



RIO VISTA BASS DERBY & FESTIVAL October 13, 14 & 15, 2023

COMMERICAL FOOD VENDOR CHECKLIST

Welcome to the **Rio Vista Bass Derby and Festival** application process. This check list will provide you with all the necessary information you need to make the application process as simple as possible.

1	Completed Application
2	Signed Rules, see attached. Please do not ignore this page!
3	A complete, detailed list of items for sale. We try to not duplicate types of food
4	Booth fees, + electrical fees if needed
5	Certificate of Liability Insurance (\$1,000,000) with certificate holder: <u>Rio Vista Chamber of Commerce, City of Rio Vista, and Rio Vista Bass Derby & Festival.</u>
6	City of Rio Vista Business License - The license fee is included in your booth fee.
7	California Resale Certificate, State of California Board of Equalization. www.boe.ca.gov
8	A Solano County Food Vendor Permit is required. It is your responsibility to submit all forms and payment directly to Solano County as noted below.

Solano County requires a Food Vendor Application plus a fee **due 30 days before event**. Download application at---<http://www.co.solano.ca.us/civica/filebank/blobdload.asp?BlobID=2665> Solano County personnel will be on site Friday to review a checklist of requirements before the festival opens.

Submit Food Vendor Permit Application and payment directly to:

Solano Co. Dept. of Resource Management
675 Texas St., Suite 5500, Fairfield, CA 94533

Late applications will be considered, but NO APPLICATIONS WILL BE ACCEPTED AFTER OCT. 1ST.

You will receive a confirmation of acceptance to the festival within two weeks of receipt of ALL items in your application. Space assignments will be e-mailed one week before the event with a map and instructions. Space assignments will not be finalized until ALL documents and fees are received.

We look forward to seeing you at the Rio Vista Bass Derby & Festival.

Questions: Barbara Lee, Vendor Coordinator
707-208-7916 Email: barbarajlee@frontiernet.net

Rio Vista Chamber of Commerce
33 N. 2nd Street
Rio Vista, CA 94571
707-374-2700

October 13,14 & 15 2023



Commercial Food Vendor

	10x10 space only vendor provides approved tent/trailer		10x10 space with approved booth/tent provided	
	Chamber Member	Non-Member	Chamber Member	Non-Member
Booth fee rec'd by July 31st	\$ 500	\$ 550	\$ 750	\$ 800
Booth fee rec'd after Aug 1st	\$ 550	\$ 600	\$ 800	\$ 850

PLEASE ADD THE ELECTRICAL SURCHARGE OF \$100 FOR 110V, \$200 FOR 220V

- Tents or food trailers must be Solano County Dept. of Health approved. Store bought tents are not OK.
- Fee includes fire inspection fee, and city business license fee. Electrical is not included
- **Electrical surcharge (110 volts): \$100. Or \$200 for 220 volts**
- Generators may be used but must be quiet and mfg. listed at under 60 decibels.

PLEASE PRINT

Name of Business: _____

Address: _____

City, State, Zip: _____

Phone: (____) _____ Emergency # during event (____) _____

Email address: _____

Food to be sold – COMPLETE DETAILED LIST. You will only be allowed to sell items listed below. If there are duplications with other vendors, we reserve the right to limit the items vendors sell.

Selling space is 10 ft. x 10 ft. TRAILERS OVER 10 FT. (including hitch), MUST PURCHASE ADDITIONAL SPACE FOR \$250. No exceptions. There must be room to allow you to back your trailer into the space.

List ALL electrical appliances that will be used (be specific and complete).

If you have large power needs, bring your own generator, (not over 60 decibels). Back- up generators are suggested!

The Rio Vista Bass Derby & Festival, its staff, sponsoring organizations, and the Rio Vista Chamber of Commerce will not be responsible for losses of any kind due to fire, theft, physical violence, elements of nature or any other cause, however originating. The Bass Derby & Festival will provide security for the event. However, participants are responsible for their own merchandise and equipment, its protection and insurance. There will be no refund of fees paid for any reason.



The Rio Vista Chamber of Commerce and the Rio Vista Bass Derby & Festival reserve the right to restrict certain items sold at booths.

Signature of Vendor: _____

Date: _____

Printed Name: _____

Vendor Signs must not impede traffic in the roadway.

Rio Vista Bass Festival Food Booth Rules and Regulations
Sign a copy of this page and include with your application.

