



**PRESENTS:**

# **The 14<sup>th</sup> 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! PLUS, this year, we are even more excited to welcome our car-loving friends with a Classic Car Show!

We have partnered with the Napa Valley Expo and other local businesses to bring some new exciting additions that we think you will really enjoy, including a new layout from last year with much more shade.

If you are interested in being a vendor for this exciting event, please fill out the vendor application. Feel free to give us 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,

Julie Morales

TEAM Leader

TEAM Morales Events

Cell#: (707) 815-1074

Email: [Julie@teammoralesevents.com](mailto:Julie@teammoralesevents.com)

Website: [www.napabluesandbrew.com](http://www.napabluesandbrew.com)

# NON-PROFIT VENDOR APPLICATION

**EVENT:** BLUES, BREWS, BBQ & Classic Car Show  
**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:** **\$50 FLAT FEE for all Non-Profit 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.*

## Please describe in detail what you will be promoting 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 separate 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](http://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 1, 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 5th, 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 ready at 11:30 AM 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 2024 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**

- Copy of Tax Exempt Status Letter

## **FOOD VENDORS**

- 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**  
**PO Box 3312 Napa, CA 94558**  
Office Phone: **(707) 815-1074**  
Email: [Julie@teammoralesevents.com](mailto:Julie@teammoralesevents.com)