



## Orangevale Recreation & Park District

# Spring Craft Fair

Saturday, May 13th, 2023 9:00am - 3:00pm

Orangevale Recreation & Park District (OVparks) would like to cordially invite you to apply to participate in our Spring Craft Fair held at the Orangevale Community Center. This Spring Craft Fair will be held indoors and outdoors and 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 readily available in the immediate area. If you have further questions, please contact the Orangevale Recreation & Park District Office at (916) 988-4373.

### VENDOR INFORMATION

**Vendor spaces are open to quality-handcrafted items, fine arts, unique gift items and direct sales companies. OVparks does not accept food selling vendor booths in any Craft Fairs.** Approximately 75% of the booths are reserved for handmade crafters and the other 25% are reserved for direct sales companies, up to our first jury review by March 10<sup>th</sup>. Afterwards, spaces will be open on a first come, first serve basis, if all selection criteria are met. This fair offers multiple indoor and outdoor booth (weather permitting) options listed in the fee section. **Vendors are required to provide their own tables and chairs, OVparks will NOT have them available for rent.** If vendors 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.** If you are intending on sharing a vendor space **each** vendor must submit their own application but only **one** payment for the booth. Please indicate who will be the paying vendor. **Booth choice selections are not a guarantee.** OVparks cannot guarantee that these requests will be granted; however, we will do our best to accommodate your preferences. Please plan ahead for your meal and beverages.

**Vendors will have two hours to clean-up after the event or an additional fee of \$5 per 5 minutes will be charged.**

### APPLICATION PROCEDURE

Applications to participate in the Spring Craft Fair must include:

- Three (or more) photographs representative of the goods to be sold, and if possible, a photo of your display booth
- The attached application form (3 pages), including the vendor agreement and registration form
- Valid Permanent/Temporary Seller's Permit **with address and correct date (May 13<sup>th</sup>, 2023 and 6826 Hazel Ave)**

Photographs are **required** and will be used as the basis of the quality of items to be sold. Photos may be submitted electronically to [info@ovparks.com](mailto:info@ovparks.com). It is the responsibility of the vendor to verify his/her application has been received. All items intended to be sold need to be listed in the application and a valid Sellers Permit must be presented for this event. Not providing pictures, incomplete applications, or expired/incorrect sellers' permits, will delay the jurying process and may affect your chances of participating in the event. Direct sellers also selling handmade goods will also need a valid sellers permit.

### SELECTION PROCEDURE

Vendors selected to participate in the Spring Craft Fair will be chosen by a jury. Selection criteria includes the quality of the product based on photos submitted, duplication of product category, the date the application is received, and the details described in the application. **Applications are due by March 3<sup>rd</sup> to be considered in the first selection review process, which will be held March 10, 2023.** All applications received by 3/3 shall have a chance at one of their preferred booth spaces, in order of applications received. If spaces are still available for the Spring Craft Fair after the first jury, OVparks will jury for a second time on March 24<sup>th</sup> and add additional participants. OVparks will contact all applied vendors after the first review process to inform them of the results.

## VENDOR FEES & PAYMENT PROCEDURE

1.	Premier Corner Booth – 10'x10'	\$70 (\$73 NR)
2.	Meeting Room/Middle Booth – 10'x10'	\$60 (\$63 NR)
3.	Outdoor Booth – 10'x10'	\$50 (\$53 NR)
4.	Additional Connecting Booth – 2x(10'x10')	+\$60 per extra booth (\$50 if outdoors)
5.	Electricity (one plug-in per booth)	+\$25 for initial hook-up (\$5 for each additional)

Outdoor booths will be available at a discounted rate depending on interest and weather. Corner booths have a premiere status and increased fee in respect to those spaces seeing more foot traffic and having more sides to sell from. Non-residents (NR) of Orangevale will pay an additional \$3 fee for all spaces.

**NO PAYMENTS WILL BE ACCEPTED PRIOR TO THE JURY'S DECISION.** After the decision on 3/10, vendors will have a week to complete their payments, due by Friday 3/17.

All payments can be made online through your account, in person at our District Office, or by mailed check. **Credit Card is preferable. If using a check for payment, driver's license number and phone number must be on the check.** There is a \$25 service charge on all bounced checks.

*All payments received with the application will be shredded, do NOT submit payment until after you have received notice that you have been accepted into the Craft Fair.*

## SPRING CRAFT FAIR TERMS AND CONDITIONS

1. All vendors must be present throughout the duration of the event. Indoor vendors may **check-in for the event and set up between 3:00pm and 6:00pm on Friday, May 12<sup>th</sup>**. Outdoor vendors may **check in for the event and set up between 6:45am and 8:45am on Saturday, May 13<sup>th</sup>**. All booths must be ready for shoppers by 8:45am on 5/13.
2. Vendor Vehicles will be parked in the vendor lot for the duration of the event.
3. Breakdown may not start before 3:00pm on Saturday. Vendors must take all trash with them or place in our dumpsters, or an additional fee may be charged. **Do not leave trash in your booth space.**
4. Vendors must provide a **valid seller's permit (with OVparks address and correct date)** with their application or two weeks prior to the event by April 28, 2023. No vendor will be permitted to set-up without providing a copy of a valid California Seller's Permit prior. Permits can be applied for by 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 seller's permit.
5. **All Spring Craft Fair vendors must donate one gift item (no less than \$10 in value) to be used as a door prize.** Gifts will be displayed for patrons; vendors are welcome to affix business cards so items can be recognized by shoppers. All door prizes must be an item sold at your booth. Gift certificates will not be accepted in lieu of prizes.
6. No food or food samples with the intention of being sold or gifted are permitted in the Spring Craft Fair.
7. Vendors will have two hours to clean-up after the event, or an additional fee of \$5 per 5 minutes will be charged.

## REFUND POLICY

Vendors may cancel their booth reservation prior to April 14th, 2023, with a \$25 cancellation fee withheld. After April 15th, 2023, there will be **no** refunds given. If the event is canceled by OVparks due to inclement weather and/or other circumstances beyond OVparks control, OVparks will issue a 50% refund on booth application fees, and will retain the remaining 50% of the fee to cover event expenses already incurred due to promotions, advertising, contract entertainment, staffing, and other miscellaneous expenses. No alternate date will be set during this year. If the event is canceled over a month in advance of the event date, OVparks shall issue full refunds of all paid application fees.

## CA DEPARTMENT OF TAX & FEE ADMINISTRATION – CALIFORNIA SELLER'S PERMIT

CDTFA - Sacramento  
450 N Street  
Sacramento, CA 95814  
1-800-400-7115




Event Location:  
6826 Hazel Avenue  
Orangevale, CA 95662  
(916) 988-4373

<http://www.cdtfa.ca.gov/> ← 'Permits & Licenses' link is on the main page of their website

# Spring Craft Fair 2023 Event Maps (Meeting Room, Auditorium, & Outside)

These maps are an example and are subject to change due to event regulations & possible double booths.