1. Selling space ONLY is provided. You will be responsible for furnishing your own tables, displays, covers and electrical needs (extension cords, electrical pigtailes and water hoses).
2. Booth fee is for a 10 ft x 10 ft. space only. If you need more than one space, please remit the appropriate fees.
3. FOOD VENDORS WITH FOOD WAGONS MUST ARRIVE AT 11:00 am Friday to allow for easier set-up.
4. Selling times:
Friday, upon completion of set-up to 9:30 PM
Saturday, 10:00 AM to 9:30 PM
Sunday, 11:00 AM to 4:00 PM
Booths must stay open until at least 9:30 PM on Friday and Saturday
5. Hawking, (yelling at customers to come and buy your product), will not be tolerated and will be subject to police enforcement. Vendors must stay with their display booths at all times. Absolutely NO sales outside of your selling space. Any vendors selling products outside of their assigned space will be immediately ejected from the event with no return of fees.
6. The following items are prohibited at our event: KNIVES, FIREARMS, marshmallow shooters, water guns / implements of any kind squirting liquids, stink bombs, silly string, snaps/poppers. Any items that the committee or the Rio Vista Police Department feels are illegal or associated with illegal actions can cause immediate shut down of your booth. Any vendor selling products of this nature, mentioned above, will be immediately ejected from the event with no refund.
7. At daily closing, (Friday and Saturday evening) all merchandise must be contained within your booth and covered. There will be after-hours security. Booth must be secured to withstand the weather including wind.
8. The Bass Derby & Festival will be held come rain, wind or shine. Rio Vista can be very windy. PLEASE BE PREPARED. No refunds due to weather.
9. Please keep your selling area neat, clean and well organized at all times. Dumpsters will be provided. Hand washing facilities will be available, but food vendors must have washing capabilities in their booth. Food vendors must have proper refrigeration – the Solano County Health Department inspector has the right to shut down a booth for any reason they deem appropriate with no refunds, no exceptions.
10. Check must be made out to the Rio Vista Bass Derby & Festival. To pay by credit card, notify us via email or phone, and we will send you an invoice that you can pay online. **After September 25th, all payments must be made in cash or credit card only!**
11. No application will be finalized until all required items are received by Rio Vista Bass Derby & Festival.
12. There will be NO REFUNDS of any kind for any reason.
13. The Rio Vista Chamber of Commerce and/or the Bass Festival committee are not responsible for any loss, theft or damage to any of your merchandise and/or booth.
14. All applications will be accepted on a first come/first served basis. We reserve the right to limit the number of vendors selling similar products or to refuse a vendor space.
15. We love animals, but PETS ARE NOT ALLOWED at the festival.
16. All vendors will be assigned a space number upon acceptance of your completed application. No space reassignments are allowed. NO EXCEPTIONS! Space assignment is made based on a first come/first served basis. If you have a space preference, let us know when your application is submitted, but there are no guarantees.
17. Please direct all correspondence to:
Rio Vista Bass Festival Vendor Chair
33 N. 2nd Street, Rio Vista, CA 94571
ph: 707-374-2700

I have read and agree to abide by the above stated rules.

Authorized signature: _____ Date: _____

CITY OF RIO VISTA
One Main Street, Rio Vista, CA 94571
 (707) 374-2205 Fax (707) 374-5531
BUSINESS LICENSE APPLICATION

BASS FESTIVAL LICENSE		City License# _____	
Business Name (dba) _____		Business Phone () _____	
Business Address _____		City _____	Zip _____
Business Mailing Address _____		City _____	Zip _____
Business Activity (Please describe in detail exactly what your business is being licensed to do. If you need extra space please attach separate sheet of paper)			

How many DAYS will you be paying for? _____ (FRIDAY, SATURDAY, SUNDAY)			
Type of Organization <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
Sole Proprietor or Partnership			
Owner's Name _____		Home Address _____	
City _____	State _____	Zip _____	Home Phone () _____
Will Firearms be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No			
ADDITIONAL INFORMATION			
Emergency Contacts: (person with building access)			
Name _____		Title _____ () _____	
Name _____		Title _____ () _____	

The issuing of your Business License is for revenue purposes only. It does not relieve you from the responsibility of complying with the requirements of any other departments of the City of Rio Vista and or any other ordinance, law or regulations of the City of Rio Vista, State of California, or any other Governmental agency.

All Business License must be renewed by the expiration date whether or not you receive a renewal notice. Any Change of ownership, address, or business activity, requires a new application. If you are no longer conducting business in the City of Rio Vista you must notify us in writing stating the date you ceased work in the City. A regional or corporate license is not a substitute for a City license.

Final occupancy is subject to inspection and approval by Building and Fire Departments. Additional permits may be required. Zoning permit approval is required by the Planning Department before issuance of a Business License and a permit for a sign may be required.

The number of persons, including owners and managers determines your business license fee. Yours license is due and payable on the first day of business operations and for each quarter year thereafter. If payments are not received thirty (30) days from that date, you will be charged a penalty for each month or fraction thereof that the payment is past due.