

5th Annual Spring Craft Fair

Saturday, May 6th, 9am to 4pm

--- Craft Vendor Application Form ---

The Orangevale Recreation & Park District would like to cordially invite you to participate in the 5th Annual Spring Craft Fair held at the Orangevale Community Center. This Spring Craft Fair is designed to showcase local community and area talent, direct sales companies, as well as provide an opportunity for residents to view specialty items that may not necessarily be available in the immediate area. If you have further questions, please contact the Orangevale Recreation & Park District Office at (916) 988-4373.

EXHIBITOR INFORMATION

Exhibitor spaces are open to quality-handcrafted items, fine arts, fine imported goods, unique gift items and direct sales companies. Approximately 50% of our Fair's booths are reserved for handmade crafters and the other 50% is reserved for direct sales companies, up to our first review by March 9th. Afterwards the fair will be open on a first come, first serve basis, if all the criteria are met. Exhibitor spaces are 10 feet in depth by 10 feet in width and we have 2 booths that are 5 feet in depth by 20 feet in width. Booths with access to electricity are limited to specific locations and are available for an additional fee. Exhibitors are required to provide their own tables and chairs, OVparks will NOT have them available for rent. If exhibitors have any special needs and/or requests, such as multiple/shared booth spaces or a preferred area, please identify these items on the application form, in the special notes section. **Please note that only two craft vendors may share a vendor space, no exceptions (double spaces are considered one vendor space).** If you are intending on sharing a vendor space each vendor must submit their own application. The event supervisor cannot guarantee that these requests will be accommodated; however, she will consider your requests and do her best to accommodate your needs. **Booth choice selections are not a guarantee.** OVparks does not permit food vendors at the Spring Craft Fair. Please plan ahead for your meals, there will be drink vending machines available. We apologize for any inconvenience this may cause. **Vendors will have two hours to clean-up after event or an additional fee may be charged.**

APPLICATION PROCEDURE

Applications to participate in the Spring Craft Fair must include: 1) three photographs representative of the goods to be sold, and at least one photograph of your display booth, 2) booth fee, and 3) the attached completed and signed application form, including the exhibitor agreement. Photographs are **required** and will be used as the basis of the quality of goods and exhibits. Photos may be submitted electronically to chelsea@ovparks.com. It is the responsibility of the vendor to verify his/her application has been received. Vendors selected to participate in the Spring Craft Fair will be chosen by a jury. Selection criteria include the quality of the product, duplication of product category, the date the application is received, and past participation in District activities. The first selection review process will be held March 9th, 2016. All applications received by this date shall have an equal chance at their preferred booth space. If after the first selection review spaces are still available for the Spring Craft Fair, the Orangevale Recreation & Park District will jury and add participants as necessary. Exhibitors should place as much detail about their products as possible, and list all items to be sold on the original application. Items presented on the day of the event that are not represented on the application will not be allowed on the selling floor. Special consideration will be given for direct sales businesses, as long as all items are listed in the company's catalog. If the exhibitor refuses to remove the items, the exhibitor will be asked to leave the event, thus forfeiting their event fees. Non-residents of Orangevale will pay an additional \$3 fee.

Craft Fair Exhibitor fees are as follows:

- | | | |
|----|---|--|
| 1. | Craft or Display Booth - 10x10 or 5x20 - single | \$65 (\$68 NR) (\$5 additional fee for corner) |
| 2. | Craft or Display Booth - 10x20 - double | \$105 (\$108 NR) (\$5 additional fee for corner) |
| 3. | Electricity (one plug-in per booth) | \$15 for initial hook-up (\$5 for each additional) |

If you are a direct sales business and plan to sell both direct sales items and handcrafted items you must still list all the items selling and present a valid Sellers Permit for this event. There is a \$5 additional fee for any crafter asking for a corner booth, middle row booth, or 5x20 booth. This is due to those spaces having more foot traffic. The \$5 fee is for the duration of the event and is an additional fee that must be paid 30 days in advance of the fair. All meeting room booths will not be charged the extra corner space fee.

In addition to the booth fee, each approved exhibitor is required to provide a valid sellers permit with their application or 2 weeks prior to the event. No vendor will be permitted to set-up without first providing a copy of a valid California Seller's Permit. Permits can be applied for using the contact information provided at the bottom of this page. If more than one vendor is sharing a booth each seller must provide a valid Sellers Permit. Direct sales businesses are not required to have a Seller's Permit unless they plan on selling items that are not listed in the company catalog. All craft fair vendors must donate one gift item (**no less than \$10 in value**) to be used as a door prize item. All door prize items must be an item being sold at your booth space. Please label your door prize so we can announce your booth space when calling the winners.