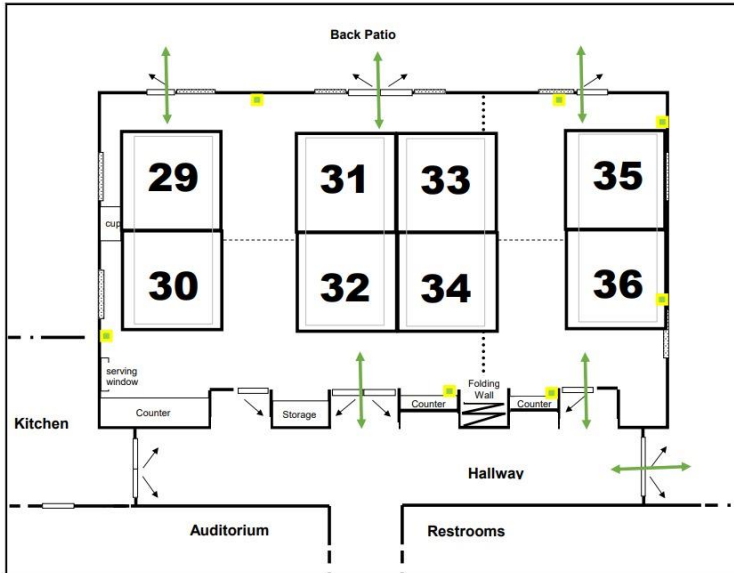
**Map Key:**

-  Electric Outlet
-  Premium Booth
-  Outdoor Booth

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

**Note: Weather permitting**  
Outdoor booths are available on patio space behind Auditorium & Meeting Room.

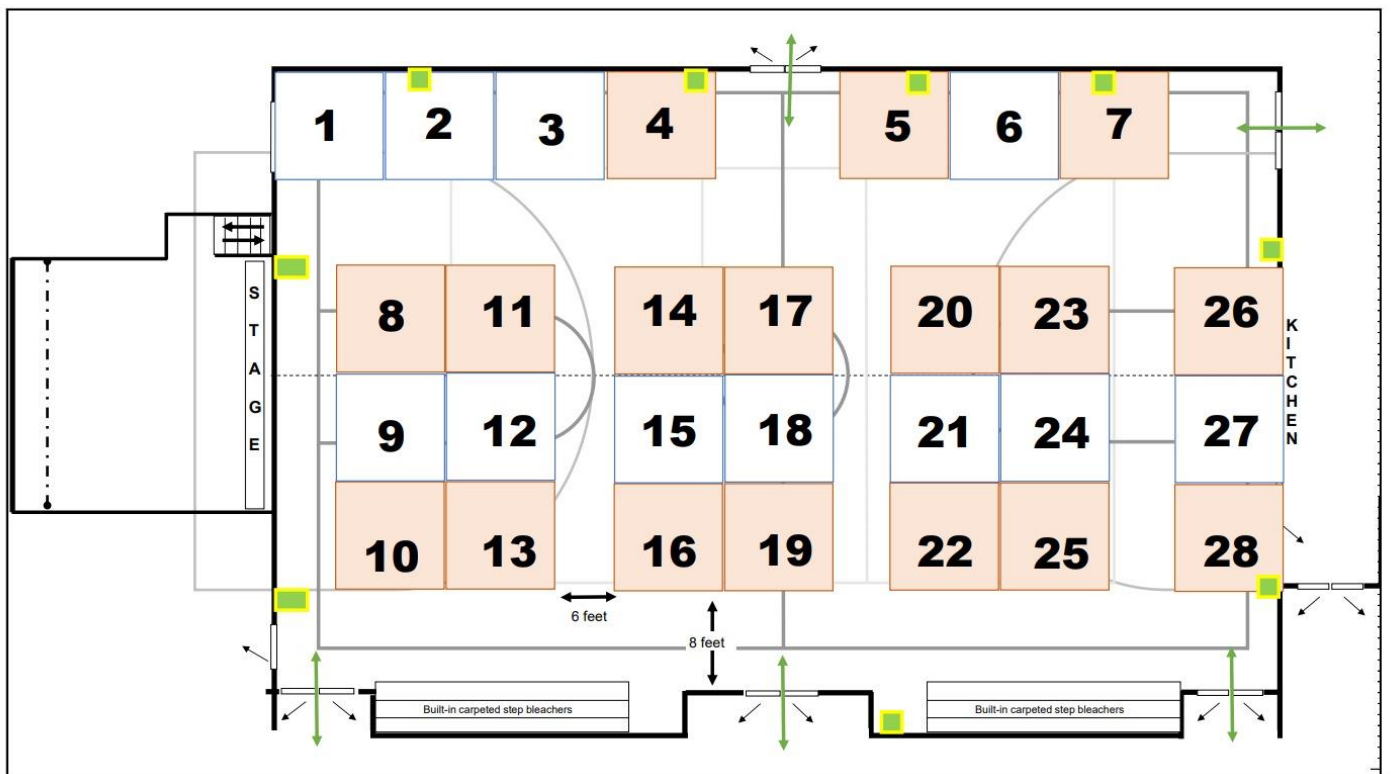
ORANGEVALE COMMUNITY CENTER MEETING ROOM



Spring Craft Fair 2022 - Outdoor Spaces  
Weather Permitting



ORANGEVALE COMMUNITY CENTER AUDITORIUM



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OFFICE USE ONLY

Received By:

## Orangevale Recreation & Park District Spring Craft Fair Application

Name of Individual Applicant: \_\_\_\_\_ Returning Vendor: YES\_\_ or NO \_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary items sold: \_\_\_\_\_

California Seller's Permit Number: \_\_\_\_\_

**\*Must provide a copy of your valid seller's permit by 4/28/23. Permits must list event location: 6826 Hazel Avenue, Orangevale, CA 95662.**

### BOTH REQUESTS \*booth requests are NOT guaranteed\*

List your top 3 booth(s) choices: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

(Y)\_\_\_ (N)\_\_\_ I would accept an outside spot over a rejection: Preferred outdoor spot: \_\_\_\_\_

(Y)\_\_\_ (N)\_\_\_ I prefer a premium booth (\$10 fee applies)

(Y)\_\_\_ (N)\_\_\_ I would like an additional connecting booth (\$60 indoor, \$50 outdoor fee applies)

\_\_\_\_\_ # of Electrical Hook-Ups Requested (indoor only, +\$25 for initial hook-up \$5 for each additional)

#### Please initial that you understand the following:

\_\_\_\_ Booth requests are not guaranteed, just the desires of each vendor

\_\_\_\_ Booth spaces are not announced until the time of check in

\_\_\_\_ The Spring Craft Fair fee ONLY includes the sale space, and vendors will be required to provide their own tables, chairs, display equipment, and all the necessary tools to transport said equipment and goods.

