



Rio Vista Chamber of Commerce Events 2025

Welcome to the Rio Vista Chamber of Commerce event application process. This checklist will provide you with all the necessary information you need to help make this application process seamless.

Vendor Checklist

- ____ Vendor application and insurance waiver, sign & date.
- ____ A copy of our rules and regulations, sign & date.
- ____ A copy of your annual/day City of Rio Vista business license.
- ____ **Proof of Liability Insurance, FOOD and some service vendors.**
- ____ Pictures of your booth and all your items or a link to your website.
- ____ Food Vendors Only, approval from Solano County Health Dept.

CHECK IN & CONFIRM BOOTH SPACE, please bring application & confirmation of Deposit to check in at 45 MAIN ST. RIO VISTA.

LATE APPLICANTS will be considered, please make contact with chamber or event coordinator.

The Rio Vista Chamber of Commerce
707-374-2700 / 33 N. 2nd St. Rio Vista CA. 94571 / riovista.org

Event Coordinator: Shannon Lewallen
707-331-8536 / slewallen.riovistachamber@gmail.com

4/2025

VENDOR APPLICATION



By the Day

A \$50 deposit will be required to hold a booth space. A check is preferred, the Chamber will hold it and return it after the event

Please circle dates that you will be participating

May 15 June 5 July 3 Aug 7 Sept 4 Oct 2

Business Name _____

First Name _____ Last Name _____

Street Address _____

City, State, Zip _____

Cell Phone _____ Email _____

FB/Instagram/Website page (need to review products for approval):

List all authorized vendor personnel and helpers:

***City of Rio Vista Business License Annual/Day: Attach a copy**

***Payment can be mailed to or dropped at the Chamber office**

Signature of Applicant

Date

4/2025



INSURANCE WAIVER ALL VENDOR APPLICATIONS

HOLD HARMLESS AND RELEASE

I will indemnify, defend, and hold the Rio Vista Chamber of Commerce, its officers, agents, servants, and employees harmless from any and all claims for loss, damage, injury, or liability of whatsoever nature and howsoever the same may be caused or may arise resulting directly or indirectly from my participation in this event. **By signing you agree to the vendor terms indicated.**

Signature of Applicant

Date

4/2025

Things to Remember

- Check in with event coordinator, before setting up, to confirm your booth space.
- Bring your own supplies: **The Chamber is reviewing the supplies we can offer, we hope to provide 1 table per 10x10 space.**
- A second person is recommended to help with setup & breakdown and to insure you always have your booth attended.
- Have small bills for change ahead of time. Banks will not make change if you are not a customer.
- There is plenty of parking on the street, you may not get a space near your booth.
- Post the about attending the Farmers & Artisan Market to your social media and help our Market get more business.



RVCC Event Vendor Rules and Regulations

Sign a copy of this page and include it with your application

1. Selling space provided. You will be responsible for furnishing your own tables, displays, popup tents.
2. Booth deposit is for a 10'x10' space. If you need more than one space, please remit appropriate deposit.
3. Vendors must stay at their booth at all times. Any vendors selling product outside of their space (hawking) will risk immediate ejection from event.
4. No selling of political merchandise is allowed.
5. The following items are prohibited at our events: Knives, Firearms, and any items that the Chamber or the RVPD determines is illegal or inappropriate. Any vendors selling products of this nature will be immediately ejected from event.
6. Please keep your selling area neat, clean and organized at all times.
7. Food Vendors must have hand-washing capabilities at their booth - the Solano County Health Dept. inspector has the right to shut down a food booth for any reason deemed appropriate.
8. **BOOTH MUST BE SECURED TO WITHSTAND** the weather including the **WIND!** Most vendors will be indoors.
9. There will be a Refund of your Deposit after the event.
10. **The Rio Vista Chamber of Commerce and/or the event committee are not responsible for any loss, theft or damage to any of your merchandise or booth.**
11. We reserve the right to limit the number of vendors selling similar products or to refuse a vendor space.
12. We love animals, but pets are not allowed at our event.
13. Season vendors have the option to reserve a space. Otherwise space assignment is on a first-come first-served basis.

I have read and agree to abide by the above stated rules.

Authorized signature _____ Date _____