

# PLUMAS STREET Shopping District



## VENDOR APPLICATION

TYPE OF VENDOR (check one)

Commercial/Political       Food       Artisan/Craft       Non-Profit

Group or Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Non-profit IRS# \_\_\_\_\_

CA Seller's Permit/Resale License # \_\_\_\_\_  
(Attach copy to application)

Have you participated in a Downtown Yuba City event? If yes, list event(s) and year:

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Detailed description of products to be sold, promoted, displayed, or given away. Please include prices (or attach list). Only approved items will be included in agreement:

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(Continue on back if necessary)

Drawings may not be held and microphones or other sound-producing items may not be used without prior approval. If you wish to hold a drawing (includes raffles) or use a microphone or other sound producing item, check the appropriate box below:

Prize Drawing       Microphone       Other Sound Producing Items (TV < stereo, instruments, etc)







**What will be the prize given away for the drawing?**

**Note: A drawing slip and rules of entry must be approved at least two weeks prior to the event.**

Vendor Type	10 x 10 Booth Space	10 x 10 Corner Booth Space	10 x 20 Booth Space	10 x 20 Corner Booth Space	Sub Total
<b>Food</b> Selling water, soda, fruit juice	\$125	\$150	\$175	\$200	
<b>Food</b> NOT selling water, soda, fruit juice	\$100	\$125	\$150	\$175	
<b>Food</b> Non Profit	\$75	\$100	\$125	\$150	
<b>Commercial/Political</b> – items that are not handmade, Businesses or Political	\$200	\$225	\$250	\$325	
<b>Non-Profit</b>	\$50	\$75	\$75	\$125	
<b>Artisan/Craft</b> 100% Handmade Items Only	\$50	\$75	\$75	\$125	



## ELECTRICAL INFORMATION

**THIS PORTION MUST BE FILLED OUT EVEN IF YOU ARE BRINGING YOUR OWN GENERATOR**

-  Please note that **220V WILL NOT** be available
-  Only 110 Volt power will be available. If using event supplied electricity, each appliance, light or piece of equipment must be on its own outlet; otherwise power will not be provided.
-  Food vendors will be supplied with two outlets (one piece of equipment per outlet).
-  Each booth will be inspected to insure that generators are WHISPER quiet, and all electrical cords are taped down or covered to insure that event guests do not trip over them, and that generators are located within designated areas.
-  Vendors found to be in violation of the above, or hooked up to an electrical outlet in unauthorized areas will have equipment taken out of service and/or the booth will be shut down.
-  List all electrical equipment to be used at event.

**It is IMPORTANT that the following information is complete and absolutely correct (continue on back if needed):**

Equipment Description:	Amps:	Voltage:	Watts:
		110	
		110	
		110	
		110	

-  Please be advised: Any damage due to non compliance to Plumas Street/City of Yuba City electrical equipment usage will result in a charge for the cost of repairs.
-  Due to the nature of outdoor events, event-supplied electricity is not guaranteed. Any damage, or declined sales, caused by this loss of power is solely the vendor's responsibility.

By signing the Vendor Application and Agreement, you expressly agree to waive any right to recourse or to demand refund or claim damages. The interpretation of all rules and regulations is the sole responsibility of the event committee and all decision of the committee shall be final and enforceable.

The undersigned has read the event regulations which are hereby part of this contract and by signature below agrees to adhere/abide by them. This agreement shall be construed pursuant to the laws of the State of California. I realize if I, my company, or any of my workers or contractors violate any of the regulations, that I will automatically forfeit my vending space, the opportunity to sell products/services, and that I am not guaranteed a refund of all the vending fees. The undersigned also certifies that he/she is authorized 1) to execute on behalf of the group and 2) accept legal process on behalf of the group. The undersigned acknowledge that all information submitted in this application is correct, and agrees to indemnify and hold harmless the Yuba City Downtown Business Association and building owners, tenants and the City of Yuba City from all damages, liabilities, cost and expenditures, including attorney's fees and costs of defense, which may arise from the undersigned's use of the streets during an event. In addition, nor should they be responsible for any injury, loss or damage that may occur to the vendor, or vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Make check payable to Yuba City Downtown Business Association or YCDBA. Mail this completed application (pages 1-3 only) with your payment to YCDBA, PO Box 146, Yuba City CA 95992**

