



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

### COMMERCIAL RETAIL 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.

To apply for a space, send in the following by Sept. 15<sup>TH</sup>

- \_\_\_\_\_ Completed application.
- \_\_\_\_\_ A copy of our rules signed by you or your authorized representative.
- \_\_\_\_\_ **Pictures** of your booth and all items for sale (referral to a web site not acceptable).
- \_\_\_\_\_ Booth fees – listed on attached page
- \_\_\_\_\_ City of Rio Vista Business License Application. License fee is included in your space fee.
- \_\_\_\_\_ California Resale Certificate, State of California Board of Equalization [www.boe.ca.gov](http://www.boe.ca.gov)

Double check your application and this checklist to ensure that all items are included.

**We will not accept incomplete applications.**

Please return all items by Sept. 15<sup>TH</sup> to:

Rio Vista Chamber of Commerce  
33 N. 2<sup>nd</sup> Street  
Rio Vista, CA 94571

Late applications will be considered, but **no applications will be accepted after Oct. 1st.**

You will receive a confirmation of your acceptance into our event within two weeks of our 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  
Phone: 707-208-7916 Email: [barbarajlee@frontiernet.net](mailto:barbarajlee@frontiernet.net)



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

# COMMERCIAL RETAIL VENDOR APPLICATION

## COMMERCIAL RETAIL VENDOR FEES:

	<u>Chamber Member</u>	<u>Non-Member</u>
Booth Fee rec'd by July 31 <sup>st</sup>	\$ 425	\$ 450
rec'd after Aug 1 <sup>st</sup>	\$ 475	\$ 500

- **Fee includes 10 x 10 space, fire inspection fee, and city business license fee.**
- Fee DOES NOT include electrical power. **ELECTRICAL IS NOT AVAILABLE**  
**You can bring your own power - generator not over 60 decibels.**

PLEASE PRINT:

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Emergency Number during event: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

List all items to be sold, with photos. You will only be allowed to sell items you have registered with us. If there are duplications with other vendors, we reserve the right to limit the items vendors sell. Attach a separate list if needed.

\_\_\_\_\_  
\_\_\_\_\_

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Attach a current photograph of your booth– unless you previously attended our Festival. Pictures are not returnable.

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

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

## Rio Vista Bass Festival Rules and Regulations **COMMERCIAL RETAIL**

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
2. **Booth fee is for a 10 ft. x 10 ft. space only.**
3. Selling times:  
Friday, upon completion of set-up to 7:00 PM  
Saturday, 10:00 AM to 7:00 PM  
Sunday, 11:00 AM to 4:00 PM  
**Booths must stay open until at least 7:00 PM on Friday and Saturday**
4. Hawking, (yelling at and to 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.
5. 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 of fees.
6. 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.
7. 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.
8. 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.
9. 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!**
10. No application will be finalized until all required items are received by Rio Vista Bass Derby & Festival.
11. There will be **NO REFUNDS** of any kind for any reason.
12. 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.
13. 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.
14. We love animals, but **PETS ARE NOT ALLOWED** at the festival.
15. 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. No promises will be made by phone.

Please direct all correspondence to: Rio Vista Bass Festival Vendor Chair  
33 N 2<sup>nd</sup> Street, Rio Vista, CA 94571  
Phone: 707-374-2700; fax 707-374-2424

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

Authorized signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

<b>BASS FESTIVAL LICENSE</b>	<b>City License#</b> _____
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)	
_____	
<b>How many DAYS will you be paying for? _____ (FRIDAY, SATURDAY, SUNDAY)</b>	
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	
<b>ADDITIONAL INFORMATION</b>	
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.