

# TERMS & CONDITIONS

## Event Participation

**Booth Space:** Vendor spaces are rented in 10 foot by 10 foot squares. You are permitted to use your own tent or booth structure provided it fits into the space for which you have paid, has been approved by the Visit Sacramento team, and otherwise meets City of Sacramento the Sacramento Fire Department safety guidelines (spaces for own tent are limited). Please mark on application that you will provide your own tent. (no discount for bringing your own tent). Personal tent must be company branded, professionally made and no tent or structure may exceed 15 feet in height. If you are approved to use your own tent, you must provide at least 40lbs of weight (10lbs per tent leg) to secure your tent in its location. Visit Sacramento is not responsible for damaged tents.

**Trademarks:** Event Producer reserves the right to the use of its logos, name, marks, symbols, and other intellectual property. Any use of these without express written permission is a violation of the Agreement with Event Producer and will result in expulsion from the Event.

**Placement:** Event Producer reserves the sole right to place booths in any location it deems fit, unless placement is stipulated in the contract. If you have a special requirement (i.e. ADA accommodation) please contact the Vendor Manager at [eventops@visitsacramento.com](mailto:eventops@visitsacramento.com).

**Electricity:** An electrical connection of up to 15 amps may be purchased for an additional fee of \$200. The locations for which power can be supplied are limited and available on a first- come first-served basis only. Vendors will have one power connection per booth and are responsible for their own power strips or extension cords within their booth space. Due to City of Sacramento fire regulations, no vendor can bring in their power.

**Set-up/Tear-down:** Detailed instructions will be available at least one week prior to the Event. Early move out is not permitted, all vendors must stay open until the official end time of the Event (this will be strictly enforced by Event Producer Staff). Early tear-down may result in an exclusion from future events.



**Garbage:** To support a zero-waste event, all waste must be properly sorted into the recycling, compost, and landfill bins provided. Any waste left behind may result in a clean-up fee, in keeping with our shared commitment to sustainability. A minimum fee of \$250 will be charged to your credit card if any clean up is necessary after the Vendor has vacated.

**Sustainable Serveware:** During the event days, vendors cannot use plastic plates, cutlery or glasses. Only biodegradable or objects made from natural materials (wood, glass, plant fibers, etc.) can be used.

**Deadlines:** The deadline for all vendors is no later than 5:00 pm on Friday, August 15, 2025. At the discretion of Visit Sacramento, late applications may be accepted. A late fee of \$250 will apply. You may cancel your booth application at any time before the Deadline as stated above. You will receive a refund of fees paid, less a 20% processing fee. Cancellations after the deadline will not be refunded. The event will be held rain or shine.

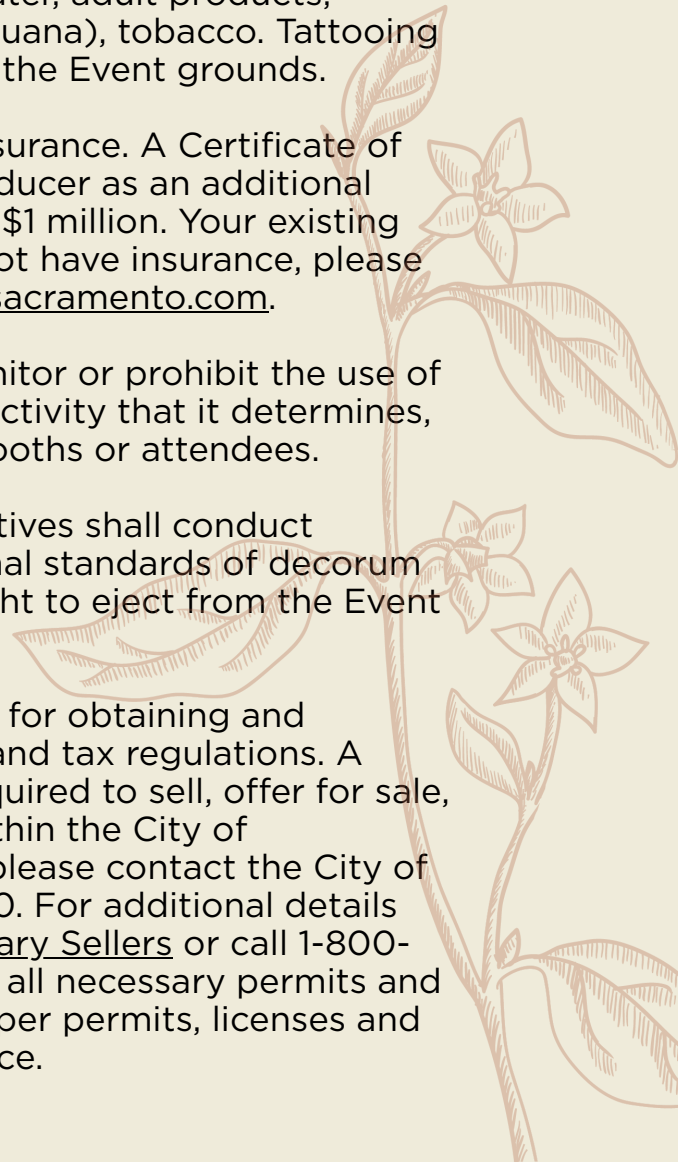
**Restrictions:** None of the following are to be sold, displayed, distributed, or otherwise present at the Event without the express written consent of Event Producer: alcoholic beverages, bottled water, adult products, marijuana (including “legal” or “medicinal” marijuana), tobacco. Tattooing and/or Body Piercing are also not permitted on the Event grounds.

