



PRESENTS:

The 14th Annual Napa Blues, Brews & BBQ

Saturday, October 5, 2024

12 Noon to 6:00 PM at the Napa Valley Expo

PLUS A NEW ADDITION THIS YEAR:

The Classic Car Show

Hello Blues, Brews & BBQ Vendors -

We are so excited to invite you to participate in this very popular event at a brand new venue; the Napa Valley Expo; with much larger space, grass to chill on to watch Blues music, a large beer garden tent and parking!

We have partnered with the Napa Expo and other local businesses to bring some new exciting additions that we think you will really enjoy!

If you are interested in being a vendor for this exciting event, please fill out the vendor application. Feel free to give me a call if you have any questions.

[Make sure to go read through the application carefully and make sure that you understand all the requirements. We are here to help!](#)

We can't wait to see you in Napa at the Expo!

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Morales", is written over a light gray rectangular background.

Julie Morales

TEAM Leader

TEAM Morales Events

Cell#: (707) 815-1074

Email: Julie@teammoralesevents.com

Website: www.napabluesandbrew.com

ART/CRAFT & SPECIALTY VENDOR APPLICATION

EVENT: BLUES, BREWS & BBQ

LOCATION: Napa Valley Expo - 575 Third St. Napa, CA 94558

EVENT DATE: Saturday October 5, 2024

EVENT TIME: 12:00 PM – 6:00 PM

VENDOR FEES: \$300 FLAT FEE for all Art/Craft & Specialty Vendors* *Vendor Fee Charges: Vendor stall fee covers a portion of labor, venue rental and event expenses.
Checks made payable to: TEAM Morales Events.

Please fill out the following and read all the information attached! Business

Name: _____ Business Phone: _____ Contact

Name: _____ Cell#: _____ Business

Address: _____ City, State, Zip: _____ E-mail

Address: _____ Website: _____ Have you

participated in Blues, Brews & BBQ before? _____ When? _____ What

other events have you participated in? _____

****Will you require electricity?** _____ *Please bring a 50' extension cord; we do not provide this for you.*

VENDOR TYPE: **ARTIST** **CRAFTER** **SPECIALTY SERVICE** Other: _____

Please describe in detail about all items/products/services you will be selling at the event:

Please note: Food and/or drinks cannot be sold or given away. This would require a permit from the Health Dept., a different application and fees would be required.

VENDOR REQUIREMENTS: Please Read Carefully

- ❖ **Business License:** Please provide a current copy of your Business License, if you don't have one, you will be covered under the TME 1-day event license for an additional \$5 fee.
- ❖ **Sellers Permit:** Please provide a current copy of your Sellers Permit. If you do not have a sellers permit, go to www.boe.ca.gov or call (800) 400-7115. It doesn't cost you anything to apply.
- ❖ **Insurance:** Each vendor is required to have a \$1,000,000 General Liability Insurance Policy naming the Napa Valley Expo, TEAM Morales Events & its employees & officers, as additional insured.

VENDOR ACCEPTANCE & PLACEMENT: You will be notified upon receipt of your completed application. Space cannot be guaranteed. However, applications received with payment & required documents, on or before

September 15, 2024 will have priority. Only a limited number of vendors in any one category will be accepted. Decisions are based on, but not limited to: history, booth appeal, unique product and available space. We reserve the right to refuse any vendor. **Applications will not be accepted after September 15th, 2024.**

VENDOR SET-UP/BREAK-DOWN INFORMATION

❖ **Set-up Time:** Vendors can start to arrive at 9:00 AM and **NO EARLIER**. Set up instructions will be sent the week of the event via email. Please make sure the person setting up receives the instructions. ❖ **Booth Hours:** Your booth needs to be open at 12:00 PM when the event begins and must remain open until 6:00 PM when the event ends. **YOU MAY NOT LEAVE THE EVENT EARLY, NO EXCEPTIONS!!** ❖ **Break-down:** Vendors can start to break down at 6:00 PM and must be off site by 8:00 PM. **PRESENTATION REQUIREMENTS for all 2023 EVENTS:**

- ❖ **TABLE CLOTHS TO THE GROUND!!** Please make sure your tablecloth covers your entire table and the front of the cloth is touching the ground.
- ❖ **PRODUCT STORAGE:** Storage containers or extra inventory should be stored neatly under your tables.
- ❖ **NO BROKEN TENTS. PLEASE USE PROPER SIGNAGE, NO RIPPED CARDBOARD SIGNS!**
- ❖ **VENDOR BOOTH CHECK** - At the end of the event you are responsible for the trash in your space. Along with presentation includes cleanliness. We have a dumpster available for your convenience located onsite at the event. Please check with staff for location areas.
- ❖ **CLEAN-UP:** Please make sure to clean up your area after the event, do not leave any garbage behind.
- ❖ **DEPOSIT FEE:** We are asking for a \$200 Deposit Clean-up Fee. Checks should be made payable to TEAM Morales Events. If your area is left clean at the end of the event, your check will be returned.

OTHER VENDOR INFORMATION:

- ❖ **NO DOGS ALLOWED... IT'S THE LAW:** Under the provisions of the California Health and Safety Code, it is stated that "customers shall not bring any live animals into any food facility". We ask you to respectfully comply by not bringing your dog or other pets to the event. Exceptions: Guide Dog for the Blind / Signal Dog for the Deaf / Service Dog for the Disabled or Handicapped.
- ❖ **NO-SHOW POLICY**
If a vendor has reserved a spot for the event and does not show up, your vendor fee will still apply, there are no refunds. **Vendors must give at least 72 hours prior notice for cancellation.** Future participation in all TME events could be affected if these rules are not followed.

***By signing this application, it is understood that you have read ALL instructions and requirements of the event.**

Signature*: _____ **Date:** _____

I request permission to sell at Napa Blues, Brews and BBQ Event. I will abide by the rules of the event and agree to abide by all other laws, codes and regulations and to cooperate with Event Management and the Napa Valley Expo. I will pay the required stall fee prior to the event start date. TEAM Morales Events has the right to terminate your participation in the event at any time. Minimum 72-hour notice is required for cancellation of your participation in the event.

✓ **VENDOR CHECKLIST- PLEASE COMPLETE**

ALL VENDORS

- ____ This Application completely filled out and signed (*keep a copy for your records*)
____ Copy of Current Business License/ Business License #: _____
____ Copy of Sellers Permit / Sellers Permit #: _____
____ Proof of Liability Insurance \$1,000,000 Policy naming TEAM Morales Event & Napa Valley Expo as additional insured.
____ Detailed Sketch or Photos of Booth

ARTS AND CRAFTS VENDORS

- ____ Photos of what you sell/Photos of your booth set-up

NON-PROFIT ORGANIZATIONS FOOD VENDORS

- ____ Copy of Tax Exempt Status Letter ____ Approved Health Permit or ____ Approved Vehicle Permit from Health Department
Health Dept. Permit # _____

PAYMENTS: (*checks made payable to TEAM Morales Events*)

- ____ Stall Fee Payment (*see fees on Page 2*)
____ \$5 Business License Fee (*if you don't have a Napa business license*)

Both SF & BL Fees can be on the same check!

____ \$200* DEPOSIT FEE (Separate check made payable to TEAM Morales Events) *If your area is clean at the end of the event, your \$200 check will be returned.

TOTAL FEES: \$ _____

Return Completed and Signed Application with your check to:

TEAM Morales Events – BB&BBQ
3968 Briarwood St. Napa, CA 94558
Office Phone: **(707) 815-1074**
Email: Julie@teammoralesevents.com

We look forward to a successful event! ☺

