

VENDOR APPLICATION

City of Suisun City Recreation, Parks, & Marina Department
611 Village Drive, Suisun City, CA 94585
jsingley@suisun.com
(707) 718-0311



RECREATION, PARKS, & MARINA DEPARTMENT
SUISUN CITY, CA

| |
|--|
| About the Event |
| The City of Suisun City is hosting Christmas on the Waterfront on Saturday, December 7, 2024 from 2:00pm to 8:00pm. This event features a holiday market and live music in addition to a boat parade, tree lighting, fireworks, and pictures with Santa. |
| Vendor Fees |
| Commercial: \$100 - 10'x10' space -OR- \$150 - 10'x20' space Hand Crafted: \$50 - 10'x10' space -OR- \$75 -10'x20' space Non-Profit: \$40 - 10'x10' space -OR- \$50 - 10'x20' space |
| Application Procedure |
| To apply for a vendor space, please fill out the attached application form and have it scanned, dropped-off or mailed to our offices no later than Monday, November 18, 2024. Space is limited and applications and space allotments are not guaranteed until confirmed. Late applications will be considered only if space is available. Forms must be returned to: Justeen Singley, 611 Village Drive, Suisun City, CA 94585 |
| Assignment of Space |
| Space may not be re-assigned, sold, traded or shared without previous arrangement. You may not take up any spot other than the one you are assigned. |
| Selling & Setup Information |
| Vendors must arrive between 10:30am and 12:30pm to setup their vendor space. Vendors must be prepared and open for business at 1:30pm. |
| Sales |
| Only items pre-approved by City of Suisun City may be sold at the event. All sellers must possess a resale number, collect taxes and be responsible for all their own sales and collections. A resale number can be obtained from the California State Board of Equalization. Applications are not complete without submitting a valid resale number with application. Vendors are not permitted to sell fake weapons, smoke bombs, and silly string. Displaying items for mail order is prohibited. |
| Supplies & Clean-up |
| Participants must supply their own equipment, resale license, signage and everything else necessary for their sales. Each vendor is responsible for the condition of his/her space during and after the event. You will be fined for any garbage or debris left behind. |
| Flyers |
| Unless otherwise authorized, the City of Suisun City does not permit, within event boundaries, any distribution of printed materials, sampling, hawking, panhandling or soliciting. |
| Responsibility |
| The City of Suisun City and any city employee/volunteer will not be held responsible for any depredation or loss of any kind, whether by fire, theft, physical violence, elements of nature or other causes, however originating. |

Contact Information

| | | | |
|------------------------|-------------------------------------|---------------------------------------|-------------------------------------|
| Business/Organization: | | | Date: |
| Retail type: | <input type="checkbox"/> Commercial | <input type="checkbox"/> Hand-Crafted | <input type="checkbox"/> Non-Profit |
| Name: | | | Booth Size: |
| Phone: | | Email: | |
| Address: | City: | State: | Zip: |

Description of Items Sold & Items Priced

| |
|--|
| |
|--|

Terms of Agreement

Please check the following boxes and sign below:

- I understand that I must arrive by 12:30pm to set up, late arrivals will be turned away and no refund provided.
- I understand that all vendors must be prepared and open for business at 1:30pm.
- I understand that I must provide my own power via low noise (under 80 decibels) generator.
- I understand that I may not breakdown until 7:30pm, and I must stop business at 8:00pm.
- I understand that I must provide my own change fund.
- Yes! I would like to participate in Christmas at the Waterfront.** I agree to sell the above listed items on Saturday, December 7, 2024 from 2:00pm – 8:00pm.
- HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR VENDORS:**
The applicant hereby agrees to indemnify and hold harmless the City of Suisun City, its officers, agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly and indirectly arising from participation permitted under this application, except for damages arising from the sole negligence or will full acts of the City. I certify that I shall accept responsibility on behalf of my group/organization for any damages or theft sustained by the City (premises, furniture or equipment) because of the occupancy of said premises by our group/organization. I have read and agree to comply with the rules and regulations stated within this contract. The cost of any special cleaning or damage to the facility, equipment or grounds, due to the participation, will be charged to the business listed on the application directly.

Application Return & Payment

Mail -OR- drop off application by Monday, November 18 to:

Justeen Singley, Recreation Coordinator
611 Village Drive
Suisun City, CA 94585

PLEASE MAKE ALL CHECKS PAYABLE TO "SUISUN CITY RECREATION, PARKS, AND MARINA"

Signature

Date

| For Office Use Only | | | | | |
|---------------------|---------------|--------------|---------|----------|----------|
| Date Rec'd | Payment Rec'd | Payment Type | Check # | RecDesk# | Amt Paid |
| _____ | _____ | _____ | _____ | _____ | _____ |