No food or food samples with the intention of being sold are permitted at the Craft Fair. All vendors must be present for the duration of the event and are not permitted to leave early. Check-in for the event will be between 4pm and 7pm on Friday, May 5th.

There is no additional commission charged to participate in the Spring Craft Fair. **Your payment should be made to OVparks, and must accompany your application materials. This payment should only include the single or double booth fee as well as the electrical fee. Since corner spaces are assigned and not guaranteed this fee will be charged at a later date and must be paid 30 days in advance of the fair or if selected later than 7 businesses before the event.** There is a \$25 service charge on all returned checks. Payments from exhibitors who are not accepted into the Fair will be returned or shredded within two weeks of May 8th, 2017, OR two weeks after receiving the application.

Upon acceptance into the Spring Craft Fair, an email confirmation will be sent to each participating exhibitor, event information, and current updates on the Fair. Promotional materials will be made available online and via email. All exhibitors will be notified of their acceptance to the Spring Craft Fair within 30 days of the event unless the application is received later than the initial deadline.

REFUND POLICY

Exhibitors may cancel their booth reservation prior to April 10th, 2017, with a \$25 cancellation fee. There will be **no** refunds given after April 10th, 2017.

If the event is canceled by the Orangevale Recreation & Park District due to inclement weather and/or other circumstances beyond the Orangevale Recreation & Park District's control, the Orangevale Recreation & Park District will issue a 50% refund on booth application fees. The District will retain the remaining 50% of the booth application fee to cover event expenses already incurred due to promotions, advertising, contract entertainment, staffing and other miscellaneous expenses. If the event is canceled in advance of the event date for any reason, the Orangevale Recreation & Park District shall issue full refunds of all application fees.

BOARD OF EQUALIZATION – CALIFORNIA SELLER'S PERMIT INFORMATION

Sacramento 3321 Power Inn Rd., Ste. 210
Sacramento, CA 95826-3889

(916) 227-6700

FAX (916) 227-6746

<http://www.taxes.ca.gov/> ← 'Get a Seller's Permit' link is on the main page of their website

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Booth Assignments

Please select the following booth assignments that are acceptable:

Auditorium Booth assignment is acceptable _____

Meeting Room assignment is acceptable (all Meeting Room assignments are corner booths, no extra fee) _____

**by checking this box if the fair becomes full you would be willing to have an outside sale space*

You must select which above areas are acceptable otherwise your space assignment will be at the Recreation Specialist's discretion.

I prefer a single 10x10 booth _____

I prefer two 10 x 10 booths (double space) _____

I prefer 5 x20 booth (\$5 fee applies) _____

I prefer a corner or middle row (\$5 fee applies) _____

Number of Electrical Hook-Ups Requested (additional fees apply): _____

All sale spaces are limited to two vendors per booth, no exceptions.

In my booth space set-up I will be using a canopy, pop-up, or other tent devise _____ *

**If you will be using any such device that may interfere with other vendors and do not check this box prior to your arrival you may be moved or denied your ideal booth space.*

I understand that the Craft Fair fee ONLY includes the sale space and I will be required to provide my own tables, chairs, and display equipment. Please Initial _____



Please list your top 3 booth choices*: 1) _____ 2) _____ 3) _____

Additional Requests or Special Notes (*space requests are not guaranteed)**

Registration Payment

Credit Card Type: _____ MasterCard _____ VISA Card _____ Expiration Date: _____ \ _____

Card No. _____ CSC#: _____

Authorized Cardholder Signature: _____ Date: _____

_____ Check Payment _____ Cash Payment _____ Money Order/Cashier's Check Payment

**PLEASE RETURN APPLICATION FORM AND FEES TO:
Orangevale Recreation & Park District CO/SPRING CRAFT FAIR
6826 Hazel Avenue Orangevale, CA 95662
(916) 988-4373 / Fax (916) 988-3496 OR Sheila King - chelsea@ovparks.com**

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Exhibitor Agreement

This agreement is entered into by the Orangevale Recreation & Park District and the Exhibitor completing, signing, and returning the application form. Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to the health, fire prevention, public safety, business licenses, and sales tax permits. In addition, the exhibitor agrees to the terms and conditions of the attached application policy and procedures. Exhibitor has read and understands the rules governing the participation in the 5th Annual Spring Craft Fair, and understands that failure to comply with all stated rules and regulations may result in the denied participation in the Orangevale Recreation & Park District event with forfeiture of all event fees.

