

OVparks 2023 Holiday Craft Fair

Friday, November 17 - 3:00pm to 7:00pm

Saturday, November 18 - 9:00am to 3:00pm

--- Craft Fair Vendor Information & Application ---

The OVparks would like to cordially invite you to apply to be in our Holiday Craft Fair held at the Orangevale Community Center. This Craft Fair is designed to showcase local and nearby community talent, as well as provide an opportunity for residents to view holiday specialty items that may not necessarily be available in the immediate area. If you have further questions, please contact the OVparks District Office at (916) 988-4373 or info@ovparks.com.

EXHIBITOR INFORMATION

Vendor spaces are open to quality-handcrafted items, fine arts, created décor, & unique gift items. NO direct sales companies will be accepted. If you are a direct sales representative, please inquire about our Spring Craft Fair. **OVparks does not accept food selling vendors.** Booths come in two size categories: single and double. Booths with access to electricity are limited to specific locations but are available for an additional fee. **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, no exceptions (double spaces are considered one vendor space).** If you intend to share a vendor space, each vendor must submit their own application and portion of payment upon acceptance. OVparks cannot guarantee that these requests will be granted; however, we will do our best to accommodate your needs. While we do our best to accommodate requests, **booth choice selections and room locations are not a guarantee, nor is it guaranteed that you will be allotted a double booth if requested.** OVparks does not permit food vendors at any Craft Fairs. Please plan ahead for your meal and beverages. We apologize for any inconvenience this will cause.

Vendors will have two hours to clean-up after the event or an additional fee of \$5 per 5 minutes will be charged and will impact your chances of a future Craft Fair acceptance.

APPLICATION PROCEDURE

Applications to participate in the Holiday Craft Fair must include:

- Three (or more) photographs representative of the goods to be sold, and at least one photo of your display booth
- The attached 4 pages; completed and signed application form, including the vendor agreement and registration
- Valid Permanent/Temporary Seller's Permit **with address and correct date (11/17 & 11/18 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. 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 Holiday 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 September 22nd to be considered in the first selection review process, which will be held Friday Sept. 29th.** All applications received by 9/22 shall have a chance at one of their preferred booth spaces, in order of applications received. OVparks will contact all applied vendors after applications are received and after the first review process to inform them of the results. You will have one week after your emailed notification of acceptance into the Holiday Craft Fair to complete the vendor fee payment to OVparks. After 7 days from notification of acceptance, if payment is not completed, your acceptance into the Holiday Craft Fair will be forfeited to the next vendor in line on the wait list.

VENDOR FEES – DUE WITHIN 7 DAYS AFTER EMAILED NOTIFICATION OF ACCEPTANCE

1.	Single Booth – 10'x10' or 5'x20'	\$90
2.	Double Booth – 2x10'x10'	\$160
3.	Premium Corner Booth	+\$10
4.	Electricity hook ups	+\$25 for initial hook-up (\$5 for each additional)
5.	Non-Resident Fee	+\$3

There is a \$10 additional fee for any crafter requesting a premium booth. This is due to those spaces having more foot traffic. **No meeting room booths will be charged a premium booth fee.** Non-residents (NR) of Orangevale will pay an additional \$3 fee.

NO PAYMENTS WILL BE ACCEPTED PRIOR TO THE JURY'S DECISION. After the decision on 9/29, vendors will have a week to complete their payments, due by Friday 10/6.

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.

HOLIDAY CRAFT FAIR TERMS AND CONDITIONS

1. All vendors must be present for the entire duration of the event. Vendors may **check-in for the event between 8:30am and 1:00pm on Friday. Set-up must be completed by 2:00pm on Friday.** Cars must be moved to designated vendor parking areas prior to the start of the event. There is no loading or unloading in the Red Fire Zone
2. Breakdown may not start before 3:00pm on Saturday. Vendors must take all trash with them or thrown away in our dumpsters or an additional fee may be charged. **Do not leave trash in your booth space.**
3. 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 November 3, 2023. 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 seller's permit.
4. **All Craft Fair vendors must donate one gift item (no less than \$10 in value) to be used as a door prize item.** 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.
5. No food or food samples with the intention of being sold are permitted at the Holiday Craft Fair.
6. Limited overnight parking is available, with no access to RV hook-ups or restroom facilities. If needed, you must inquire about this in advance with the application.

REFUND POLICY

Vendors may cancel their booth reservation prior to October 20, 2023 and receive a refund minus a \$25 cancellation fee. There will be **no** refunds given after October 20, 2023. No alternate date will be set during this year barring a cancellation. If the event is canceled by OVparks in advance of the event start date due to an unforeseen circumstance, OVparks *may* issue a full refund.

