

CITY COUNCIL

Pedro "Pete" M. Sanchez, Mayor
Lori Wilson, Mayor Pro-Tem
Jane Day
Mike Hudson
Michael A. Segala



CITY COUNCIL MEETING

First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585
Incorporated October 9, 1868

March 16, 2015

Dear Vendor:

The City of Suisun City's 2015 4th of July Event is here. The City is looking forward to making this another very successful season. There is some new information below so please be sure to read this letter before submitting your applications. Additional information regarding the application submittal can be found below. *Staff is considering a new event layout for crafters which would eliminate parking behind your booth space but no final decisions have been made.*

The application and Hold Harmless Agreement were revised. Please read them carefully to ensure you understand every provision. The City added several restrictions on offensive and/or potentially dangerous products to make the 4th of July Celebration safe and enjoyable for all who attend. The City reserves the right to remove items that violate the application and Hold Harmless Agreement from the booth and/or close the booth completely.

The Solano County Department of Resource Management has new requirements for food vendors this year. They are going to strictly enforce their deadline dates for both applicants and Organizers. As the Organizer we must meet the 30 day deadline prior to an event making your applications due by the deadlines set by us to ensure we meet the County's deadlines. They have assured me that no application will be accepted after the deadlines even if the vendor is willing to pay the late fees. Contact them as soon as possible to ensure that your equipment meets all new 2013 regulations. You **MUST** obtain a health permit and a copy **MUST** be submitted with your application. They are located at 675 Texas Street, Ste. 5500, Fairfield, 707-784-6765.

Food Vendors please provide your Certificate of Liability Insurance naming the City of Suisun City as an additional insured. The City will be enforcing this regulation and without it you will not be allowed to participate in any City event.

Crafters please remember you will need to attach a copy of your California State Board of Equalization Resale permit.

We look forward to celebrating our 2015 season with you and your family. Should you have any questions please contact me at 707-421-7309.

Regards,

Anita Skinner
Event Coordinator

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
SUCCESSOR AGENCY 421-7309 FAX 421-7366

SUISUN CITY 2015

FOURTH OF JULY CELEBRATION

Suisun City Waterfront District

Saturday, July 4, 2015

CRAFT FAIR APPLICATION

APPLICATION DEADLINE: June 10, 2015

Craft Fair: 11 a.m. – 9:00 p.m.

HAND CRAFT VENDORS: *(Absolutely no commercial or resale items permitted for Hand Craft vendors
Items must be at least 80% hand made by seller to be considered in this category)*

COMMERCIAL VENDORS: *(Commercial products and resale items)*

The Booth size will be approximately 10'X10'. You need to supply your own table(s) and a **Canvas Awning or Canopy** (preferably white). You must be setup by **10:30 a.m.** and tear down is at **9:00 p.m.** The Fee will cover your space and publicity. The Fee is non-refundable and must be returned with this application by June 10, 2015. **All sellers must have a California State Board of Equalization Resale permit. Please attach a copy of your Sellers permit to this application. Application will not be processed without it. Non-Profits must also submit copies of their Non-Profit Status Paperwork.**

The City reserves the right to refuse admission to any vendor
(in the event of refusal, all fees will be refunded).

Please Print or Type Clearly

Last Name _____ First Name _____

Business/Org. Name _____

Address _____

City _____ Zip _____

Phone _____ Email _____

No toy or decorative knives or weapons maybe sold on site. Secured display items only for mail orders will be allowed No Poppers, Silly String, or Stink Bombs sold on site. Please initial that you have read this statement. _____

What will you be selling at the event? _____

Do you need power? YES NO AMPS Required _____ Own Generator _____

We reserve the right to issue power based on need before and day of event. Please list all equipment requiring power. Equipment not listed will not be provided power. _____

PLEASE CHECK ONE:

COMMERCIAL:	ONE SPACE \$275	(10x10)	TWO SPACES \$330	(10x20)
HANDCRAFT:	ONE SPACE \$220	(10x10)	TWO SPACES \$286	(10x20)
NON-PROFIT ORGANIZATION:	ONE SPACE \$100	(10x10)	TWO SPACES \$180	(10x20)

Total Amount Enclosed \$ _____

Please read and sign the "Release and Hold Harmless Agreement" on reverse side

Mail all application materials by **June 10, 2015** to:

City of Suisun City

Attn: Anita Skinner, 701 Civic Center Blvd., Suisun City, CA 94585 ~ Phone: (707) 421-7309

SUISUN CITY 2015

FOURTH OF JULY CELEBRATION

Suisun City Waterfront District

Saturday, July 4, 2015

RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between The City of Suisun City, its departments and agents, otherwise known as the **Producer** of the Event, and the Vendor filing, signing and returning the application, known as the **Vendor**.

The Producer does not participate in the construction or assembly of the individual Vendor's presentation. However, the Producer does reserve the right to allocate placement of the Vendor's presentation.

The Producer also reserves the right to refuse participation to those whose merchandise is deemed inappropriate for this event.

The Vendor hereby indemnities and holds the Producer, its agents, employees and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Vendor's participation in this event.

The Vendor shall not sell any merchandise, real, decorative or toy, that resembles knives or weapons. The vendor shall keep any such item in a secured display for mail orders only. No Poppers, Silly String or Stink Bombs may be sold on site. The Producer, acting through event staff, law enforcement officers and/or other representatives, reserves the right to remove any such item from the booth which are offensive and/or potentially dangerous and/or close the booth completely.

For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, materials, structures and product to their designated allocation, the set up and maintenance of any such structure and presentation, and the dismantling and removal of all such items from the area provided by or through the Producer or its' agents, employees and servants.

The vendor hereby expressly assumes any risk of harm to the Vendor out of their participation and the participation of other vendors in the event, including any risk resulting from the particular location of the space designated to them by the Producer.

This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

Vendor Signature

Date