2010 Medieval Fantasy Festival in Downtown Vacaville

A Family Faire with a Celtic Flair

Fly Through Time to the Marvelous Modern Market

VENDOR PACKET

Dear Friends,

Enclosed you will find the rules and an **Application Form** for **Marvelous Modern Market – Top 20 for 2010 Vendors** for the Sixth Annual **Medieval Fantasy Festival** to be held in Downtown Vacaville, California on **Saturday and Sunday, April 17 and 18, 2010**. This is a very unique and exciting, family oriented festival.

Fly thru Time to the Marvelous Modern Market

Top 20 for Twenty-Ten

This vendor area is a new feature and is by invitation only. These vendors will not "fit" in our traditional Medieval and Fantasy area, but will be from another time and place. The 'Fly thru Time' Vendors will be in addition to our 60+ Medieval and Fantasy vendors and will be chosen by our jury. Criteria includes our favorites from other events, ones with well priced, high quality merchandise, ones with especially attractive booths and merchandise, ones from socially conscious companies, ones that are great fun, and ones with a "Wow" unique factor. Great variety will be found in this area, giving the customers appreciable value and interest.

The 'Fly thru Time' Vendors will be featured on our website and in a special press release. This area of the festival will be designated by special signs.

If you have received this letter, you are already one step closer to being chosen for the 'Time Warp' area. If you would like to apply for this part of the Medieval Fantasy Festival, please fill out the application and **include all of the requested documentation** with the appropriate fee as soon as possible. If you have any questions, please do not hesitate to call the Downtown Vacaville Business Improvement District at (707) 451-2100. Please ask for Judy. For additional information please call, or visit our websites at www.medievalfantasyfestival.com or www.downtownvacaville.com.

The Medieval Fantasy Festival Committee

'FLY THRU TIME' MARVELOUS MODERN MARKET
VENDOR RULES AND REGULATIONS

1. Please provide at least 3 photos of your art / craft / merchandise for review. These will not be returned.
2. Spaces begin at 10' x 10'. The vendor fee if you apply by Dec. 31, 2009 is $160.
   If you apply after January 1, 2010, the fee is $210. Anything after March 1, 2010 is $250.
3. If you need more space, add $10 per foot after the first 12 feet. For a corner space at the beginning of your vendor area, **please include a separate check for $25**. If we have no corners left by the time your application arrives, we will return that check.
4. Checks should be made out to the DVBID. In the event that you must cancel, up until 60 days before the event, a full refund may be given. Up until 30 days before the event, a 50% refund may be given. After that date no refunds will be given. This event will be held rain or shine. The final deadline for applications is April 5, 2010. The location of your booth will be mailed or emailed to you with your application acceptance.
5. We reserve the right to limit the number of vendors within each category and to accept only those applicants which we believe are compatible with our theme and purposes.
6 . **Please note this wording . You must provide a Certificate of General Liability Insurance naming by endorsement to the policy 1. the City of Vacaville and 2. the DVBID as additionally insured in the amount of $1,000,000.**
   The liability insurance is not an option. If you send in your vendor application early, you may provide the insurance documentation by 60 days before the event. After that, it must accompany the application. If you don't already have this insurance, we can suggest a source for it.
7. Insurance required by # 6 in no way limits the liability of the Vendor. Any injury to the Vendor arising out of, or resulting from, participation in this event is the responsibility of the Vendor.
8. The hours of the event are 9:30 AM to 5:00 PM on Saturday, and 9:30 to 4:00 on Sunday. You may begin setting up at 6:00 AM, and must be set and ready to sell by 9:30 AM.
9. Booths will be on closed off streets. Vendors shall not construct or arrange their booths so that they obstruct the general view or hide exhibits of others or stores / businesses. For this reason, we have a question on the application about your booth having a back, or whether one can see straight through. This may affect the placement of your booth.
10. You are responsible for your own tables, chairs, canopies, etc. No electricity is provided. Vehicles must be removed from the area prior to 9:30 AM. Vendors shall not store or display materials on benches, planters or other architectural surfaces.
11. Vendors must collect and pay their own sales tax. A copy of your seller's permit must accompany your completed application.
12. Vendors must provide a minimum of one trash receptacle at your booth. All packing materials and debris must be removed from your exhibit space prior to the time of opening. All additional trash, zip ties, empty containers, and packing materials must be removed when you leave. If you put boxes into the cardboard dumpster, flatten them first. You may **NOT** dispose of ice / water or other liquids into planted areas.
13. Overnight security Saturday will be provided. However, we cannot take responsibility for your property, which will be left overnight at your own risk.
14. Vendors are responsible for providing and arranging all necessary labor in set up and tear down. Event staff and security personnel are not available to help.
15. Vendors are discouraged from bringing dogs or other pets with them. If you bring a dog, we must know ahead of time, and it must be leashed at all times.
16. Breakdown begins no earlier than 4:00 PM Sunday. **All spaces must be vacated by 6:00 PM.**.

2010 Medieval Fantasy Festival in Downtown Vacaville (page 3 of 3)

‘Fly Thru Time’ Marvelous Modern Market

Vendor Application and Agreement Form

BUSINESS NAME (please print clearly) _____

NAME _____

ADDRESS_____

CITY_____ STATE _____ ZIP _____

PHONE (best)_____ (alternate)_____

EMAIL _____ WEBSITE _____

Please provide a description of the items you plan to sell (required):

_____

_____

_____

Booth size needed _____ My booth has a back _____You can see through my booth _____

READ CAREFULLY AND Remember to enclose ALL the following:

___photos of your merchandise (if needed)

___**copy of your seller’s permit**

___**photo copy of your driver’s license**

___**certificate of liability insurance** (See rule #6 for wording.)

___check for the vendor fee made out to DVBID

_____ $160 (**by December 31, 2009)** for 10’ X 10’

_____ $210 after January 1, 2010

_____ $250 after March 1, 2010

_____ $10 each additional foot after 12’

_____ $25 additional for corner space, (separate check please)

_____ TOTAL VENDOR FEES ENCLOSED

AGREEMENT

As the main contact, I am responsible for any others that are working at my booth. We may be subject to scrutiny by the DVBID, the City of Vacaville and/or Police Department.

I have read and agree to observe the 2010 Medieval Fantasy Festival Vendor Rules and Regulations as set forth in this packet. I do hereby agree to indemnify and hold harmless the City of Vacaville, Downtown Vacaville Business Improvement District and their respective officers, agents, underwriters, individually or collectively from all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney fees incurred or suffered as a result of or relating to my participation in the event known as the Medieval Fantasy Festival in Downtown Vacaville.

_____ _____

Authorized Signature Date

Please mail to: Medieval Fantasy Festival, 311 Parker St., Vacaville, CA 95688

Our fax number is (707) 451-2829.