insurance is required for one day liability coverage from your insurance provider. Requirements listed below.

Retail/Service Exhibitor:

Includes private, public, state and county agencies.

Professional businesses (e.g., Haircuts, Dentistry, Medical Procedures, etc.) must provide services at no cost during this community event. Certificate of Insurance is required for one day liability coverage from your insurance provider. Requirements listed below. Retail businesses must have a current City of Vallejo business license and must provide a copy of the license.

Insurance Requirements:

Certificate Holder: Greater Vallejo Recreation District and City of Vallejo, 395 Amador St., Vallejo, CA 94590

- A) Current/valid Certificate of Insurance for the day of the event (August 23, 2023) showing liability coverage of at least \$1,000,000 (1 million dollars) general liability and \$2,000,000 (2 million dollars) general aggregate.
- B) A complete copy of the additional endorsement page naming **additional insureds** as follows:
Greater Vallejo Recreation District, their directors, employees and/or agents.

I, as the Vendor or on the vendor's behalf, have read and agree to observe the GVRD Flavor Town Tuesdays 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 attach the required documents to your completed GVRD Vendor Application & Agreement.

Return to: Greater Vallejo Recreation District
Attn: Joseph Gatmen
395 Amador Street
Vallejo, CA 94590

E-mail: jgatmen@gvrd.org
Office:(707) 648-5357

Payments can be made by phone at (707) 648-4600 or by check payable to: Greater Vallejo Recreation District (For: Flavor Town Tuesdays).

****Application & Rules and Regulations must be submitted no later than 72 hours before each scheduled event.**

**If you have any questions, please contact Joseph Gatmen at
(707) 648-5357 or jgatmen@gvrd.org****

VENDOR RULES AND REGULATIONS

1. Booth space size will be 10' x 10' or 10' x 20'. Space is assigned on a first-come, first-serve basis. **Vendors are responsible for providing a table, chairs and/or canopy for their booth space.**
2. We reserve the right to limit the number of artisans, crafters, or vendors. We also reserve the right 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.**
3. 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.
4. 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.
5. The hours of the event are 4:00 PM to 8:00 PM on Tuesdays, May-September. You may begin setting up at 3 PM and must be completely set up by 4:00 PM.
6. Persons shall not construct or arrange their booths so that they obstruct the general view or hide the exhibits of others. Pedestrian aisles and a fire lane must be maintained at all times. You are responsible for your own tables, chairs, canopies, etc.
7. Vehicles not used for display purposes must be removed from the area prior to 4:00 PM. Use of your vehicle for display must be pre-approved. No exceptions.
8. All packing cases, crates and debris of any kind must be removed from your exhibit space prior to the time of opening. All trash, empty containers, and packing materials generated during your activity must be removed when you leave.
9. Vendors are responsible for providing and arranging all necessary labor in unpacking, erecting, dismantling and repacking displays. Event staff and security personnel are not available to help with set-up or take down.
10. Breakdown begins no earlier than 7:30 PM Tuesday. All spaces must be vacated and clean by 8:30 PM.

I, as the Vendor or on the vendor's behalf, agrees to comply with the instructions, requirements, rules, restrictions and agrees to promptly submit all information required and requested by the District on this Application form and other communications.

Authorized Signature

Date

PLEASE KEEP A COPY OF THIS PAGE FOR REFERENCE