Santa Rosa Recreation & Parks Department presents the 48th Annual

2023 Handmade Holiday Crafts Fair
Finley Community Center, 2060 W. College Ave, Santa Rosa

December 2, 2023 & December 3, 2023
10 am – 4 pm    10 am – 4 pm

Application – information sheet (Submit Application only)

Entries will be SELECTED BY AN OUTSIDE *JURY OF PROFESSIONALS in the art and craft field. We accept all types of art and handmade crafts. The initialed Exhibitor’s Agreement & Waiver states that each crafter will not sell commercially made items. All items must be handmade. Vendors with commercially made items will be asked to leave, without recourse or return of fees. *Jury considerations include: the quality, innovation and uniqueness of your wares; the overall cohesiveness and consistency of your work; how your items are represented in your photos; and our need to diversify the crafts available at the fair. For additional information visit www.santarosarec.com - Special Events and click on Handmade Holiday Crafts Fair.

APPLICATION DEADLINE: Friday, July 14 *(Mail - postmark of no later than July 11)*

*Accepted vendors must be available to set up on Friday, December 1*

Applicant submittal check list:

☐ Completed Application (all areas of pages 1 & 2)
☐ $25 non-refundable Jury fee. Cash, Visa, MasterCard or checks payable to SRRP (Santa Rosa Recreation & Parks) PAYMENT MUST BE MADE AT TIME OF APPLICATION SUBMITTAL
☐ Up to 5 high-quality printed images of the items to be sold (no cd’s or actual artwork please) The Jury uses submitted photos as part of the judging process. Please include booth layout photo.

NOTE: Photo image materials will not be returned.

Deliver To:  Finley Community Center  Note: Finley Desk Hours M-F 8am-6pm
Attn: Holiday Crafts Fair
2060 W. College Avenue  
Santa Rosa, CA  95401

NOTIFICATION: Beginning Monday, August 7

Applicants will be notified by e-mail if they have been selected to participate, placed on the waitlist, or not accepted. Selected vendors will receive an emailed Vendor Acceptance Packet and must submit the requested items by Sept 1:

• Booth Fee: 8’ x 10’ booth $185; 6’ x 8’ booth $155
• Seller’s Permit Number (permits may be obtained through the Calif. State Board of Equalization)
• Vendor Contract

Email questions to craftsfair@srcity.org or call 707-543-3730
2023 Handmade Holiday Crafts Fair  
CRAFT Booth Vendor APPLICATION:

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**Booth Size Request:**
- Only 1 booth per vendor. Booths are limited per room size allowance
- □ 8’ deep x 10’ wide ($185)
- □ 6’ deep x 8’ wide ($155)
  Not a “walk-in” booth. Display & vendor must fit entirely within the booth space

**MAIN category**
If applicable: List additional items as “Other”

Please select the MAIN category that best represents your items:
- □ Ceramic
- □ Fabric/Yarn
- □ Fine Art/Photography
- □ Glass
- □ Health/Wellness
- □ Home & Garden Décor
- □ Jewelry
- □ Paper Crafts
- □ Wood/Gourds
- □ FOOD: must hold So. County Health Services Temp. Food Facilities Permit
- □ Other:

**DESCRIPTION OF ITEMS:**

NOTE: Jury request - include the artist’s role in creating these items (ok to use back of application)

**PRICE RANGE OF ITEMS:**

Please select the price category that best represents your items:
- □ Under $10
- □ $10-$20
- □ $20-$40
- □ $40-$100
- □ Over $100

**DESCRIPTION OF BOOTH DISPLAY:**
Include height, width, and depth of any structures. Photos of past booth displays are highly encouraged. NOTE: Covered canopy or tent style structures are not permitted.
EXHIBITOR’S ACKNOWLEDGEMENT, AGREEMENT AND WAIVER

Only HANDMADE ITEMS BY YOU will be allowed. COMMERCIALY MADE ITEMS FOR RESALE will not be allowed. If we find you have commercially made items, you will be asked to remove those items or tear down immediately and you will not receive a refund for your booth fee. If we find any items that are not made by you or receive any complaints from other vendors, you will not be invited back to participate in future Fairs. ____________ (INITIALS REQUIRED)

- Craft Fair entries are reviewed and accepted based on several criteria.
- Exhibitor understands and agrees that Community Center staff may be limited and not available to assist with their booth set-up or tear down.
- Exhibitor understands and agrees that handicap parking may be limited to available marked spaces.
- All exhibits must be in place and staffed no later than 10 minutes prior to the event opening to the public. Exhibits must be open and staffed during all event hours. All exhibit structures and debris must be removed in a timely manner after the close of the event.
- Exhibitor agrees to confine all display and selling activity within the assigned booth space only, refraining from placing signs, goods, or other materials within or over public and/or right-of-way spaces. Exhibitor booth set-up shall be subject to approval by City staff.
- Exhibitor agrees to maintain the dignity and integrity of the event. The Recreation & Parks Department reserves the right to ask any exhibitor who they feel is not acting in the best interest of the event to leave the premises.
- Exhibitor agrees to abide by all applicable laws, ordinances and regulations pertaining to health, fire prevention, public safety, business licenses and sales tax permits.
- Exhibitor agrees to provide Seller’s Permit Number (permits may be obtained through the State Board of Equalization - 501c3 nonprofit organizations are exempt) if selected to participate in the Craft Fair.
- Food Booth Vendors shall obtain and hold a Temporary Food Facilities Permit (“Permit”) from the County of Sonoma Department of Health Services (“County”) for the Event. A separate Permit is required for each booth location and must be posted at each location. All County food booth and sanitary requirements shall be followed.
- The Exhibitor agrees to indemnify and hold harmless the City of Santa Rosa Recreation & Parks Department and its employees, agents, or volunteers 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 with the event.

Signature: __________________________________________________ Date: ____________

To pay by check, mail application fee to:

Holiday Crafts Fair
Finley Community Center
2060 W College Avenue
Santa Rosa CA 95401

Contact us: CraftsFair@srcity.org or call 707-543-3730

OFFICE USE ONLY
Registration taken by: ________________

Payment method: Check _____ Visa/MasterCard/Discover _____ Cash_____  
Use barcode 62936