



## VENDOR SPACE APPLICATION

April 20, 2024

**APPLICATION DEADLINE: March 9, 2024**

Name of Organization/Business: \_\_\_\_\_

If Non-Profit, please list Tax ID #: \_\_\_\_\_

Contact Person/Representative: \_\_\_\_\_

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

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

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list *all* products that will be offered at your booth\*: \_\_\_\_\_

How many 10 ft. x 10 ft. spaces are needed? \_\_\_\_\_ Will you need access to electrical outlet (+\$50)? \_\_\_\_\_

**\*\*\*\*Items listed are "proposed only" until accepted/confirmed by Carlos Vieira Foundation\*\*\*\***

Booth Type (Please circle your selection)	Cost (per 10' x 10' space) 1 day
<input type="checkbox"/> Non-Profit Information Only	Free
<input type="checkbox"/> Business Information Only	\$75
<input type="checkbox"/> Non-Food Vendors	\$125
<input type="checkbox"/> Food/Drink Vendors	\$350

If your application is approved, you will be contacted no later than three (3) weeks after application submission to confirm your participation and answer any questions. After you receive notification of approval, all event fees (including deposit), health department forms (food vendors only), and proof of \$1 million general liability insurance is due **within two weeks**. If required documents and payment are not received within the allotted time, the vendor will forfeit their spot at the festival. Once submitted and approved, **there will be no refunds**.

**For more information, contact us at 209-394-1444 or [info@carlosvieirafoundation.org](mailto:info@carlosvieirafoundation.org)**

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

### OFFICIAL USE ONLY

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

☐ Approved ☐ Declined

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

Payment ☐ Deposit ☐ Insurance ☐ Health Department Paperwork (if applicable) ☐

Electrical Fee (if applicable) ☐

Will deposit be refunded: ☐ Yes ☐ No

Reason: \_\_\_\_\_



Name of Representative: \_\_\_\_\_

### IMPORTANT – PLEASE READ BEFORE SIGNING

The applicant is an authorized agent of the group submitting this application. The applicant (and/or his/her) organization making this application understand and agree to the vendor agreement and understand that booths may be asked to shut down if terms and guidelines are not followed.

The applicant (and/or his/her) organization making this application understand and agree to assume all risk for loss, damage, liability injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Stanislaus County Fairgrounds.

The applicant further agrees that in consideration of being permitted to have a booth at said event and facility, **he/she and the business/organization will defend, indemnify and hold the Carlos Vieira Foundation/Stanislaus County Fairgrounds and their agents and employees, harmless from any loss, claims and liability or damages and/or injuries to persons and property that in anyway may be caused by the applicant's use or occupancy of the Stanislaus County Fairgrounds. Absolutely no refunds!**

I/We, the undersigned, have read the above statement and received a copy of the event guidelines and agree to comply with them.

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

**You may submit your application and all other required documents and payment...**

**In person to:**

51FIFTY Apparel Store  
436 2<sup>nd</sup> Street  
Livingston, CA 95334

**By mail to:**

Carlos Vieira Foundation  
6079 Washington Blvd  
Livingston, CA 95334

**By email to:** [info@carlosvieirafoundation.org](mailto:info@carlosvieirafoundation.org)

**By fax to:** 209-394-3964

**Payment must be cash, cashier's check, or money order! No personal checks.**

### Checklist

**Due no later than March 9, 2024:** (Spaces will be assigned on a first come, first serve basis once all requirements on checklist are met)

\_\_\_ Application

**Due within two (2) weeks of approval notification (or spot is forfeited):**

\_\_\_ Deposit (\$100)

\_\_\_ General Liability Insurance Certificate with Carlos Vieira Foundation (6079 Washington Blvd Livingston, CA 95334) listed as additional insured (contact us for help if needed)

\_\_\_ Proof of Non-Profit (Non-Profit Vendors Only)

\_\_\_ Booth Fee

\_\_\_ Electrical Fee (if applicable)

\_\_\_ Health Department Paperwork (food vendors only)



### San Joaquin Valley Portuguese Festival Vendor Agreement

**To be considered as a vendor, you must agree and follow these terms and guidelines:**

#### Event Details:

- A. **Location:** Stanislaus County Fairgrounds: 900 N Broadway, Turlock, CA 95380
- B. **Time and Date:** Saturday, April 20, 2024 from 10:00 A.M. to 10:00 P.M. (approximate)
- C. **Set-up:** Vendor set up times are Friday, April 19<sup>th</sup> 10am-2pm or Saturday, April 20<sup>th</sup> 6am-8am
  - a. All vehicles must vacate festival areas immediately after set-up times and park in designated vendor parking areas. **No vehicles will be allowed in the festival area during festival hours!** Vehicles driving in the park or parked in no parking areas during the festival may be ticketed by Turlock police and/or towed at the owner's expense. The vendor deposit will also be forfeited.