**Insurance:** All vendors must provide proof of insurance. A Certificate of Insurance must be submitted naming Event Producer as an additional insured with a minimum general liability limit of \$1 million. Your existing insurance policy is usually sufficient. If you do not have insurance, please contact the Vendor Manager at [eventops@visitsacramento.com](mailto:eventops@visitsacramento.com).

**Noise:** Event Producer reserves the right to monitor or prohibit the use of any electronic equipment, machinery, or other activity that it determines, in its sole discretion, is distracting from other booths or attendees.

**Conduct:** All vendors and all of their representatives shall conduct themselves at all times in accordance with normal standards of decorum and good taste. Event Producer reserves the right to eject from the Event grounds anyone violating those standards.

**Licenses and Taxes:** All vendors are responsible for obtaining and complying with all necessary licenses, permits, and tax regulations. A Business Operations Tax (BOT) Certificate is required to sell, offer for sale, or display any goods, wares, or merchandise within the City of Sacramento. For more information or to apply, please contact the City of Sacramento Revenue Division at (916) 808-8500. For additional details regarding California Seller’s Permit visit [Temporary Sellers](#) or call 1-800-400-7115. Vendors are responsible for obtaining all necessary permits and licenses to operate and/or sell at this event. Proper permits, licenses and forms must be on display within the vendor space.



**Adult products:** Selling adult products is prohibited.

**Marijuana Sales:** The sale of marijuana, including “legal” or “medicinal” marijuana, shall not be permitted under any circumstances.

**Tobacco:** The sale of tobacco of any kind is prohibited. Smoking shall be confined to designated smoking areas.

**Tattooing and/or Body Piercing:** No Tattooing and/or piercing will be permitted on Event grounds.

**Booth Operation:** Only approved products may be sold from the vendor space. Vendors shall not extend beyond allotted space unless authorized by Visit Sacramento and additional space is paid for.

**Non-Profit:** Vendors claiming non-profit booth pricing must provide a copy of their Internal Revenue Service letter of determination with their application.

**Festival Security:** Visit Sacramento will not provide security for individual vendor booths. There will be security onsite, but they are not responsible for booth/items in booths. Vendors are responsible for all possessions.

**Enforcement:** Decisions made by Visit Sacramento are final.

**Parking:** vendors may park in various garages in the area for a nominal fee. All vehicles must be removed from the event area prior to doors opening.

**California State Fire Marshal Code:** Food Vendors are required to meet the standards as it applies to your tent, rig, fire extinguisher, etc. Failure to comply may result in closure of your booth.

**Sacramento County Health Department Form:** All Vendors are required to meet the Sacramento County Health Department codes for cooking, serving, screening, warming and sanitation. A form is required and can be found in the vendor application located on our website. The Sacramento County Health Department fee of \$65 is included in your vendor fee (Veterans are exempt). Alcoholic beverage and water sales are strictly prohibited.

**Cooking Onsite/Hot Food Vendor:** Before you apply, please review both documents included in this application, to ensure your booth will meet Sacramento Fire Marshal Standards. With your application, please provide photos of your set up, if photos are not provided, we are unable to review your application. By applying, you confirm that your booth meets the Fire Marshal Standards. If you are approved to be a vendor and the Fire Marshal does NOT pass your booth inspection, Visit Sacramento does not take responsibility for any business loss.

