



# 2024 Fairfield Tomato & Vine Festival Food Vendor Information



<b>Event Date:</b>	Saturday, August 17 from 11 a.m. – 7 p.m. and Sunday, August 18 from 11 a.m. – 5 p.m. All food vendors must stay for the entire duration of the two-day event
<b>Event Location:</b>	Texas Street (from Taylor St. to Union Ave.), Fairfield 94533
<b>Deadline:</b>	5 p.m. Monday, July 22, 2024
<b>Late Fee:</b>	\$100 after July 22 deadline. No Late Entries after Wednesday, July 31
<b>Vendor Fees:</b>	All Food Vendor Booth Spaces are 10x20. Prices are as follows: <ul style="list-style-type: none"> <li>▪ Food (Cooked Onsite) \$525      ▪ Additional Space \$250 (10x10)</li> <li>▪ Pre-Packaged Food \$385</li> </ul>

**Payment:** Is due with application; in the form of cash, check, money order (payable to City of Fairfield), or credit card (fees may apply)

**Required Documents:**

1. Fairfield Tomato & Vine Festival Food Vendor Application.
2. Copy of seller’s permit.
3. Solano County Food Permit: See Solano County website for requirements: [www.solanocounty.com](http://www.solanocounty.com).
4. Certificate of Insurance: Proof of Liability, naming **City of Fairfield** as Additional Insured.
5. Menu/description and price list of all food and drink products you are requesting to sell.

**Acceptance:** Vendor applications are juried and reviewed. If selected, you’ll be contacted via phone or e-mail; payment will be processed at that time. Booth site locations are provided at check-in.

**Cancellations/Refunds:**

1. Refunds will only be given if requested in writing before 5 p.m. on Monday, July 22, 2024.
2. Purchases made by credit card will be refunded to the same credit card and typically take 3-5 business days to credit your account based on the financial institution. If we are not able to refund the same credit card, a check refund will be issued.
3. Purchases made by cash or check will be refunded by check. Allow three weeks for processing.
4. A \$10 processing fee will apply to all refunds and be deducted from the total refund amount.
5. Returned checks are subject to a \$25 administrative fee.

**Vendor Rules:**

1. **\*New Requirement – Embrace Tomato & Vine Theme – Offer at least one tomato or vine-based food or beverage item at your booth.**
2. Only products listed on your application may be sold. Vendors found selling items not listed on their application will be required to leave the event without a refund.
3. Only the business named on the application may utilize the booth space. **Booth sites may NOT be shared.**
4. No roaming or leaving booth unattended.
5. No leafletting outside of booth spaces.

**Booth Equipment & Information:**

1. Vendors must bring all equipment: canopies, tables, chairs, and weights.
2. Tents **require** weights/sandbags which are not provided by the City of Fairfield. Winds can reach up to 40mph; vendors will not be allowed to set up without weights.
3. Vendors may utilize “quiet” generators. **Water and electricity are not provided.**
4. All food vendors are required to have a multi-purpose 5lb. fire extinguisher at their booth.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**MAIL:** Fairfield Parks & Recreation, TVF - 1000 Webster Street - Fairfield, CA 94533

**DROP OFF:** Fairfield Community Center - 1000 Kentucky Street - Fairfield, CA 94533

**Email:** [communityevents@fairfield.ca.gov](mailto:communityevents@fairfield.ca.gov) - **Phone:** (707) 428-7584 - **Website:** [www.fairfield.ca.gov/tomato](http://www.fairfield.ca.gov/tomato)

Revised 5/8/24

# 2024 Fairfield Tomato & Vine Festival

## Food Vendor Application

**PLEASE PRINT CLEARLY: Incomplete applications will delay participation consideration**

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

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sellers Permit Number: \_\_\_\_\_ Set-up:  Tent  Truck  Trailer

Contact's Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **FOOD & DRINK PRODUCTS TO BE SOLD**

List and describe **ALL** food and drink products you are requesting to sell or distribute including prices or attach your menu with your application. **\*Required – Include detail of how you plan to incorporate the Tomato & Vine theme at your booth e.g. tomato or vine-based food/beverage, themed décor, etc.**

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### **Fairfield Tomato & Vine Festival (two-day event)**

#### **Food Vendor Space is 10 x 20**

**Credit Card Payments (if paying cash, check, or money order please disregard)**

**Please use my signature as authorization to deduct the total entry fees from my credit card below**

**Fees may apply for Credit Cards.**

- |                                                      |                                                                   |
|------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Food Cooked on Site - \$525 | <input type="checkbox"/> Additional 10x10 Space - \$275           |
| <input type="checkbox"/> Prepackaged Food - \$385    | <input type="checkbox"/> Late Fee - \$100 (applied after July 22) |

Credit Card Type:    Visa    or    MasterCard    Name on Card: \_\_\_\_\_

Credit Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Billing Zip Code: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_    3-Digit #: \_\_\_\_\_

TOTAL FEE: \$ \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**MAIL:** Fairfield Parks & Recreation, TVF - 1000 Webster Street - Fairfield, CA 94533

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# 2024 Fairfield Tomato & Vine Festival

## Hold Harmless & Rules Agreement

In consideration of the acceptance of my application for entry in the above event, I hereby waive, release and discharge, on behalf of myself, my child, and/or the organization I represent, any and all claims (including all liability, lawsuits, causes of action, costs, and expenses) for damages

including but not limited to death, personal injury, property damage, or exposure to COVID-19 which I may have, or which hereafter accrue to me, against the City of Fairfield as a result of my participation in the event. This release is intended to discharge the City of Fairfield, its officers, elected and appointed officials, employees, contractors, subcontractors, agents, and volunteers, and other public agencies from and against any and all liability arising out of or connected in any way with my participation in the event, including negligent acts or omissions. I acknowledge inherent risks of the event, including accidents and injuries and I hereby agree to assume those risks and to release and to hold harmless all of the persons and agencies mentioned above. I acknowledge California Civil Code Section 1542 and waive all rights I have or may have under Section 1542.

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.

It is further understood and agreed that this waiver, release and assumption or risk is to be binding on my heirs and assigns.

Further, I have read and agree to the following Vendor Rules and Information and Code of Conduct:

AS A PARTICIPATING VENDOR, I AGREE TO BE RESPECTFUL TO EVENT COORDINATORS, VENDORS, VOLUNTEERS AND VISITORS. I AGREE TO REMAIN COURTEOUS DURING MY EVENT PARTICIPATION. IF THIS CODE OF CONDUCT IS VIOLATED, I UNDERSTAND THAT I WILL BE ASKED TO LEAVE CITY GROUNDS AND WILL NOT RECEIVE A REFUND FOR MY BOOTH SPACE.

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Printed Name

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Signature of Applicant

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Date

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# CHECKLIST

Use this form to check off required items and include them with your application once it is complete and ready to submit.

- Completed Food Vendor Application
- Description of all items to be sold (photos of menu board ok)
- Details of your Tomato & Vine themed food or beverage item(s)
- Photo of set-up (tent, truck, or trailer)
- Copy of seller's permit
- Proof of liability insurance, naming the **City of Fairfield** as additional insured
- Proof of Solano County Temporary Food Facility Permit. Refer to Solano County website for permit requirements: