



Orangevale Recreation & Park District
Spring Craft Fair Application
Due by 3/8/24

OVPARKS

SPRING CRAFT FAIR **APPLICATION**

Saturday May 11th, 2024

9:00am-3:00pm

Indoor & Outdoor Spaces Available!

- Submit your application to OVPARKS by 3/8/24 to be considered for a booth.
- Application can be emailed to info@ovparks.com, faxed to 916-988-3496, or mailed/dropped off in person to our District Office at 6826 Hazel Ave.
Orangevale, CA 95662
- No payments will be requested or accepted until AFTER the jury selection.

ALL APPLICATIONS SUBMITTED AFTER 3/8/24 WILL BE ADDED TO THE WAITLIST AND REVIEWED INDIVIDUALLY.



Orangevale Recreation & Park District

Spring Craft Fair Application

Saturday, May 11th, 2024 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 of our 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 11th. 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 options (weather permitting) listed in the fee section. **Vendors are required to provide their own tables and chairs, OVparks will NOT have them available for borrow or rent.** If vendors have any special needs and/or requests, such as multiple/shared booth spaces or a preferred area/outlet needed, 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 any meals or beverages during the event. **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, including the vendor agreement. (last 2 pages)
- Valid Permanent/Temporary Seller's Permit **with address and correct date (May 11th, 2024 & 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 with the delivery of your application. It is the responsibility of the vendor to verify their application and photos have 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. Any direct sellers that are 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 8th to be considered in the first selection review process, which will be held March 11th, 2024.** All applications received by 3/8 shall have a chance at one of their preferred booth spaces by jury selection and in order of applications received. If spaces are still available for the Spring Craft Fair after the first jury, we will open up the application process to add additional participants. OVparks will contact all applied vendors after the jury process the week of 3/11 to inform them of the results.

VENDOR FEES & PAYMENT PROCEDURE

1.	Premier Corner Booth – 10'x10'	\$75 (\$78 NR)
2.	Meeting Room/Middle Booth – 10'x10'	\$65 (\$68 NR)
3.	Outdoor Booth – 10'x10'	\$45 (\$48 NR)
4.	Additional Connecting Booth – 2x(10'x10')	+\$65 per extra booth (\$45 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 3/11, vendors will have a week to complete their payments, due by the following Tuesday, 3/19.

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 10th**. Outdoor vendors may **check in for the event and set up between 6:45am and 8:45am on Saturday, May 11th**. All booths must be ready for shoppers by 8:45am on 5/11.
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 22, 2024. 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 13th, 2024 for a full refund minus the administrative system fee. After April 13th, 2024, there will be **no** refunds given. If the event or select booths are cancelled by OVparks due to inclement weather 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 2024 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

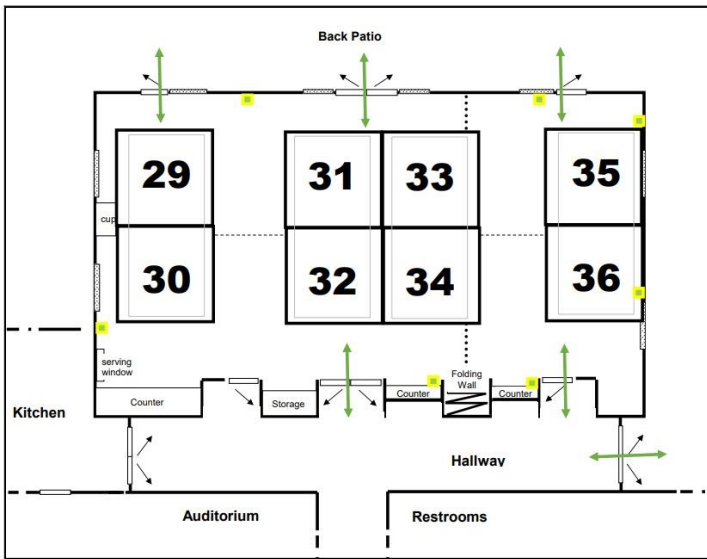
Meeting & Room/Outside:

