



# 4<sup>TH</sup> Annual Sunrise Arts and Crafts Fair

Rusch Park Community Center, 7801 Auburn Blvd., Citrus Heights, CA

## VENDOR APPLICATION

**Saturday November 4, 2017**

**9:00 AM – 3:00 PM**

The Sunrise Recreation and Park District is pleased to present our 4<sup>TH</sup> Annual Sunrise Arts and Crafts Fair! We hope, with your help and the help from our community, that this craft fair will be a wonderful experience for both vendors and customers. If you would like to participate in this year's craft fair, please complete the attached application and return to our office **August 28th** with payment to secure your booth space for this year's fair.

## **APPLICATION PROCESS**

### **APPLICATION DEADLINE: Friday, October 13th**

Application and payment must be turned in at Rusch Park Community Center, 7801 Auburn Blvd., Citrus Heights, CA or mailed with a postmark of no later than October 13th. Each Vendor must provide a copy of their valid seller permit with their application/payment. If spaces are shared, each Vendor must provide a copy of their valid seller permit with their application/payment.

### **BOARD OF EQUALIZATION - California Seller's Permit Information:**

Sacramento, 3321 Power Inn Road, Suite 210 (916) 227-6700

Sacramento, CA 95826-3889 FAX: (916) 227-6746

[www.taxes.ca.gov](http://www.taxes.ca.gov) "Get a Seller's Permit" link is on the main page of their website. **When obtaining your Permit, DO NOT LIST THE PARK DISTRICTS ADDRESS AS YOUR PLACE OF BUSINESS.**

### **REFUND POLICY:**

Vendor cancellations will be charged \$25.00. There will be no refunds after October 3, 2017.

The Application will be posted on our website ([www.sunriseparks.com](http://www.sunriseparks.com)) beginning the 18<sup>th</sup> of August. **The Applications will be accepted starting on August 28<sup>th</sup>**, please do not mail or drop off before then.

If you have questions or need more information, please contact Jacqueline (916) 727-9102, email [jcoker@sunriseparks.com](mailto:jcoker@sunriseparks.com). or contact the front office at (916) 725-1585.

**Please keep this page for your reference**

# 4<sup>TH</sup> Annual Sunrise Arts and Crafts Fair

## APPLICATION

Company/Organization Name (if applicable)

Seller Permit Number

First Name

Last Name

Address

City

Zip Code

Email Address

Phone # with area code

### Booth Information:

5 x 5 spaces for \$45.00 (9 spaces available inside)

10x 10 spaces for \$55.00 or 2 spaces for \$100.00

2 chairs provided by District

### Indicate Setup Time

Friday 5 PM – 8 PM

Saturday 7:00 AM

**Early Bird Special:** \$10.00 off your rental if payment is received by September 8, 2017.

### Please indicate the number of spaces you need:

\_\_\_\_\_ space(s) @ \$45.00

\_\_\_\_\_ space(s) @ \$55.00

\_\_\_\_\_ 2 spaces @ \$100.00

Spaces for this event are limited.

- Ceramic  Glass  Jewelry  Fine Art/Photography  Fabric/Yarn  
 Wood/Gourds  Clothing  Home items/Décor  
 Other: \_\_\_\_\_

**Description of items being sold:**

**Price range of items:**

### Description of booth display:

Include the depth and height. All table legs require felt on bottom.

**The use of tents/canopies is not permitted indoors.**

Please Submit

## GENERAL VENDOR RULES AND REGULATIONS

**HANDMADE CRAFTED ITEMS AND ART ARE ENCOURAGED.** Commercially made items may be considered.

- Submit no more than three photographs of current work including booth setup to the Fair Committee for their review. Include a self-addressed stamped envelope for photo and confirmation return.
- All exhibits must be in place and staffed no later than 30 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.
- **All Vendors are required to donate one gift item with a minimum value of \$10.00 for raffle prize drawings during this event. Be sure to put your name or your company's name and space # on label. Your donations will raise monies for the Gene Ahner Scholarship Fund which goes to youth recreation programming for low income families.**
- Setup begins on *Friday, November 3<sup>rd</sup> from 5:00 pm to 8:00 pm.* Please indicate on your application which day you will be setting up.
- Check in for the event begins at 7:00 am and all craft vendors must be set up and ready no later than 8:30 am. All Vendors must be present for the entire event and are not permitted to leave early.
- Vendor agrees to confine all display and selling activity within the assigned booth spaces only, refraining from the placing of signs, goods or other materials within or over public right-of-way spaces. Booth set-ups shall be subject to approval by Event Staff.
- Vendor agrees to abide by all applicable laws, ordinances and regulations pertaining to health, fire prevention, public safety, business licenses and sales tax permits.
- Vendor 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.
- Vendor agrees to maintain the dignity and integrity of the event. Sunrise Recreation and Park District reserves the right to ask any Vendor who they feel is not acting in the best interest of the event to leave the premises.
- The Vendor agrees to indemnify and hold harmless the Sunrise Recreation & Park District and its employees, agents or volunteers from any and all claims, causes of action suits, damages, injuries and loss to any person or goods arising out of or connected in any way with the event.

Print Vendor's Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>				
Date Received: _____	Initials: _____	Accepted: Y   N	Waitlist	Course #: <u>5000.315</u>
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input checked="" type="checkbox"/> American Express	CC# _____	Expiration Date _____
Date _____	Amount \$ _____	Check # _____	<input type="checkbox"/> Cash	

Please submit this form and your check and/or credit card made payable to SRPD and mail to: Sunrise Recreation and Park District, 7801 Auburn Blvd., Citrus Heights, CA 95610