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

OVparks 2023 Holiday Craft Fair

Friday, Nov 17 & Saturday, Nov 18

(PLEASE PRINT LEGIBLY)

OFFICE USE ONLY

Received By:

CRAFT FAIR VENDOR 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: _____ Website*optional* _____

Primary Items Sold: _____

Email: _____

California Seller's Permit Number: _____

***Must provide a copy of your personal valid seller's permit 2 weeks prior to the Holiday Craft Fair. Seller's permits must have the event location listed on the permit. Event Location: 6826 Hazel Avenue, Orangevale CA**

Please **COMPLETE** the required chart below, incomplete applications will not be accepted. All items must be handmade (no direct sales allowed – please inquire about our Spring Craft Fair for direct sales).

Percentage column must add up to 100%. Additional pages may be attached if needed.

Name of Product	Handmade: Yes or No	Sale Price	Percentage of Items Selling
Various Shaped Soaps	Yes	\$5	25%
Various Necklaces	Yes	\$10-\$35	75%

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BOOTH ASSIGNMENTS

Please circle or initial over the following booth assignments that are acceptable:

Will you accept a Meeting Room spot over rejection? Y or N

Will you accept a 5x20 spot over rejection? Y or N

You must select which rooms are acceptable or space assignment will be at the discretion of the District.

I prefer a single booth (10x10) _____ (5x20) _____ I prefer two 10 x 10 booths (double space) _____

I prefer a premium corner booth (\$10 fee applies) _ _____

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

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

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 Holiday 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.

Please list your top 4 booth choices: 1) _____ 2) _____ 3) _____ 4) _____

Use back page map to see available booths

Additional Requests or Special Notes:

Is your application complete?

_____ Application (4 return pages)* _____ Seller's Permit _____ Photos (3+)

**Application must be completely filled out and signed to be considered complete*

PLEASE RETURN APPLICATION FORM, PHOTOS, AND FUTURE FEES & PERMIT TO:

Orangevale Recreation & Park District

6826 Hazel Avenue

Orangevale, CA 95662

(916) 988-4373 / Fax (916) 988-3496 / info@ovparks.com

OFFICE USE ONLY

Booth Size: <input type="checkbox"/> Single 10x10 <input type="checkbox"/> Single 5x20 <input type="checkbox"/> Double 10X20	Location: <input type="checkbox"/> MR <input type="checkbox"/> Gym	Premium: Y N
Permit: Y N	Payment: Check Credit Amount:	Notes:

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2023 Holiday Craft Fair Exhibitor 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 Holiday 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 Holiday 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 the 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 indoors, 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, drink, 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

Thank you for your interest in participating in the OVparks Holiday Craft Fair!

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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 _____

Primary Phone _____ HOME WORK CELL Carrier _____

Email _____

Participant Name	M/F	Description	Season Code	Fee (NR Fee)
		Single Booth	11FA 2023	\$90
		Double Booth	11FA 2023	\$160
		Premium Booth Fee	11FA 2023	\$10
		Electrical Hook-up Fee	11FA 2023	\$25
		Non (Orangevale) Resident Fee	11FA 2023	\$3

	Total Fees:	
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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:

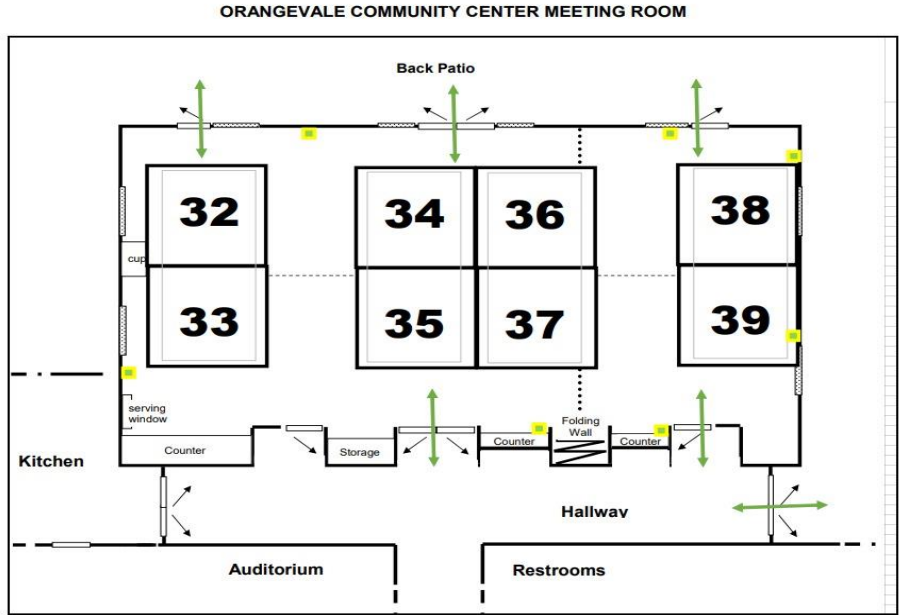
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FALL 2023

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

Map Key:

- Electric Outlet
- Premium Booth



Gym/Auditorium – Spaces are regular 10x10 or 5x20 booth, unless shaded (\$10 fee applies)

Gym/Auditorium - Each number shown is a single booth. Double booths are created from two adjacent booth spaces. Shaded corner spaces are premium booths (extra fee applies)



SCALE: Each square is equal to about 1 square foot. Scale is not exact.