

# 2020 VENDOR APPLICATION AND CONTRACT

2020 Senior Expo  
Person Senior Wing 2060 W. College Ave, Santa Rosa CA 95401  
Saturday, April 4, 2020



Vendor Name: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Non-Profit Tax ID No. \_\_\_\_\_

City of Santa Rosa Business Tax Cert. No. \_\_\_\_\_

Description of service to be performed: \_\_\_\_\_

## Contract

This application and contract properly executed by Vendor shall, upon written acceptance and notification by the City of Santa Rosa, constitute a valid and binding contract between Vendor and the City of Santa Rosa ("City").

## Applications

All applicants are required to fill out and sign this Vendor Application/Contract. The City reserves the right to reject any Vendor applications, including applications that do not meet the standards set for the Event. Applicants who are not approved will receive a full refund of any payments made to the City.

## Payment and Cancellation Policy

Vendor agrees to pay City a fee of \$150 (non-profits) or \$200 (for profit). **Payment is accepted by check payable to "SRRP", Visa or Mastercard.** A \$50 discount may be taken by Vendor if Vendor's application is received by City before February 14, 2020. The fee is payable upon submission of this application. City must receive any written request for contract cancellation from Vendor on or before March 20, 2020. Upon the timely request for cancellation, Vendor will be refunded all application fees, less a \$50 cancellation fee per booth space. No refunds will be paid after March 20, 2020.

## Assignment of Booth Space

Vendor spaces will be assigned by City. City will consider booth location requests from Vendor. However, it cannot guarantee a specific booth location prior to the Event. Vendor product and furnishings may not encroach beyond Vendor's assigned space.

## Special Provisions

City will provide a 1 x 6ft table and two chairs for each booth space.

## Health Permit

Food Vendors shall obtain and hold a Temporary Food Facilities Permit ("Permit") from the County of Sonoma Department of Health Services ("County") for the Event. A separate Permit is required for each booth location and must be posted at each location. All County food booth and sanitary requirements shall be followed. For County requirements see, <http://www.sonoma-county.org/health/services/foodbooth.asp>. Vendor will not be allowed to open its booth until the City has determined it has complied with the requirements of this section.

**Restriction of Use**

Vendor may not sublet, assign or share any part of its assigned space without the written consent of City. Materials or literature may not be sold or distributed outside of Vendor’s space and must pertain to Vendor’s organization only. The collection or solicitation of donations is prohibited.

**Set Up**

Booth set up (load-in) time is between 7:00AM and 9:00AM, Saturday April 4, 2020. Vendors may unload in the front circle of the Finley Community Center or east parking lot of the Person Senior Wing during this time.

Vendor will be issued one on-site load-in/load-out vehicle permit to be used for set up purposes only. After load-in/load-out, the vehicle must be moved to the North Side of the lot to allow adequate parking for Event participants.

**Operating Hours**

The Event vending schedule is 9:00AM – 12:00 p.m. Vendor’s booth should be open and staffed during these hours.

**Tear Down**

Vendor may begin manual load-out after 12:00 PM on the day of the Event. Vehicles will be allowed in the front circle area of the Finley Community Center for load-out purposes at 12:00 p.m. All Vendor product and furnishings must be removed from the Event facilities by 1:00 p.m.

**Security**

The City will not be responsible for the loss, theft or damage of any property.

**Insurance**

The City will purchase Special Event insurance from Gales Creek Insurance for the day of the Event. The maintenance of any insurance beyond the coverages provided in the Special Event insurance is the responsibility of Vendor.

**Hold Harmless**

Vendor agrees to defend and hold harmless the City of Santa Rosa, and its officers, agents and employees, from and against any injury, damages, claims, actions or suit arising out of the Event, including those caused by the negligence of the parties being indemnified and/or any dangerous conditions of property of the parties being indemnified, and further agrees to defend and indemnify the City of Santa Rosa from and against any injury, damages, claims, actions or suits arising out of, or connected with, Vendor’s participation in the Event.

**Compliance with all Laws**

Vendor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, and public safety.

**BY SIGNING THIS APPLICATION AND CONTRACT, VENDOR AGREES THAT IT WILL PARTICIPATE IN THE EVENT AND WILL COMPLY WITH ALL TERMS HEREIN.**

Name and title (please print): \_\_\_\_\_ Date: \_\_\_\_\_

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

Visa/MC No. \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVC \_\_\_\_\_

Please return the completed application and fee to:

Santa Rosa Senior Expo  
Finley Community Center  
2060 W College Avenue  
Santa Rosa CA 95401

or email:

Al Pritchard  
[apritchard@srcity.org](mailto:apritchard@srcity.org)