#### Vendor Fees:

- A. **Deposit:** All vendors are required to pay a **\$100 deposit** that will be returned after the festival if all terms and guidelines are followed appropriately. **All deposits are due within two weeks of approval.** Deposits will be returned no later than May 8<sup>th</sup>, 2024 if all rules and regulations are abided by.
- B. **Vendor Booth Prices:**
  - Non-profit information only – **FREE (10x10 space)**
  - Business information only – **\$75 per 10x10 space**
  - Nonfood vendor – **\$125 per 10x10 space**
  - Food vendor – **\$350 per 10x10 space**
- C. **Electricity Fee:** It is recommended that vendors provide their own electricity for concessions that require reliable service. This includes any extension cords. All electrical wires and fixtures shall be appropriately grounded and protected from wear, scuffing and accidental contact. The power systems shall comply with the City's Electrical codes. Electrical hook-ups units will be available for a **\$50 fee** (limited availability).
- D. **Accepted Payment:** cashier's check, money order, or cash (personal checks are not accepted)
- E. **Late application fees:** Non-Food Vendors will be charged **an additional \$100** fee for applications received after the due date (food vendor applications will not be accepted after the due date, due to Health Department Permits).

Payment, electrical fees, or deposits are due in full **within two weeks of the vendor being notified of approval.** Checks or money orders should be made out to the Carlos Vieira Foundation and mailed to:

Carlos Vieira Foundation  
6079 Washington Blvd.  
Livingston, CA 95334

#### Vending:

- A. Booth space is 10 ft. x 10 ft. Additional fees are required for vendors requiring more than 10x10ft.
- B. All vendors **must bring their own canopies, tables, chairs, extension cords**, etc. (if needed). **If you are not able to provide your own, please contact us ASAP.** All tents/easy-ups *must* be anchored appropriately in anticipation of wind.
- C. A summary of all items to be displayed and offered for sale must be stated on the agreement form and approved by the Carlos Vieira Foundation.
- D. The Carlos Vieira Foundation reserves the right to require any vendor to remove from display and immediately cease selling or distributing any items that could be deemed inappropriate or dangerous.
- E. Vendors will be accepted on a first-come, first-serve basis once all requirements are met



#### Insurance:

1. Vendor shall, at Vendor's own cost and expense, obtain and keep during the time of the event, set-up, and tear-down a broad form comprehensive coverage policy of public liability and property damage insurance **naming the Carlos Vieira Foundation (6079 Washington Blvd. Livingston, Ca 95334) as additional insured. Such insurance amount of not less one million dollars (\$1,000,000) per occurrence.** The limits of said insurance shall not however limit the liability of vendor hereunder.
2. Please contact the Carlos Vieira Foundation if assistance is needed in obtaining insurance.

#### Rules and Restrictions:

1. Duplications of products sold may be restricted. Booth spaces will be accepted on a "first come, first serve" basis.
2. Carlos Vieira Foundation reserves the right to accept or decline any vendor application.
3. **Alcoholic drinks and bottled water will be sold exclusively by the Carlos Vieira Foundation. Vendors are not allowed to sell these items.** If you are found selling alcohol or bottled water, your booth will be closed for the rest of the festival and all fees will be forfeited.
4. **No pets or ice chests** will be allowed in the park. Vendor ice chest will be subject to inspections. Periodic inspections of booths and ice chests may be done by foundation members or security/police.
5. **Items considered to be unsafe will not be allowed in the festival.** The following items are not allowed and may not be sold including (but not limited to) guns, knives, tasers, any type of weapon, silly string, airsoft guns, toy guns, disappearing ink, poppers, drugs, or tobacco products. The Carlos Vieira Foundation reserves the right to limit any items deemed unsafe.
6. The consumption of or use of any drugs or alcohol by vendors will not be permitted. All vendors must conduct themselves in a professional manner.
7. The area surrounding each vendor's booth must be left in good condition (clean) *during and following* the event. **You must provide a trash container inside and outside of your booth;** trash must be taken to dumpster at the end of the event. Failure to clean your area may result in the loss of your deposit.
8. Booths dispensing paper products (i.e. napkins, promotional flyers) are responsible for litter control.

#### Food Vendors:

1. Food vendors must complete and submit the "**Stanislaus County Food Vendors Permit Application**" along with their payment and proof of insurance. Booths with year-round permit must still fill out the Stanislaus County Health Permit application and provide a copy of their yearly permit. **Please contact us if assistance is needed.**
2. Refrigeration and warming units **will not be provided.** If you require either, you must provide them yourself and be sure that they are compliant with Health Department standards and in proper working condition.
3. Food vendors should follow Stanislaus County Health Department requirements (i.e. proper hand washing and utensil cleaning areas, appropriate food storage and handling) and **be prepared for an inspection.**
4. Applications must include a menu of all items you would like to sell. Once your menu is approved, you are **not permitted to add any food items** to your menu. Adding other items to your menu will result in being asked to shut down and forfeit all fees and deposits.
5. The disposal of liquid byproducts (i.e. grease, cooking oil) within the fairgrounds is prohibited; please dispose of them in a legal manner off premises.
6. Food Vendors who are cooking on-site **MUST have fire extinguishers on hand.**

**PLEASE KEEP A COPY OF THIS VENDOR AGREEMENT FOR YOUR RECORDS**