

VENDOR APPLICATION

Application Deadline: Friday, October 14, 2016
Booth Payment Deadline: Friday, October 28, 2016



Contact Name: _____
Business Name: _____
Address: _____
City, State, Zip Code: _____
Phone: _____ Cell Phone (for City Staff to contact): _____
Email: (required for show correspondence): _____
Resale #(required): _____
Detailed description of arts/crafts: _____

LOCATION: **Old Orchard Park** 25023 Avenida Rotella at Lyons Avenue in Santa Clarita.

EVENT DATE & TIME: **Saturday, November 12, 2016** (10 am until 5 pm) **Sunday, November 13, 2016** (10 am until 3 pm).

SET-UP TIME: Vendors can begin set up on Friday, November 11 (noon to 6 pm) or Saturday, November 12 (at 6:00 am).

Security will be on site overnight on Friday and Saturday (5 pm to 7 am).

ENTRY FEE: \$150 per 10' x 10' space. Power use is \$25. Requests for corner spaces are \$50 extra.

Rules/Disclaimers: Please read the disclaimers below carefully and initial each section before signing application.

- _____ I agree to hold harmless the City of Santa Clarita, their agents and representatives and indemnify them from any claims, actions, and/or liabilities.
- _____ I understand that the City of Santa Clarita cannot be responsible for weather, fire, theft, or damage of goods.
- _____ I understand I must be set up by 9 am on Saturday and in my space during show hours both Saturday and Sunday.
No exceptions!
- _____ I understand that I am completely responsible and liable for my display and display area at all times.
- _____ I understand that IF ACCEPTED, MY ENTRY FEE IS NON-REFUNDABLE.
- _____ I understand that there will be a \$25 fee on all returned checks.
- _____ I understand that each show is juried separately, and that past participation in the Fine Craft Show does not guarantee acceptance or placement at a specific booth, and that changes to my booth location, once assigned, is not possible.
- _____ I have read and understand the rules and instructions listed on pages one and two of the application.

Please submit completed application, non-returnable photos or color copies, and check or money order made out to "City of Santa Clarita" to:

City of Santa Clarita Fine Craft Show, The Centre - 20880 Centre Pointe Parkway, Santa Clarita, CA 91350

By signing this document I affirm that I have read, understand, and will abide by the rules and requirements listed.

Applicant Signature: _____ Date: _____

INQUIRIES: Please contact the City of Santa Clarita Arts & Events Office at 661-250-3712.

Additional information can be found at santa-clarita.com/crafts

Please retain this portion of the application for YOUR reference

City of
SANTA CLARITA

FINE CRAFT SHOW

Saturday, November 12, 2016 (10 am until 5 pm)

Sunday, November 13, 2016 (10 am until 3 pm)

Old Orchard Park 25023 Avenida Rotella at Lyons Avenue in Santa Clarita

REQUIREMENTS FOR CRAFT VENDORS

1. The Fine Craft Show accepts products that are handmade or hand-embellished by the vendor. (Non-handmade component pieces, i.e., stones in jewelry, hardware, frames and such, are acceptable).
2. Upon approval, a small percentage of alternate items may be permitted, but must be listed on the application.
3. Mass produced or commercial products are NOT eligible.
4. Layout and presentation of the park are based on the needs of the Fine Craft Show.
5. Event Staff will evaluate all booths and contents to ensure product quality, presentation, and fulfillment of the handmade requirement. Ability to participate in future shows is contingent upon this factor, and if not in compliance, you may be asked to breakdown and leave the show.
6. Vendor space is open to fine arts, fine crafts, photography, and select unique gift items.
7. This is a juried show. Vendors must submit at least four (4) color photos or high quality color photocopies of their work. These four (4) photos must include: one photo of your booth/display; one or more photo(s) of your handmade product(s); and one photo of you making your product. Photos will not be returned. Please do not mark "on file" or "previously submitted."
8. Incomplete applications will be returned.
9. You MUST supply a current resale number. To obtain a R/S number at no cost, call the State Board of Equalization at (818) 904-2300.
10. Vendors are encouraged to begin set up on Friday, November 11 from noon to 6 pm. Space assignment and set up will also be Saturday, November 12 at 6:00 am. Booths must be completely set up by Saturday at 9 am. Security will be on site overnight on Friday and Saturday from 5 pm to 7 am.

REQUIREMENTS FOR FOOD SERVICE EXHIBITORS

Vendors must obtain all permits required for food sales and preparation from the County of Los Angeles, Department of Health Services, no less than one month prior to the Show. Health requirements for food stands, health permits, and sales permits must be met at all times and made available for inspection if required. L.A. County Dept. of Health Services - Santa Clarita office: (661) 287-7000. Food vendors must submit a photo of their booth. Booth size is 10' x 10' for each application fee of \$155. Corner space requests are \$35 more. "Extra space" beyond one foot on each neighboring side of the booth may be considered as an additional chargeable booth space.

VENDOR PARKING

Vendors will receive additional information including parking instructions two weeks prior to the show. This information will be sent via email or postal mail only if you do not have email. Vendors may unload from valid parking areas on Lyons Avenue or in the small lot on Avenida Rotella. Immediately after unloading, vehicles must be moved to one of the side streets or parking lots off Lyons Avenue. Please be considerate and allow parking on Lyons Avenue to be utilized on the weekend by show patrons. We will provide you with a map of available parking areas. The City of Santa Clarita is not responsible for ticketing or citations given to vendors parked in designated No Stopping/No Parking Zones.

DISPLAYS

All spaces are approximately, but not less than, 10 feet wide x 10 feet deep. Vendors must provide their own supplies, including chairs, tables, canopies, weights and/or stakes, etc. Floor-length table coverings are required. Displays must be clean, orderly, and professional. Any back stock, boxes, packing materials, bags, etc. are to be out of sight at all times. We encourage you to have side and front walls or the ability to cover up merchandise overnight.

INQUIRIES

Please contact the City of Santa Clarita Arts & Events Office at (661) 250-3712.

Additional information can be found at santa-clarita.com/crafts