The Exhibitor hereby indemnifies and holds harmless the Orangevale Recreation & Park District, its agents, and employees, from any and all claims, causes of action suits, damages, injuries, and losses to any person or goods arising out of or connected in any way to said Exhibitor's participation in this event. For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures, and product to their designated location, the set up and display of any such structure and products, and the dismantling and removal of all such items from the area provided through the Orangevale Recreation & Park District for the event participation. Vendors will have two hours after the event closure to pack and remove items; failure to do so may affect your acceptance at future OVparks events.

The Exhibitor hereby expressly assumes any risk of harm to the Exhibitor arising out of their participation and participation of other Exhibitors in the 5th Annual Spring Craft Fair, including any risk resulting from the particular location of the space designated to them by the Orangevale Recreation & Park District. The Exhibitor hereby expressly assumes any risk for damages and/or stolen products as a result of said participation.

The Exhibitor further understands and agrees to the following rules of participation:

- To have present on the day of the event, my valid seller's permit
- To park in designated parking areas for Exhibitors
- To only sell the items listed on my application
- To allow no pets, audio/visual equipment, smoking, or alcoholic beverages
- To not exceed the assigned space size
- To conduct myself in a positive and professional manner
- To not sell or offer food samples at my assigned booth space
- To not infringe on walkways, safety exits, and neighboring booth spaces
- To comply with all stated refund policies

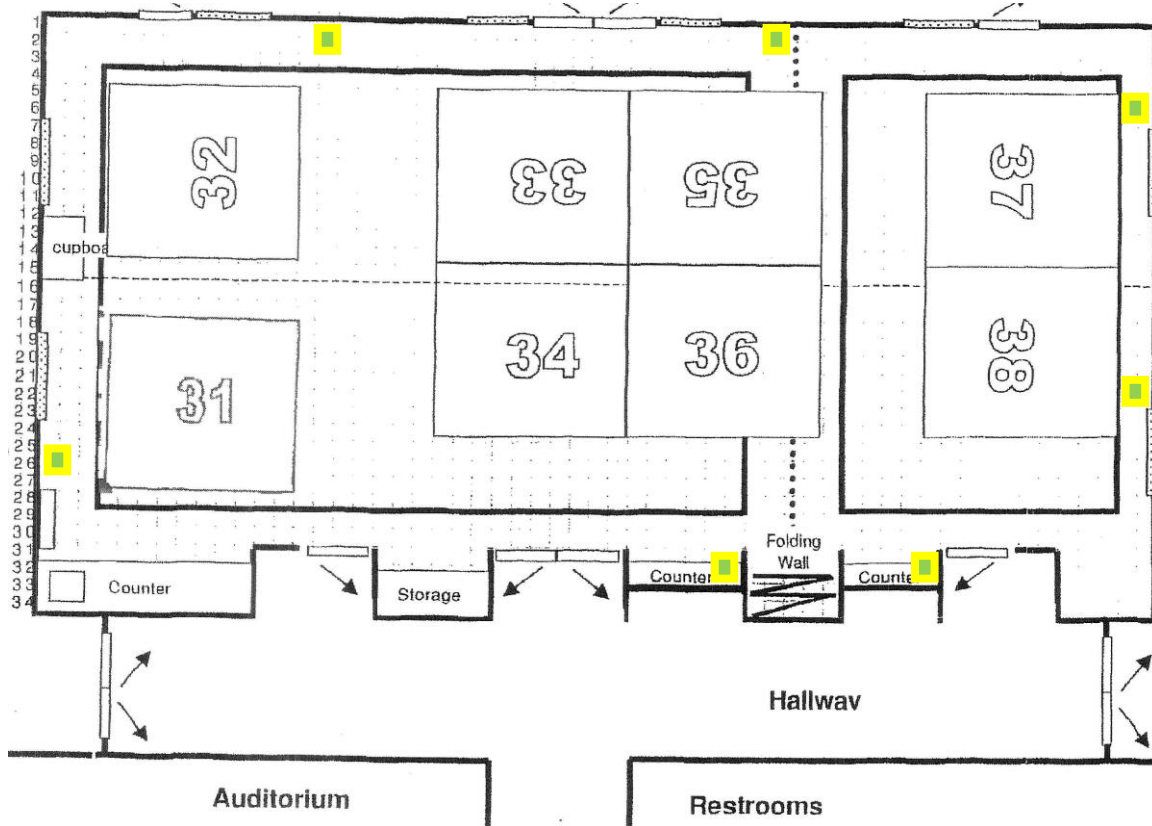
This agreement shall be effective immediately upon execution and shall continue throughout the event period.

Exhibitor Printed Name

Exhibitor Signature

Date

Meeting Room – All spaces are regular 10x10 booth fee, there is no extra corner fee



Map Key

- Electric box
- Corner Space

Gym/Auditorium – All spaces are regular 10x10 booth fee, unless shaded (\$5 fee applies)

