

2nd Annual Holiday Art & Craft Fair

Vendor Application

Friday, December 5, 2014, noon- 7pm

Saturday, December 6, 2014, 10am- 4pm

Early Bird registration fee is \$100.00 the deadline is Monday, August 25, 2014.

The fee increases to \$120 after August 25, 2014

Vendor Guidelines

Please read the application and vendor guidelines carefully before submitting your application.

Description

The Holiday Art & Craft Fair is a 2-day indoor holiday event with art, crafts, and food. Two other events will take place at the same location. On Friday, December 5, the Holiday Lights in the Hills will take place from 6-6:30pm, and on Saturday, December 6, the Breakfast with Santa event will start at 8am. These two events are expected to bring a few hundred people which will help increase sales for the art vendors. . The Art Fair will be held in the CSD Pavilion.

Eligibility

Each application will be considered by the following criteria:

- * Product balance within the Art & Craft Fair
- * Uniqueness and appeal / Homemade verses manufactured

Application Procedure

Applications and photos must be submitted on or before: August 25, 2014.

Please include: three photos of your booth set-up and products with your application. (Photos may be sent electronically to jklein@edhcsd.org). Please label each photo with your business name and mailing address (photos will NOT be returned). Also, include a flyer and or brochure listing your products and prices.

Business Licenses and Permits

Vendors will be required to comply with all applicable business licenses & health permit laws. Vendors must be able to provide the CSD with a copy of their business license/health permit from the California State Board of Equalization. Finally, vendors are also responsible for collecting and reporting any applicable sales tax.

If you are accepted, we will send you a copy of the application indicating your space number and payment confirmation. If you are not accepted you will be notified and your check will be promptly returned to you.

Cancellations/Refunds Policy

Cancellation made before October 1, 2014 will receive a full refund less a \$25 processing fee.

Cancellations made November 1 – 14 will receive a 50% refund.

No refunds for cancellations made after November 14, 2014.

The fee for food and/or craft vendors is \$100, vendors must attend both days.

The fee increases to \$120 after August 25, 2014. All fees are due at the time of registration.

Each vendor will be assigned a 6 foot table space.

There are a limited number of spaces available for the Art & Craft Fair therefore vendors will be accepted on a first come- first serve basis subject to approval by El Dorado Hills CSD staff. The event will be held rain or shine.



Vendor Application

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____ *Craft Vendor \$100 (\$120 after Aug 25)* ____ *Food Vendor \$100 (\$120 after Aug 25)* ____ *6ft table add (\$10)*

Total Amount enclosed \$100/\$120 include \$10 table fee if applicable. ____ checks / Visa/ MasterCard accepted.

Mail Payment to: El Dorado Hills Community Services District / Attn: Holiday Art & Craft Fair
1021 Harvard Way, El Dorado Hills, CA 95762

Business Name: _____ Email: _____

Address _____ City _____ Zip _____

Cell/Phone: _____ Website: _____

Sellers Permit Number: _____ Health Permit Number (food sales only) _____

Crafts must be handmade. No manufactured/commercial items will be allowed.

Arts and Craft Categories:

Please check the categories below that apply to type of products you sell.

Jewelry ____	Wood works ____	Soaps/lotions ____	Pottery ____	Quilts ____
Fine Arts ____	Hair products ____	Handbags ____	Food products ____	Ornaments ____
Baked Goods ____	Clothing/Shoes ____	Glassware ____	Floral/Herbal ____	Stained Glass ____
Wreaths ____	Linens ____	Sauces ____	Photography ____	Toys ____
Furniture ____	Metal ____	Dolls ____	Food: ____	Wine ____
Dips/Mixes: ____	Plants ____	Holiday Decor ____	Candles ____	Other ____

Please list any other items you will be selling that may not be listed above:

_____.

Do you have an oversized vehicle? Yes ____ No ____ Trailer: Yes ____ No ____

Please notify us in advance if you need oversize vehicle parking

Please list special accommodation needs if you are physically disabled: _____

_____.

Please send me # ____ of Holiday Art Event flyers that I will distribute to: _____.

I have read and understand all information given with this application/contract including Vendor Guideline and Art Fair booth space dimensions and Fees. I hereby release the El Dorado Hills CSD of any liability in connection with any damage to vendor's person and/or anyone operating the vendor's space, merchandise and/or personal property due to fire, theft, breakage, acts of God, or any kind of public disorder or disturbance during the event. Once completed application/contract has been signed, full payment will be expected. I certify that I have read and understand all information contained in this application.

Signature: _____ Company Name: _____

For Office Use Only: ____ Date Received: ____ Amount Received: ____ Form of Payment Check: ____ Credit Card: ____

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The fee for food and/or craft vendors is \$100 all vendors must attend both days. The fee increases to \$120 after August 25, 2014. All fees are due at the time of registration. Each vendor will be assigned a 6 foot table space (tables are available for rent).

There are a limited number of spaces available for the Art & Craft Fair therefore vendors will be accepted on a first come- first serve basis subject to approval by El Dorado Hills CSD staff. The event will be held rain or shine.

Vendors must abide by the guidelines set forth. Upon acceptance, vendors will be notified regarding specific directions. Vendors are allowed to sell only items previously agreed upon by the District. Electricity is available in the Pavilion. In the event that spaces sell out in the Pavilion a waitlist will be created. In the event that pre-registered vendors cancel, we will begin contacting vendors on the waitlist.

Rules: Set-up time will between the hours of 10:00am – 11:30am December 5th. The vendor agrees to have their booth set-up and open by 11:30am. The space must cleaned up and put in an attractive condition prior to the official opening time. All storage of supplies, boxes, or cases must be skirted or screened off and kept from public view. Booth height may not exceed 8 feet. Vendors must provide their own set-up, staff their own booth, and clean up their booth area at the end of the Art & Craft Fair. Vendors should bring their own chairs, and other necessary equipment. For safety reasons, vendors must remain in their assigned area or have someone to oversee their booth if they need to leave for a break.

Tear Down / Closing

The official closing of the Holiday Art Fair is 4pm, on Saturday, December 6, 2014. All vendors must remain open until this time- no exceptions. Any vendors who dismantle their stand or any part thereof prior to closing will not be invited to return next year.

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No refunds for cancellations made after November 14, 2014.

Liability: The vendor does hereby release the El Dorado Hills CSD of any liability in connection with any damage to vendor's person and/or anyone operating the vendor's space, merchandise and/or personal property due to fire, theft, breakage, acts of God, or any kind of public disorder or disturbance during the day of the event.

This contract with FULL PAYMENT must be signed and returned to the El Dorado Hills Community Services District by the registration deadline date, Monday August 25, 2014. Fee increases to \$120 after the deadline. A \$25.00 administrative fee will be charged for any returned checks, for any reason.

Please send application with check payable to:

Attn: Judy Klein / El Dorado Hills Community Services District 1021 Harvard Way, El Dorado Hills, CA 95762
For credit card payments: Please call the CSD Registration Office at 916-933-6624 - Mon –Fri 8am-5pm.