

VENDOR APPLICATION

Blackhawk Plaza Market Place * Sundays 9:00 AM - 2:00 PM * Danville, CA

Prefer to apply online? Visit the website and use the online form: it also collects your permits and documents in one place.

1. VENDOR / BUSINESS INFORMATION

Business / Brand Name

Contact Name

Business Type

☐ Individual ☐ LLC ☐ Corporation ☐ Other

Email

Phone

Website

City / State

Instagram / Social Media

2. VENDOR CATEGORY

☐ Food & Beverage ☐ Food Truck ☐ Artisan / Maker ☐ Art / Handmade Goods ☐ Clothing / Fashion
☐ Beauty / Wellness ☐ Home / Lifestyle ☐ Jewelry / Accessories ☐ Children's / Family
☐ Small Business / Services ☐ Sponsor / Community Partner ☐ Other

3. WHAT ARE YOU SELLING?

Describe your business and what you plan to sell, display, or promote

Main products or services (up to 10)

What makes your products/business unique or a good fit?

4. FOOD & BEVERAGE VENDORS

Type of food/beverage

☐ Prepared food ☐ Baked goods ☐ Packaged food ☐ Beverages ☐ Other

Menu items with ingredients and allergens (milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soy, sesame)

Prepared/served on-site?

☐ Yes ☐ No ☐ Not applicable

5. BOOTH & PARTICIPATION

Setup needed

☐ Table only ☐ 10x10 tent ☐ Larger setup ☐ Food setup ☐ Food truck ☐ Other

Electricity needed?

☐ Yes ☐ No

Special space or accessibility needs

6. SPONSORSHIP / PARTNERSHIP INTEREST

☐ Event Sponsor ☐ Community Partner ☐ Promotional Partner ☐ In-kind Sponsor ☐ Not applicable

Sponsorship interest / contribution

7. HOW DID YOU HEAR ABOUT US?

☐ Instagram / Social Media ☐ Word of Mouth ☐ Website ☐ Referral ☐ Previous Event ☐ Other

8. VENDOR AGREEMENT - BASIC TERMS & CONDITIONS

1. Application & Acceptance - Submission of this application does not guarantee acceptance or a vendor space. The Blackhawk Plaza Market Place reserves the right to review, curate, approve, decline, or limit vendors based on product mix, event needs, space, and overall market fit.
2. Accurate Information - Vendor agrees that the information provided in this application is accurate and describes the products/services the vendor intends to sell or promote.
3. Approved Products Only - Vendors may only sell, sample, display, or promote products/services that have been approved by the market organizer. Changes to the product mix may require prior approval.
4. Additional Requirements - If approved, vendors may be asked to complete a separate vendor agreement and provide applicable permits, licenses, insurance, health/food documentation, or other information required for participation. Approval of this application does not waive any legal or regulatory requirement applicable to the vendor.
5. Booth & Appearance - Vendors are responsible for providing their own tables and chairs and for maintaining a clean, safe, professional, and attractive booth or display. Vendors must follow assigned space, setup, parking, loading, and breakdown instructions.
6. Conduct - Vendors and their staff are expected to treat customers, organizers, plaza personnel, and other vendors respectfully. Unsafe, disruptive, discriminatory, or inappropriate conduct may result in removal from the event.
7. Clean-Up - Vendors are responsible for leaving their assigned area clean and removing their own trash, equipment, and merchandise at the conclusion of the market.
8. Cancellation / Changes - Event dates, hours, layout, vendor placement, or event operations may be changed or canceled by the organizer when reasonably necessary, including due to circumstances outside the organizer's control.
9. Photography & Promotion - By participating, vendors acknowledge that event photography/video may be used by the market organizer for promotional, social media, website, and marketing purposes. Vendors should notify the organizer in advance if they have a specific concern regarding identifiable photography.
10. Responsibility & Liability - Vendors are responsible for their own merchandise, equipment, staff, transactions, and operations. Vendors participate at their own risk and agree to comply with applicable laws and event requirements. A more detailed vendor agreement may contain additional terms.

9. VENDOR ACKNOWLEDGMENT

By submitting this application, I confirm that I have read the basic terms above and understand that this application is for preliminary vendor consideration only. I understand that additional information and requirements may be requested if my application is approved.

Applicant Name

Date

Signature (type full name)

Business Name

A. PERMITS & LICENSES (ATTACH COPIES)

Business license number

Expiration date

California seller's permit (CDTFA) number

Expiration date

Contra Costa Environmental Health permit number

Expiration date

Cottage Food Operation registration number

Expiration date