

RETAIL 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 our 4th of July Celebration on Thursday, July 4, 2024 from 11:00am to 9:30pm. This event features community acts, live music, and a firework show at the end of the celebration.

Vendor Fees

Commercial:	\$200- 10'x10' space	\$250 - 10'x20' space
Hand Crafted:	\$150 - 10'x10' space	\$200 - 10'x20' space
Non-Profit:	\$75 - 10'x10' space	\$100 - 10'x20' space

Application Procedure

To apply for a vendor space, please fill out the second page of this application form and have e-mailed, dropped-off, or mailed along with your California State Board of Equalization Resale Permit to our offices no later than **4:00pm** on **Thursday, June 20, 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 7:00am and 9:00am to setup their vendor space. Vendors must be setup and open for business by 11:00am.

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, power (low noise generator - under 80 decibels), 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	
Contact Name:	Booth Type: (Tent, truck, etc.)	Booth Size:	
Phone:	Email:		
Address:	City:	State:	Zip:

Description of Items Sold & Prices (Use back of form or attach additional pages if necessary)

Terms of Agreement

Please check the following boxes and sign below:

- I understand that I must arrive by 9:00am to set up, late arrivals will be turned away and no refund will be provided.
- I understand that all vendors must be prepared and open for business by 11:00am.
- I understand that I must provide my own power via low noise (under 80 decibels) generator.
- I understand that I may not breakdown until after the fireworks show (approximately 9:30pm).
- I understand that I must provide my own change fund.
- Attached is a copy of the California State Board of Equalization Resale Permit
- Yes! I would like to participate in the 4th of July Celebration.** I agree to sell the above listed items on Thursday, July 4, 2024 from 11:00am – 9:30pm.
- 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

To submit your application, mail -OR- drop off by 4:00pm on Thursday, June 20 to:

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

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

Signature

Date

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