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

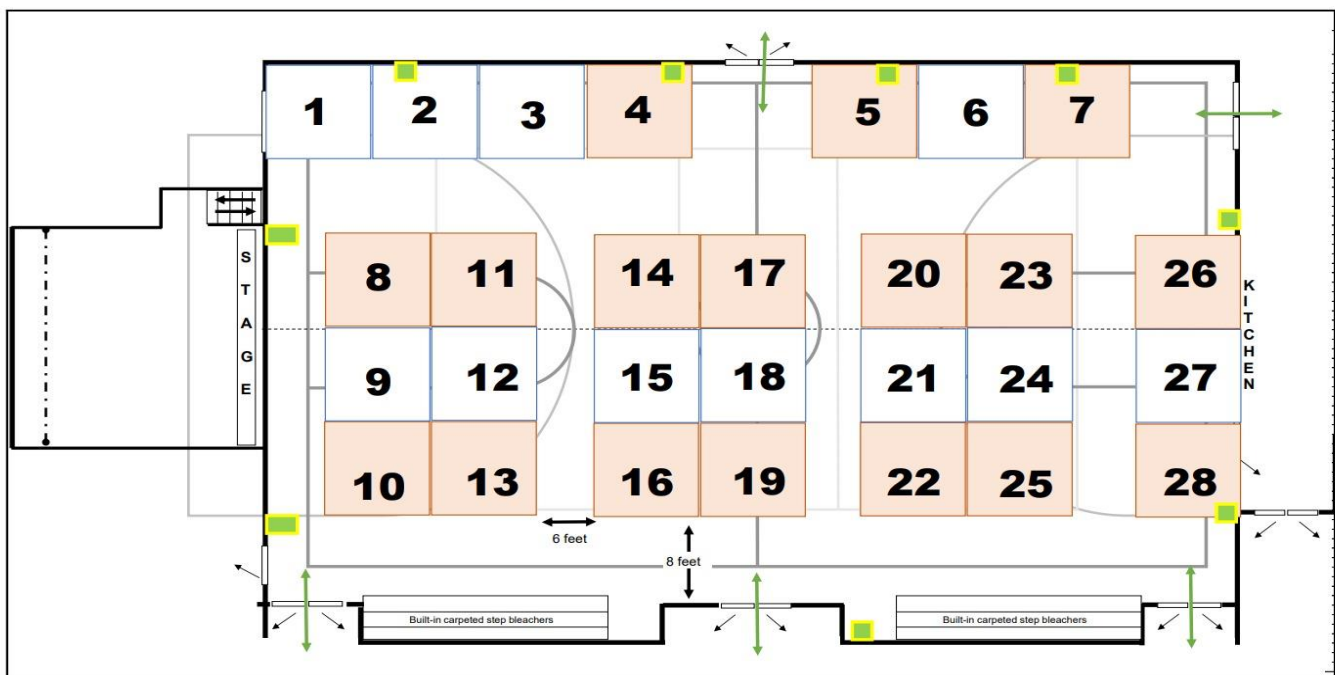


Spring Craft Fair 2022 - Outdoor Spaces
Weather Permitting



Auditorium - Each space shown is a single booth. Shaded spaces are premium booths.

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
OR

Name of Business (If Applicable): _____

(Please Circle) are you an **INDIVIDUAL** or **BUSINESS** vendor? **Business Type:** ___IND ___DBA ___LLC ___CORP

Address: _____ City, St: _____ Zip Code: _____

Cell Phone: _____ Email: _____

Primary Items Sold: _____

California Seller's Permit Number: _____

***A copy must be provided to OVparks by 4/22/24. Permits must list event location: 6826 Hazel Avenue, Orangevale CA 95662**

BOOTH REQUESTS *booth requests are NOT guaranteed*

List your top 4 booth(s) choices: 1) _____ 2) _____ 3) _____ 4) _____

(Y)___ (N)___ I would accept an outside spot over a rejection

(Y)___ (N)___ I would accept a meeting room spot over a rejection

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

(Y)___ (N)___ I would like an additional connecting booth (\$65 indoor, \$45 outdoor fee)

_____ # 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, & please state handmade or direct sales. **Percentage column must add up to 100%.**

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

