



**SACRAMENTO HISTORY MUSEUM**  
**VENDOR GUIDELINES AND CONTRACT**

**GENERAL INFORMATION:**

The **4<sup>th</sup> Annual Old Sacramento Spring Festival** will be held on **Sunday, April 27, 2025**, from **11:00 AM to 3:00 PM** in the **Old Sacramento State Historic Park**. This is a free, multicultural, family-friendly event hosted by the Sacramento History Museum, in partnership with local cultural and community organizations and businesses. All are invited to join us in celebrating the season with arts and crafts, dance, and games.

**VENDOR INFORMATION:**

Organization/Business: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**VENDOR CATEGORIES:**

Please mark all that apply:

- Arts and Crafts (calligraphy, pressed flowers, balloon art)
- Music, Dance, or Sport (marching band, folk dance, fencing)
- Food Concessions (preparing food onsite  or pre-packaged )
- Interactive Activities (games, face painting, hair braiding)
- Information Booth (non-profit, local business)

Sale of Goods (art, crafts, jewelry, ceramics)

Other: \_\_\_\_\_

**IMPORTANT INFORMATION:**

**SET-UP INFORMATION:**

The vendor is responsible for providing:

- Pop-up tent (if so desired)
- Desired signage
- Seller's Permit and/or Food Handler's Permit
- Cash box and/or electronic payment system

The Sacramento History Museum can provide:

- One 6 ft table
- Two chairs
- One parking pass
- Green room with light refreshments

If you require additional set-up needs, please contact Jenn Rabbon at [jrabbon@sachistorymuseum.org](mailto:jrabbon@sachistorymuseum.org).

**SET-UP SCHEDULE:**

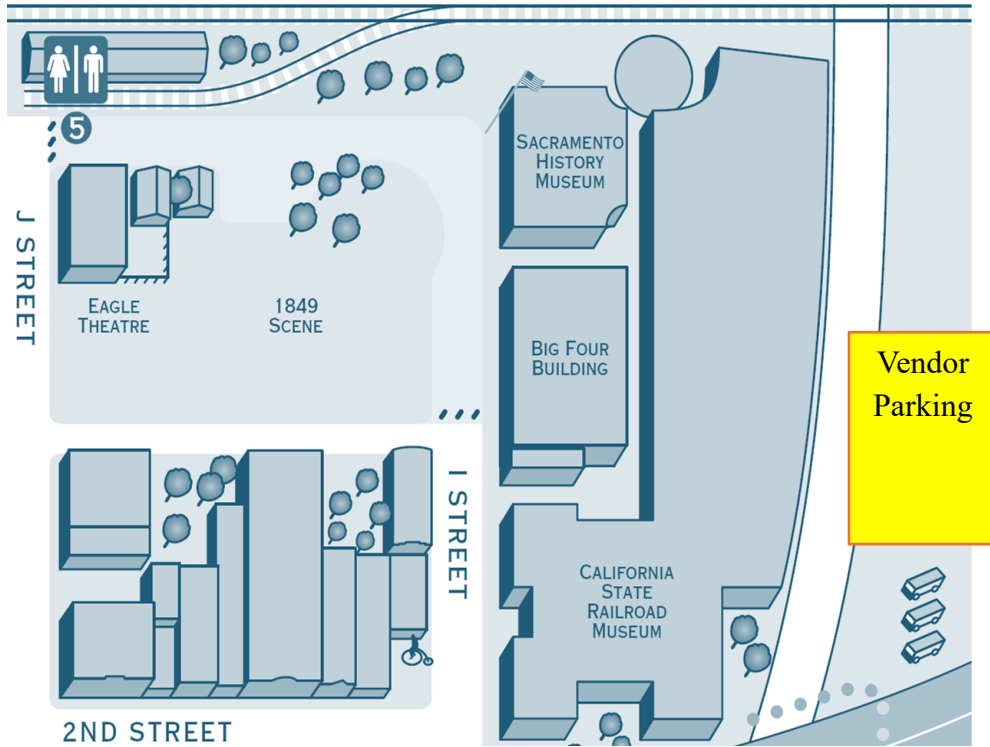
**Sunday, April 27<sup>th</sup>** – Spring Festival (11:00 AM-3:00 PM)

- Vendors may arrive and begin setting up no earlier than 8:30 AM.
- All unloading vehicles must be off the Old Sacramento State Historic Park boundaries by 10:30 AM.
- All vendors must finish their set up and be ready to welcome attendees by the start of the festival at 11:00 AM.
- Vendors cannot begin their breakdown prior to the event officially ending at 3:00 PM.
- Vehicles can re-enter the Old Sacramento State Historic Park boundaries at 3:00 PM.
- Vendors must be done cleaning up and gone by 5:00 PM.

**PARKING:**

All vendors will be given a parking pass to the California State Railroad Museum Parking Lot. This pass may be picked up from the Sacramento History Museum on Saturday, April 26<sup>th</sup> from 10:00 am to 4:30 pm or on the day of the event prior to setting up. The parking pass must be placed on your vehicle's dashboard with clear visibility.

The parking lot is located behind the Railroad Museum. If you are coming into Old Sacramento on I Street, turn right when you hit Second Street, and then take an immediate left into the lot. Please see the attached map below. Parking is located where it's highlighted "Vendor Parking"



**EVENT RULES AND REGULATIONS:**

- Unless previously discussed, all vendors must stay for the entire event from 11:00 AM – 3:00 PM.
- Do not leave any scattered trash behind. If you are in need of extra trash disposals, let a Sacramento History Museum Staff member know.

**AGREEMENT**

I have read and understood the “VENDOR GUIDELINES AND CONTRACT” and I agree to comply with all conditions. If I anticipate any changes or have any issues or concerns, I must notify Jenn Rabbon, (916) 802-3404 at the Sacramento History Museum as soon as possible.

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Signature

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Date