

Dear Vendor,

Thank you for your interest in the Cap & Town Festival. The Cap & Town Festival will be held on May 16, 2014 in recognition of all Merced area graduates. We anticipate many people, especially families in Downtown Merced on May 16, 2014. To ensure everything runs smoothly, please note the following:

- A Special Events Business License is required only if you do not already have a business license within the City of Merced; the cost is \$13.50.
- Vendor registration fees are payable to the City of Merced at 678 W. 18<sup>th</sup> St. Merced, CA. 95340.
- Completed Vendor applications are to be submitted to the City of Merced, 678 W 18<sup>th</sup> Street, Merced, CA. 95340.
- Food Vendors must secure a Community Food Event Vendor Permit through Merced County and abide by all County Health regulations.
- Set up time is from 3:00 pm to 4:30 pm. Booths must be set up by 4:30 pm.
- Confirmation of location and space number will be sent to you prior to the event.
- Applications will be taken on a first paid, first served basis.
- All Vendors will be required to bring their own tables, chairs, table coverings, canopies, signage and display material. Booth spaces must be well represented.
- Vendors requiring electricity must bring their own extension cords and generators. The City will not provide electricity.
- Booth space is 10'x 10'
- All Vendors will be required to stay for the entirety of the Cap & Town Festival (5:00 pm – 10:00 pm).
- Downtown businesses and restaurants within the City of Merced Downtown Business Improvement District have participation priority.
- The City of Merced reserves the right to reject any vendor and cancel any application without cause.
- The City of Merced reserves the right to locate vendors at it sees fit.
- **Deadline to turn in application and payment is May 1, 2014 for Food Vendors and May 9, 2014 for Craft Vendors.**
- There are NO REFUNDS for NO SHOWS, rain or shine.

Again, thank you for your interest in being a vendor at the Cap & Town Festival. We look forward to working with you in creating a very memorable downtown experience. Should you have any questions, please call me at (209) 385-6970.

Sincerely,

Maria Mendoza  
Economic Development Associate

## **How to Participate: FOOD VENDOR**

**1. Contact Maria Mendoza at (209) 385-6970 and inform her of your intent to participate.** (This step is crucial for food vendors as Maria must personally submit a list of approved vendors to Merced County Health several weeks prior to the event without exception).

**2. Complete the Merced County Community Food Event Vendor Application and submit it to the Maria Mendoza at the City of Merced no later than **May 1, 2014**.** County Health fees (\$88.00 for High Risk Vendors and \$31.00 for Low Risk Vendors) will also need to be paid upon submittal of the application. Please read attached Merced County Temporary Food Facility Guidelines for exemption and High Risk/Low Risk Vendor category information).

**3. Complete and submit the Cap & Town Festival application form to the address listed below, no later than **May 1, 2014**.** Participation fees must be included. (Make check or money order payable to: City of Merced)

**Please return the Cap & Town Festival application form to:**

City of Merced

C/O Maria Mendoza

Merced, CA. 95340

P: (209) 385-6970

F: (209) 723-1780

[mendozam@cityofmerced.org](mailto:mendozam@cityofmerced.org)

**4. The Special Events Business License Fee form and payment must be taken in person to the City of Merced Finance Department at 678 W. 18<sup>th</sup> St. Merced, CA. 95340. The \$13.50 Special Events Business License Fee has to be paid before **May 1, 2014**.**

\*If you already have a Business License to sell your products within the City of Merced, the Special Events Business License Fee **does not** apply.

### **Additional Information:**

-Make checks payable to "City of Merced."

-Set up time begins at 3:00 pm. Booths must be set up by 4:30 pm.

-The registration fee includes an insurance policy.

-There will be security during the festival though no guarantee as to the security of your possessions can be made.

-Participants are required to stay for the entire event (5:00 pm – 10:00 pm)

-Confirmation of location and space number will be sent to you prior to the event.

Please contact Maria Mendoza at (209) 385-6970 or [mendozam@cityofmerced.org](mailto:mendozam@cityofmerced.org) for more information.

