

**VACAVILLE FIESTA DAYS  
LETTER OF INFORMATION  
MAY 25-29, 2017**

You are invited to apply for an exhibitor's booth at the 2016 Fiesta Days event in Andrews Park/Carroll Plaza located on E. Monte Vista Avenue in historic downtown Vacaville. All applicable documents must be fully completed in order to be considered by the Fiesta Days Committee. A full refund will be made if your application is denied; however, no refund will be issued after application approval.

The following six (6) items must be sent to Fiesta Days **no later than April 1, 2017**. Please send to the mailing address listed at the end of this letter. **NOTE:** We cannot hold a space for you until all of these items have been received by us.

- 1) Vendor application form.
- 2) Booth fee made payable to "Vacaville Fiesta Days" (booth sizes/prices on application).
- 3) Current photograph of your booth.
- 4) Proof of insurance plus additional insurance endorsement (Form CG 20 26) listing City of Vacaville **and** Vacaville Fiesta Days Committee as additional insured. Please carefully review the attached insurance letter.
- 5) Signed Release and Waiver of Liability, Assumption of Risk, Hold Harmless and Indemnity Agreement. This form must be signed by each person, 16 years and older, who will be working in your booth.
- 6) Vacaville Police Department's Special Events application. **NOTE:** \$35.00 fee must be made payable to "City of Vacaville." This form must be completed by each person, 16 years and older, who will be working in your booth. **DO NOT return this form and fee to the police department** – send to the Fiesta Days mailing address along with all other forms/fees.

**IMPORTANT NOTE FOR FOOD VENDORS**

You must complete a 2015 Special Event Food Vendor Application from the Department of Resource Management. (See attachment if you received this letter by e-mail. For all others, a copy is available on the Fiesta Days website.) *This application and its fee must be returned to the Dept. of Resource Management, **not** to the Fiesta Days office.*

**FIESTA DAYS HOURS OF OPERATION:**

Thursday and Friday, May 25<sup>th</sup> and May 27<sup>th</sup> – 3:00pm to 9:00pm  
Saturday and Sunday, May 27<sup>th</sup> and May 29<sup>th</sup> – 11:00am to 9:00pm  
Monday, May 30<sup>th</sup> – 11:00am to 7:00pm

*All vendors are required to keep their booths open during these hours. All vehicles (including trailers and/or motor homes) are to be moved out of the area prior to the opening of Fiesta Days and are NOT to return until the end of the five-day event. PLEASE DO NOT LEAVE DURING THE HOURS OF OPERATION. If it is necessary to leave early, please do so before 11am or after 10pm as it is a safety hazard to leave when the carnival and Fiesta Gardens are open.*

**SET-UP INFORMATION:**

Vendors may set up on Wednesday, May 24<sup>th</sup> starting at 9am – must be done by 9pm. Please note there will NOT be security available that night at the park. All vendors must be in their assigned space by noon on Thursday, May 25<sup>th</sup> . All interior equipment and set-up are the responsibility of the vendor.

**Electricity is available but limited.** It is imperative that you accurately state your electrical needs on your vendor application. You may want to be prepared to supply your own power. A generator must be fully insulated and quiet. No compensation or refund will be issued due to power failure, either by City of Vacaville or the Fiesta Days Committee.

No tables or chairs are permitted. This is a huge issue with the Vacaville Fire Department and the Health Department. Eating areas are provided in front of the main stage. We appreciate your compliance.

The Vacaville Police Department will have a command trailer on the outskirts of Andrews Park to take pictures and issue badges for every person, 16 years and older, working in your booth. This must be done prior to set-up. If you have any question regarding the police department's policy, please contact them at (707) 449-5253.

We will contact you to confirm acceptance or denial of your application. We look forward to working with you in 2016 for our 59<sup>th</sup> Fiesta Days celebration!

General Chair  
Karen Juilfs

Vice Chair  
Christina Corsello

**Vacaville Fiesta Days**

**Mailing Address:** PO Box 5263, Vacaville, CA, 95696

**Office Phone:** (707) 448-4613

**Office E-Mail:** [fiestadays@sbcglobal.net](mailto:fiestadays@sbcglobal.net)