



Old Town Elk Grove Foundation presents The 34th Annual Dickens Street Faire

Saturday, November 27, 2021 | 10AM to 4PM | Old Town Elk Grove

Vendor Application Deadline: November 14, 2021

All fields are mandatory. Do not return an incomplete form.

Contact: _____ Phone #: _____

Business Name: _____ Email Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Business Phone #: _____ Cell #: _____

Health Permit # if applicable: _____

Will you be providing tastings or selling pre-packaged food items? Yes No

All Vendors selling or displaying must:

- Complete application in full—include a copy of your resale permit and health permit. (If applicable, you must send us a copy of your health permit. All vendors providing tastings or selling pre-packaged foods must complete and submit the Temporary Food Facility Operators Packet information sheet, menu, and site plan along with this application.)
- Sign the liability clause on the following page.
- All vendors must be approved. Invoice will be sent upon approval

Vendor Type (Please check only one):

Crafts & Antiques New Merchandise/Commercial Sale of pre packaged food Nonprofit/CBO

I am an Old Town Foundation Member Yes No

Please Check which booth you would like:

Type of Vendor	Booth Space and Fee Please Check One
Crafts & Antiques	10x10 - \$125 20x10 - \$175
New Merchandise or Commercial	10x10 - \$250 20x10 - \$375
Nonprofit or CBO	10x10 - \$75
Food Truck	See Separate Application
Old Town Foundation Members	Free 10x10 <i>*Must send letter of membership to qualify</i>

All vendors are required by the California State Board of Equalization to have a [State of California Resale Permit](#). For further information, call (916) 227-6700 or [click here](#). You must provide a copy of your resale permit with your application and display a copy of your permit at your booth during the event.

All food vendors providing tastings or selling pre-packaged food must complete and submit the [Temporary Food Facility \(TFF\) Operator's Packet](#). If you need the packet, click here or contact the Sacramento County Environmental Management Department at 916-875-8484 or EMDinfo@Saccounty.net

Food vendors must read and comply with the [CSD Fire Department's Conditions for Approval](#). If you need a copy, [click here](#) or contact the CSD Fire Department at (916) 405-7100 or firemarshal@csdfire.com

Food vendors are classified as low risk or high risk by the County Health Department. **Only low-risk food vendors will be considered this year (Food Trucks)**. All food vendors are responsible for additional Health Department Inspection Fees which are NOT included in the booth fee.

No on-site sampling allowed without prior authorization and approval. You MUST pay Health Department Fees and provide a copy of your permit with your application. To apply for a permit or find out more information, please visit emd.saccounty.net or contact EMD at (916) 875-8440. The food permit application must be submitted and fees paid prior to the event. For application and fee documents, please [click here](#).

INSURANCE REQUIREMENTS

The vendor must comply with insurance requirements.

The Vendor has OPTIONAL LIABILITY PROTECTION

- The Certificate of Insurance and necessary Permits are due no later than 14 days prior to Event date. A Homeowner's or Tenant's insurance policy can usually provide insurance for your rental or booth space.
- The Certificate of Insurance must be in the name of the person/business who signs the vendor application. It must also clearly show the liability limits and policy dates to be valid.
- Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability. The CERTIFICATE must name: Old Town Elk Grove Foundation, 8820 Elk Grove Blvd. Elk Grove, CA 95624. The following statement must appear on the certificate: " Additional Insured Endorsement names the Old Town Elk Grove Foundation, The Elk Grove Chamber of Commerce, Cosumnes CSD, and City of Elk Grove, additional insured, and their respective directors, agents, or employees are included as additional insured."

I have read and understand the above insurance Requirements and agree to abide by all the conditions set forth.

Signature: _____ Date: _____

Name of Vendor/Business: _____

VENDOR INFORMATION

Vendor space is open to businesses, crafters, artists, vendors of agricultural products and food vendors selling pre-packaged foods and refreshments. It is also open to non-profit, community or school organizations. There is no electrical access available. NO REFUNDS. In the event of rain, booth spaces may be re-assigned at check-in starting at 8:00 a.m. on November 27, 2021. In this case, the vendors present will be placed together in a central area to avoid gaps from no shows. All vendors must be approved by event staff

NO REFUNDS. This is a rain or shine event.

***LIABILITY CLAUSE:** I, the undersigned, hold the Old Town Elk Grove Foundation officers and committee members and Cosumnes CSD, Elk Grove Chamber of Commerce and the City of Elk Grove, employees, agents, and directors harmless of injury I may sustain or cause to others. I hold the Old Town Elk Grove Foundation, Cosumnes CSD, Elk Grove Chamber of Commerce and The City of Elk Grove harmless for loss of property that may occur with any activity at, or associated with the Annual Dickens Street Faire on November 27, 2021. By signing below, I understand and acknowledge reading and agreeing to these terms and conditions.

Printed Name: _____ Signature: _____ Date: _____

For more information, please contact the Old Town Elk Grove Foundation at 916-513-4404 or visitoldtown@elkgroveca.com or the Elk Grove Chamber of Commerce at 916-691-3760

Please return the completed and signed application, along with all required documentation to:

Old Town Elk Grove Foundation
Attn: Dickens Street Faire
8820 Elk Grove Blvd
Elk Grove, CA 95624

You can also email your application to: visitoldtown@elkgroveca.com or Fax to: 916-691-3810

VENDOR RESPONSIBILITIES

- This event is rain or shine. No refunds will be given.
- Must provide a copy of your resale permit and health permit. *(If applicable, you must send us a copy of your health permit. All food vendors must complete and submit the Temporary Food Facility Operators Packet information sheet, menu, and site plan along with this application.)*
- Must provide a copy of insurance and necessary permits due no later than 14 days prior to event date.
- We encourage all vendors to decorate their booths in the spirit of the Faire! You may also choose to dress in the holiday spirit.
- Please do not dress as Santa or Mrs. Claus. We don't want to confuse kiddos with multiples!
- Set up starts at 7:00 a.m. We ask that you unload and move your vehicle as quickly as possible.
- Vehicles must be moved out of festival area no later than 9:00 a.m.
- We will not allow sellers to enter selling area after 9:00 a.m. No exceptions.
- Check-in Location: 2nd Ave./Elk Grove Blvd. located in front of El Dorado Savings (subject to change).
- Your space number will be given to you at check-in when you arrive.
- No giving away or sampling of food or drink without health permit/fees and approval from the Foundation. No exceptions.
- Please bring your own set up equipment and weights in case of wind. This event is rain or shine. Let's hope for great weather!
- Side street parking will be available, but no street parking will be allowed on Elk Grove Blvd. or Railroad St. where the festival will be held.
- Please do not tear down before 4:00 pm. Tear down may take place between 4:00 pm & 5:00 pm.
- You will not be permitted to bring in your vehicle to load until 4:00 pm.
- Please pick up your area before you leave. If you brought it, take it home. Please do not stuff event trash cans with your trash.

I have read the regulations included in this Vendor Application and I agree to comply with the conditions set forth.

Signature: _____ Date: _____

Name: _____

We're excited to have you there! Remember to check-in on social media to tell your friends and family to "Meet me at the Old Town Elk Grove Annual Dickens Street Faire" during the event.

We wish you much success and appreciate your participation!

Thank you for choosing to be a part of the Annual Dickens Street Faire!