



Holiday Craft Fair

Saturday, October 28, 2017

9:00 a.m. to 2:00 p.m.

646 A Street, Davis, CA (Davis Senior Center)

APPLICATION DEADLINE: Tuesday, October 10, 2017

Keep this page for your reference

VENDOR INFORMATION

The City of Davis invites you to participate in the annual Holiday Craft Fair. Vendor spaces are open to quality, hand-crafted items, fine arts, and unique gifts. The event seeks items which are suitable for the holiday season as gifts, although items need not be holiday oriented. **Preference will be given to hand-crafted items.** Items that sell well tend to be in the \$5-\$25 price range.

***Vendors may not sell food items.** There will be free refreshments for shoppers.

***Vendor displays must be free standing.** Items may not hang nor be affixed to facility walls.

***Table and chairs are provided for accepted vendors. Special requests such as electricity, additional tables, multiple/shared booth spaces or a preferred area must be stated on the application.** Staff cannot guarantee that requests will be accommodated. This event is held inside.

***The Board of Equalization (BOE) requires that all vendors selling two or more items have a temporary or permanent sellers permit. Forms can be filled out and submitted online at www.boe.ca.gov. The BOE phone number is 1-800-400-7115. It is the responsibility of the vendor to adhere to the law. Forms will not be checked by staff, but vendors must sign the attached application.**

**Seeking new/additional craft vendors! Please share this information with friends and have them call (530) 757-5696 for an application to be sent (hard copy or email). Thank you!*

APPLICATION PROCEDURE: DEADLINE TUESDAY, OCTOBER 10, 2017

Applications to participate in the Holiday Craft Fair must include:

- 3 photographs, and/or brochures representative of goods to be sold (with name on the back) Photographs are required and will be returned to participating vendors on the event day. Those vendors not selected to participate shall have photos returned.
- Booth fee (cash or check only).
- Application form with the signed agreement on the back page.

All applications received by Tuesday, October 10, will have an equal chance at their preferred booth locations and/or special requests. The priority selection review process for applications will be held on Wednesday October 11, 2017. All applicants will receive notification of their status no later than Friday, October 13. Applications will continue being accepted until all spaces are filled on a first come, first served basis.

The Holiday Craft Fair vendor fees are:

1. Small Craft Table	(6 x 2.5 ft.)	\$25.00
2. Large Craft Table	(12 x 2.5 ft.)	\$30.00

Payment should be made to the **CITY OF DAVIS**, and must accompany the application. Payments from vendors not accepted into the Holiday Craft Fair will be returned. There is a \$10.00 service charge on all returned checks. Vendor fees must be paid in full with the application. Vendors may cancel their booth reservation prior to October 20 without penalty. Vendor cancellations after October 20 will not be refunded except with express written approval from city staff for emergency situations. There will be no refunds given on or after the conclusion of the Holiday Craft Fair.

Upon acceptance, a letter will be sent with space assignment, directions, information on parking, promotional flyers, and additional event details.

If the event is canceled by the City due to inclement weather and/or other circumstances beyond our control, the City will issue a 50% refund on booth application fees. The City will retain the remaining 50% of the booth application fee to cover event expenditures already incurred due to promotions, advertising, staffing, and other miscellaneous expenses. No alternative date will be set during this budget year. If the event is canceled well in advance of the event date for other reasons, the City shall issue full refunds of all application fees.

EVENT ADVERTISING: Successful promotions include you!

Along with your acceptance to the Holiday Craft Fair, you will receive flyers for the event. Please distribute them widely. More flyers are available by request. In addition, the Davis Senior Center will do the following advertising for the event:

- Flyers posted at the Davis Branch Library, Davis Food Co-Op and appropriate City offices
- Flyers will also be posted at local businesses
- Flyers at community boards at Atria Covell Gardens, University Retirement Community, Carlton Plaza
- Display ads in the Davis Enterprise (3x the week before the event)
- Press releases in the Davis Enterprise
- City of Davis Website + email to all city employees 2 days before event
- Davis Civic Arts Calendar
- Davis Dirt digital publication
- Craigslist
- Patch.com
- Facebook, Nextdoor postings
- Davis Wiki Event List
- DCTV (Davis Community Television) digital community bulletin board
- Banner on 5th and B Street, and 1st and E Street 2 weeks prior to the event
- The Davis Senior Center *Scene* October Newsletter (700+ recipients)
- UCD Retiree Center will send an email to their subscribers
- Additional signage the day of the event





City of Davis
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VENDOR APPLICATION: DEADLINE TUESDAY, OCTOBER 10, 2017

Name of Business/Organization: _____ Contact Name: _____

Address: _____ City/State: _____ Zip Code: _____

Day Phone: () _____ Fax Number: () _____

Evening Phone: () _____ E-Mail: _____

Number of electrical hook-ups requested: _____ State Board of Equalization
Seller's Permit number: _____

Type of vendor:

Where did you hear about the Holiday Craft Fair? _____

Please check the booth type requested: ☐ (\$25.00) Small Table (6x2.5) ☐ (\$30.00) Large Table (12x2.5)

Provide a brief description of the craft, gift item(s), and/or display to be presented. Please list all items that will be sold. This will assist staff in locating the appropriate booth location. Remember to include photos.

Approximate Value Range Per Product (note: items that sell well tend to be in the \$5-\$25 price range):

Please list any special needs/requests. This may include space requirements, electrical considerations, shared booths, etc. (We cannot guarantee requests. We will take into consideration all requests, and do our best to accommodate them)

*****Please sign the Vendor Agreement on the reverse side of this form.**

PLEASE RETURN APPLICATION FORM TO:
City of Davis Senior Center, 646 A Street, Davis, CA 95616
(530) 757-5696

FOR OFFICIAL USE ONLY

Date Application Received: _____ Application Fee Received: _____ Space Allocation #: _____

Payment Information: _____ Check (# _____) _____ Cash _____ Money Order/Cashier's Check

Electrical Needs: _____ Special Comments: _____

over

Name _____

VENDOR AGREEMENT

This agreement is entered into by the City of Davis and the Vendor completing, signing and returning the application form. Vendor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permits. In addition, the vendor agrees to the terms and conditions of the attached application. Vendor has read and understands the rules governing the participation in the annual Davis Senior Center Holiday Craft Fair, and understands that failure to comply with all stated rules and regulations may result in the denied participation in the City event with forfeiture of all event fees.

The Vendor hereby indemnifies and holds harmless the City of Davis, its agents, and employees, 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 to said Vendor's participation in this event. For the purposes of this agreement, the term "participation" shall include, but not limited to, the delivery of equipment, merchandise, structures, and product to their designated location, the set up and display of any such structure and product, and the dismantling and removal of all such items from the area provided through the City of Davis for the event participation.

The Vendor hereby expressly assumes any risk of harm to the Vendors arising out of their participation and participation of other Vendors in the Davis Senior Center Holiday Craft Fair, including any risk resulting from the particular location of the space designated to them by the City of Davis. The Vendor hereby expressly assumes any risk for damages and/or stolen products as a result of said participation.

The Vendor further understands and agrees to the following rules of participation:

- To have present on the day of the event, a valid seller's permit or exemption
- To park in designated parking areas for Vendors
- To allow no pets, audio/visual equipment or alcoholic beverages
- To not exceed assigned space size
- To not infringe on walkways and neighboring booth spaces
- To confirm with all stated refund policies

This Agreement shall be effective immediately upon execution and shall continue throughout the event period.

Vendor Signature _____

Date _____



Thank you for participating in the City of Davis Holiday Craft Fair!

