

**Loop the Lagoon**  
*14th Annual Run/Walk for Education*  
Saturday, May 13, 2017



**Booth Application for Sponsors and Vendors**

**General Booth Information**

1. All sponsors donating \$250 or more are entitled to a booth space. Spaces are assigned according to the level of sponsorship, and then on a first come, first served basis. Each sponsor will be provided one booth space (approximately 10'x10'). If you need more space please indicate this on your application form, and we will try to accommodate your request. Please carefully assess your space needs for your full booth set up, taking into account canopy size, tables, chairs, and other display items, as event staff cannot make adjustments to assigned booth spaces on the day of the event.
2. A limited number of booth spaces will be reserved for non-profit organizations, which will be available on a first come, first served basis. Non-profit organizations will not be required to pay a booth fee, but must submit an application.
3. We reserve the right to accept only applicants that we believe are compatible with our theme and fund-raising goals. All booths must be family-friendly.
4. Sponsorship/booth fee checks must be made out to the Vacaville Public Education Foundation, Inc. or VPEF, Inc., and included with this application. This event will be held rain or shine. No refunds will be given

**Booth Regulations and Responsibilities**

1. The hours of the event are 7:00am to 1:00pm on Saturday. You may begin setting up at 6:00am. All booths must be set up and ready to serve the public by 7:00am. No overnight security will be provided.
2. Vehicles not used for display purposes must be removed from the booth area by 7:00am. Use of your vehicle for display must be pre-approved.
3. Booth sponsors are responsible for providing all labor required for unpacking, erecting, dismantling and repacking displays. Event staff and security personnel are not available to help with set up or take down.
4. Booth spaces will not have access to electrical power. You will need to supply your own generator if you require electricity.
5. You may not construct or arrange your booths so that they obstruct the general view of other booths. Pedestrian aisles must be maintained at all times.
6. All packing cases, crates and debris of any kind must be removed from your exhibit space prior to the time of opening. All additional trash, empty containers, and packing materials must be removed when you leave. You may not dispose of ice/water or other liquids into planted areas.
7. Vendors must collect and pay their own sales tax. A copy of your seller's permit must accompany your completed application.
8. Breakdown begins no earlier than 12:00pm on the day of the event. All spaces must be vacated by 1:00pm.

10. Please submit your application and all required documents (see “Required Documents” section below) no later than **May 1, 2015**.
11. You will be given the location of your booth when you check in on the day of the event.

#### **Additional Information for Food Vendors**

1. You must provide a copy of your current Solano County Food Permit for a Temporary Booth. If you don't have one, you must obtain one from the Solano County Department of Resource Management.
2. There is a fee required to obtain a Solano County Food Permit for a Temporary Booth.
3. Please call the Division of Environmental Health at (707) 784-6765 for assistance, or visit the following websites for information and application forms:
4. Forms and general information can be found on the Solano County website: [http://www.solano.ca.us/depts/resource\\_mgmt/environmental\\_health/consu mer\\_protection\\_program/food\\_program/default.asp](http://www.solano.ca.us/depts/resource_mgmt/environmental_health/consu mer_protection_program/food_program/default.asp)
5. Temporary Food Booth Guidelines <http://www.co.solano.ca.us/civica/filebank/blobload.asp?BlobID=2664>
6. Temporary Food Booth Application <http://www.co.solano.ca.us/civica/filebank/blobload.asp?BlobID=2665>

#### **Required Documents**

The following documents are required by the City of Vacaville with your booth application:

- Certificate of General Liability Insurance** naming by endorsement to the policy, the **City of Vacaville** and the **Vacaville Public Education Foundation, Inc. (VPEF, Inc.)** as additionally insured entities in the amount of \$1,000,000 per occurrence. This insurance in no way limits the liability of the sponsor/non-profit/vendor. Any injury to the sponsor/non-profit/vendor arising out of, or resulting from, participation in this event is the responsibility of the sponsor/non-profit/vendor. If you do not already carry event liability insurance, we can suggest sources for you to obtain it.
- Proof of Automobile Liability Insurance** (policy declarations page). If your automobile or vehicle is part of your display, you must also provide proof of your automobile liability insurance.
- Business License**. All booth sponsors must provide a copy of their current business license.
- Seller's Permit**: If you are selling merchandise at this event, you must provide a copy of your current Seller's Permit issued by the State Board of Equalization.
- Solano County Food Permit for a Temporary Booth**. If you are selling or distributing food at this event, you must provide a copy of your current Solano County Food Permit.

# BOOTH APPLICATION FOR SPONSORS AND VENDORS

CONTACT NAME (please print) \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

—

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (business) \_\_\_\_\_ (cell) \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

—

SELLER'S PERMIT # \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

At this event I will be (check all that apply):

Selling items     Giving away items     Displaying items

Please provide a description of the items you plan to display, sell, and/or give away:

\_\_\_\_\_

—

\_\_\_\_\_

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One booth space (approximately 10' x10') will be provided. If you need more space, please indicate the dimensions you require and we will try to accommodate your needs:

\_\_\_\_\_ x \_\_\_\_\_

Please check to ensure that the following are enclosed:

Sponsorship fee (\$250 booth fee or total amount pledged)

\_\_\_ Copy of certificate of liability insurance naming VPEF, Inc. and the City of Vacaville

(required by all)

\_\_\_ Proof of automobile insurance (if required for your display)

\_\_\_ Copy of Business License

\_\_\_ Copy of Seller's Permit (required only if you will be selling items at the event)

\_\_\_ Copy of Solano County Food Permit for a Temporary Booth (if selling or distributing food)

## VENDOR AGREEMENT

I, as the sponsor/non-profit or an authorized agent of the sponsor/non-profit, have read and agree to observe the 2015 Loop the Lagoon Rules and Regulations as stated in this application. Sponsor/non-profit agrees to defend, indemnify and hold the Vacaville Public Education Foundation, Inc. and City of Vacaville, and their respective officers, agents, employees and volunteers harmless from and against any and all liability, loss, expense, (including but not limited to, costs and fees of litigation and reasonable attorney's fees and expert witness fees), claims, actions or causes of action, for injury and damages arising out of or related to my participation in this event.

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Authorized Signature

Date

Please return by mail to: VPEF Loop the Lagoon, 401 Nut Tree Rd, Vacaville, CA  
95687

Or Email to: [Info@VPEF.org](mailto:Info@VPEF.org)

NO LATER THAN: May 1, 2017