#### Describe booth set up, use of canopy, Additional Requests or Special Notes:

Please **COMPLETE** the required chart below, incomplete applications will not be accepted. All items must state handmade or direct sales. Percentage column must add up to 100%. Please attach additional pages if needed.

Name of Product	Handmade or Direct Sales	Sale Price	Percentage of Items Selling

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## Spring Craft Fair Vendor Agreement

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

The Vendor hereby indemnifies and holds harmless OVparks, 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 Vendor'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 OVparks for the event participation. Vendors will have two hours after the event closure to pack and remove items; failure to do so will result in additional fines and will affect your acceptance at future OVparks events.

The Vendor hereby expressly assumes any risk of harm to the Vendor arising out of their participation and participation of other Vendors in the Spring Craft Fair, including any risk resulting from the location of the space designated to them by OVparks. The Vendor hereby expressly assumes any risk for damages and/or stolen products as a result of said participation.

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

- To follow all health and safety protocols in place in Sacramento County
- To have present on the days of the event, a valid seller's permit (submitted 2 weeks prior to Fair)
- To park in designated parking areas for vendors
- To only sell the items listed on application
- To not use loose glitter or confetti for booth decor
- To provide a door prize of minimum \$10 in value at the time of check-in
- To not solicit customers from other booth spaces
- To allow no pets, no audio/visual equipment, no smoke/fog machine, no smoking, and no alcohol
- To not exceed the assigned space or infringe on walkways, safety exits, and neighboring booths
- To conduct themselves in a positive and professional manner
- To not sell or offer food or food samples.
- To display reasonably family friendly items;
  - Please no political references, drug paraphernalia, explicit language, hate speech, or lewd images
- To clean up their space after the event in a timely manner
- To comply with all stated refund policies
- To uphold and comply with all copyright rules and regulations

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

\_\_\_\_\_  
**Vendor Printed Name**

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

### OFFICE USE ONLY

**Booth:**  Single 10x10  prem. 10x10  
 Double 10X20  Electric Hook-up  
**Location:**  MR  Gym  Outside

**Payment:**  Check  Credit **Amount:** \_\_\_\_\_  
**Notes:**

**Premium:** Y N  
**Permit:** Y N



# ORANGEVALE RECREATION & PARK DISTRICT REGISTRATION FORM— CRAFT FAIR

REGISTRATION DIRECTIONS: No payments accepted until jury has made their final decision. If paying with check, your payment should be made to OVparks and please include your Driver's License number.

Participant Name \_\_\_\_\_

Contact Information:  Personal or  Business Business Type:  Indiv.  DBA  LLC  CORP

Business Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

- HOME
- WORK
- CELL

Primary Phone \_\_\_\_\_ Carrier \_\_\_\_\_

Email \_\_\_\_\_

Participant Name	M/F	Description	Season Code	Fee (NR Fee)
		Single Booth	05SU 2023	\$60
		Additional Connecting Booth	05SU 2023	\$50 or \$60
		Outdoor Booth	05SU 2023	\$50
		Premium Booth Fee	05SU 2023	\$10
		Electrical Hook-up Fee	05SU 2023	\$25
		Non (Orangevale) Resident Fee	05SU 2023	\$3
			Total Fees:	

**ORANGEVALE RECREATION & PARK DISTRICT AGREEMENT, WAIVER, AND RELEASE**

In consideration for being permitted by the District to participate in the above-referenced activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the District (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, administrators, executors, and assigns and that I shall indemnify and hold the District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with my participation in said activity. Additionally, I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

**PHOTO/VIDEO RELEASE:** I understand that photographs/videos may be taken during this activity and hereby grant the District permission to use any such photo(s)/video(s) for advertising or in promotional materials.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.

\_\_\_\_\_ Participant Name (Print) Participant / Signature Date

Payment Method	Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MC	Check #:	Amount Paid: \$
Credit Card #:		CVC#	Expires:
Name on Credit Card:		Signature:	Date:

Office Use Only:	Receipt#	Date:
		Int:

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WINTER/SPRING 2023