Referral by: \_\_\_\_\_

- Yuba City Website       Christmas Stroll Website       Returning Vendor

# *EVENT REGULATIONS*

1. Special request (e.g. Booth location, proximity to other vendors, etc...) should be made on this application but are not guaranteed or implied.
2. To be eligible for a full refund, cancellations must be made in writing, and postmarked no later than 30 days prior to the date of the event. Cancellations must be mailed to Yuba City DBA, PO Box 146, Yuba City Ca 95922.
3. The event will occur rain or shine, fees will not be returned due to inclement weather or Acts of God.
4. 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.
5. Vendors do not have exclusivity on any one product type.
6. All vendors must be fully operational at the opening start time of the event and operate during the entire duration of the event. No early breakdown allowed; -- violations subject to refusal for future events.
7. Booth space assignment subject to change up to the day of the event.
8. All vendor merchandise must be approved through the application process. Requests to sell additional products must be made by contacting management. Only items listed can be sold or displayed. Violations will result in cancellation of vendor contract and forfeiture of vending space and all fees.
9. Absolutely no sharing booth space with other vendors.
10. Solicitation of funds, signatures, etc. must be confined to your booth space.
11. Parking is not allowed in the event area at any time during event hours.
12. Set-up and tear-down must happen on the day of the event, additional details will be given to vendors no later than one week prior to the event also posted to the website.
13. All merchandise must be displayed on a table, rack or shelving (some exceptions may apply, see manager for details).
14. Vendors are responsible for providing canopies, tables, chairs and all other equipment to vend, unless purchased through this application.
15. Lighting is strongly encouraged. Battery powered or propane lanterns (accompanied by a fire extinguisher) are acceptable. Vendor provided generators must first be approved by management for measure of noise and exhaust prior to use at the event also must abide by electrical guidelines.

16. All vendors must supply the necessary trash cans for garbage inside their booth space. Excess garbage must be placed inside the provided event dumpsters at the end of the day. If the space is not left clean at the end of the night, the vendor will be fined a minimum of \$100. Vendors must adhere to all recycling guidelines.
17. If repair, damage and/or cleaning costs are incurred and the event committee determines that the vendor is responsible, those costs shall be reimbursed in full to the YCDBA by the vendor within 10 days of the YCDBA's written demand for such costs.
18. No smoking in booth space.
19. Absolutely no alcoholic beverage consumption permitted by vendors.
20. Vendors may not provide music or entertainment in booths unless approved by event management.
21. Layout of the event will be on posted on the website 1 week prior to the event and is subject to change without notice.
22. In the event vendor has failed to occupy their space by 1 hour prior to event start, manager shall have the right to utilize such space in any manner it chooses; vendor shall be entitled to no refund.
23. In the event that a vendor for any reason does not comply with the regulations of this event, the event staff reserves the right to close down that vendor. Said vendor will forfeit all fees paid.
24. All vendors are required to submit a certificate of general liability insurance in the amount of \$1 million naming the Yuba City Downtown Business Association, PO Box 146, Yuba City Ca 95992 and the City of Yuba City, Attn: General Services, 1201 Civic Center Blvd, Yuba City CA 95993, as additional named insured's.



**ADDITIONAL REQUIRMENTS/INFORMATION FOR FOOD/BEVERAGE VENDORS**

25. 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.
26. All food vendors must provide ample light to prepare food.
27. Food vendors must provide garbage receptacles at booth.
28. Food items/edible produce must be kept at least 6 inches above ground at all times.
29. Produce must be in a container with labels identifying the produce and the source of the products.
30. Food stamps are NOT accepted at events.


31. Prices must be clearly posted on or around all products.
32. All food handlers must wear plastic gloves and appropriate hair covering per the Health Dept. guidelines.
33. Vendors using 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.
34. Items in glass containers are not allowed to be served or sold.
35. All food handlers must comply and meet with Health Department requirements.

**REQUIRED PERMITS;** Copies of each certificate and/or permit must be submitted with application.



**Arts & Craft/Commercial Vendors:**

-  Seller's Permit/Resale License – call the State Board of Equalization at 800 400 7115
-  If selling pre-packaged, non-potentially hazardous or processed foods (e.g. candy, jam, baked goods, etc.) a copy of processing facilities CA State Health Cert and commissary form is required

**Food Service** – same requirements as Craft/Commercial above, plus

-  Environmental Health Dept Permit --- call Sutter County Community Services at 530 822 7400

**Produce Vendors:**

-  California Dept Food and Agriculture license
-  If selling pre-packaged, non-potentially hazardous processed food (e.g. flavored nuts, jams, dried fruit) must have CA State Health Certificate

**Ag Department Information** 530.822.7500, State Health Department information 916.323.8518.

**For more information about event guidelines call 530.755.1620 or email [info@yubacitydowntown.com](mailto:info@yubacitydowntown.com)**