\*Applications will be taken on a first paid, first served basis. Businesses within the City of Merced Downtown Business Improvement District have participation priority. The City of Merced reserves the right to reject any vendor and cancel any application without cause.



# Cap & Town 2014

Date: May 16, 2014

Time: 5:00 pm—10:00 pm

## City of Merced Application~ FOOD VENDOR

Name \_\_\_\_\_

Please list your products and price range:

Address \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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

\_\_\_\_\_ \$ \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**\*Vendor fee is \$50.00**

**There are NO refunds for no shows.**

-Check box if you are a Downtown business (\$40)

-Check box if you are a Non Profit Organization (\$35)

**Include a copy of your City of Merced Business License. A Special Events Business License is required only if you do not already have a business license with the City of Merced, the cost is \$13.50. A Special Events Business License Application is attached for your convenience.**

Due to a limited number of vendor spaces, applications will be taken on a first paid, first served basis. All vendors will be required to bring their own tables, chairs, table coverings, canopies and signage. Booth spaces must be well represented. Any booth needing electricity must provide their own extension cords and generators.

Eligibility: Food vendors must obtain a Merced County Community Food Event Vendor permit and abide by all Merced County Health regulations (Merced County Health regulations are attached).

**Booth Space is 10' x 10'**

**Confirmation of location and space number will be sent to you prior to the event. Set up time begins at 3:00 pm and all booths must be set up by 4:30 pm on May 16, 2014.**

\*Please note there is a Merced County Health Community Food Event Vendor application fee. The fee is \$88.00 for High Risk Vendors and \$31.00 for Low Risk Vendors. DD214 Military Veterans, County Departments and Annually permitted Temporary Food Facilities are exempt from this fee but still need to fill out an application and obtain an approval from Merced County Health. Merced County Health applications and fees must be submitted and paid to the Merced County Department of Public Health. (Application is attached).

\*Businesses within the City of Merced Downtown Business Improvement District have participation priority. The City of Merced reserves the right to reject any vendor and cancel any application without cause. The City of Merced also reserves the right to locate vendors as it sees fit.

**Deadline: May 1, 2014**

I understand that the City of Merced shall not be liable for the results of any accident, damage, theft or any other loss to the Vendor, or to any person or article employed by or in the possession of the Vendor while on the grounds of the Cap & Town Festival, whether such occurs during the time of preparation, the period of occupancy or at the time of removal from the Cap & Town Festival grounds.

I understand that if I am accepted as a participant in the Cap & Town Festival, I agree that photographs or slides of me, and/or my work/produce may be used by the City of Merced for promotional and publicity purposes.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF MERCED**

Finance Department – Business License Application – **Special Events**  
678 West 18<sup>th</sup> Street  
Merced, CA 95340  
(209) 385-6843

Business Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Type of Business (Give Full Description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Organization:  Corporation       Partnership       Sole Owner       Other \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_ State Tax ID# \_\_\_\_\_ State Sales Tax # (Required) \_\_\_\_\_

Name of Owner \_\_\_\_\_ Home Phone ( \_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Owner \_\_\_\_\_ Home Phone ( \_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Owner \_\_\_\_\_ Home Phone ( \_\_\_\_ ) \_\_\_\_\_  
Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_

Emergency Contact (Primary) \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact (Secondary) \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_

**NOTE: If you are a food vendor, a copy of your health certificate is required.**

The undersigned applicant does hereby agree to indemnify and hold harmless the City of Merced, its officers, agents, and employees from any and all liability, costs, damages, or injuries to persons and damage to property which may arise out of or in any way be connected with the business.

Signature \_\_\_\_\_ Total Due \$ \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_ License # Issued \_\_\_\_\_

**(FOR FINANCE USE ONLY)**

Date Billed \_\_\_\_\_ Classification \_\_\_\_\_

Total Due \$ \_\_\_\_\_ Account # \_\_\_\_\_

Verified By \_\_\_\_\_

\*Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx); The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov); The California Commission of Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).