

Santa Rosa Recreation & Parks Department presents the 45th Annual

2019 Handmade Holiday Crafts Fair



Finley Community Center, 2060 W. College Ave, Santa Rosa

December 7, 2019 & December 8, 2019

9 am – 5 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: Tuesday, July 16 (Drop off or Mail - postmark of no later than July 16)

***Accepted vendors must be available to set up on Friday, December 6**

Applicant submittal check list:

- Create your online account:** call (707) 543-3737 or visit www.santarosarec.com > Register for an Activity> Create Account
- Completed** Application (all areas of pages 1 & 2)
- \$25 non-refundable Jury fee. Visa, MasterCard or **checks payable to SRRP** (Santa Rosa Recreation & Parks)
- Up to 5 high-quality** printed images of the items to be sold (no cd's or actual art work please) **The Jury uses submitted photos as part of the judging process.**
NOTE: Photo image materials will not be returned.

Mail to: Finley Community Center - PSW

Attn: Holiday Crafts Fair
2060 W. College Avenue
Santa Rosa, CA 95401

NOTIFICATION: beginning Wednesday, August 7

Applicants will be notified by e-mail if they have been selected to participate, or placed on the waiting list.

Selected vendors will receive an emailed Vendor Packet and must **submit the requested items by Sept 5:**

- **Booth Fee:** 8' x 10' booth \$185; 6' x 6' booth \$155; 3' x 6' table-top booth \$125 (limited spots)
- **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

Please keep this page for your reference.

2019 Handmade Holiday Crafts Fair



CRAFT Booth Vendor APPLICATION: submit by Tuesday, July 16

| | | | |
|-------------------------|--------------------|-----------------------|--|
| Main Contact: | | Contact Phone: | |
| Business name: | | | |
| Mailing Address: | | | |
| Email: | | | |
| | Website (optional) | | |

Booth Size Request:

Only 1 booth per vendor.
Booths are limited per room size allowance

8' deep x 10' wide (\$185)

6' deep x 6' wide (\$155)

Not a "walk-in" booth. Display & vendor must fit entirely within the booth space

3' deep x 6' (\$125)

Not a "walk-in" booth. Fits (1) card or 6' table, or small display & vendor's chair only (Limited # of spots)

*1st time applying? Yes

*Past vendor? Yes

(*This information is not part of the jury process)

MAIN category

If applicable: List additional items as "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:

DESCRIPTION OF BOOTH

DISPLAY:

Include height, width, and depth of any structures. Attach a sketch if necessary. **NOTE: Covered canopy or tent style structures are not permitted.**

| |
|---|
| <p>Please select the MAIN category that best represents your items:</p> <p><input type="checkbox"/> Ceramic <input type="checkbox"/> Fabric/Yarn <input type="checkbox"/> Fine Art/Photography</p> <p><input type="checkbox"/> Glass <input type="checkbox"/> Health/Wellness <input type="checkbox"/> Home & Garden Décor</p> <p><input type="checkbox"/> Jewelry <input type="checkbox"/> Paper Crafts <input type="checkbox"/> Wood/Gourds</p> <p><input type="checkbox"/> FOOD: must hold So. Cty Health Services Temp. Food Facilities Permit</p> <p><input type="checkbox"/> Other:</p> |
| <p>Please select the price category that best represents your items:</p> <p><input type="checkbox"/> Under \$10 <input type="checkbox"/> \$10-\$20 <input type="checkbox"/> \$20-\$40</p> <p><input type="checkbox"/> \$40-\$100 <input type="checkbox"/> Over \$100</p> |
| <p>DESCRIPTION OF BOOTH DISPLAY:</p> <p>Include height, width, and depth of any structures. Attach a sketch if necessary. NOTE: Covered canopy or tent style structures are not permitted.</p> |

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: _____

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|---|----------------|---------|-----------|---------|---------------------------------|---|---|----------|
| OFFICE USE ONLY Jury fee # _____ | Date Received: | | Initials: | | Accepted: Notification Sent: | Y | N | Waitlist |
| | Jury Fee \$25: | Check # | or | MC/VISA | | | | |
| | Entered Dbase: | | | | | | | |