



Orangevale Recreation & Park District
Holiday Craft Fair Application
Due by Midnight on Friday 9/27/24

OVPARKS

2024 HOLIDAY **CRAFT FAIR** **APPLICATION**

Friday & Saturday Sale

November 15th 3:00-7:00pm

November 16th 9:00am-3:00pm

Limited Spaces Available!

- Submit your application to OVparks by 9/27/24 to be considered for a booth.
- Application can be emailed to andrew@ovparks.com or mailed/dropped off in person to our District Office at 6826 Hazel Ave. Orangevale, CA 95662
- No payments will be requested or accepted until AFTER the jury selection.



Orangevale Recreation & Park District

2024 Holiday Craft Fair Application

Fri/Sat Nov 15th & Nov 16th Fri: 3:00 - 7:00pm Sat: 9:00am-3:00pm

Orangevale Recreation & Park District (OVparks) would like to cordially invite you to apply to participate in our Holiday Craft Fair held at the Orangevale Community Center. This Holiday Craft Fair will be held indoors and outdoors and is designed to showcase local community and area talent, direct sales companies, as well as provide an opportunity for residents to view specialty items that may not necessarily be readily available in the immediate area. If you have further questions, please contact the Orangevale Recreation & Park District Office at (916) 988-4373.

VENDOR INFORMATION

Vendor spaces are open to quality-handcrafted items, fine arts, created décor, & unique gift items. NO direct sales companies will be accepted. If you are a direct sales representative, please inquire about our Spring Craft Fair. **OVparks does not accept food selling vendors.** Booths come in two size categories: single and double. Booths with access to electricity are limited to specific locations but are available for an additional fee. **Vendors are required to provide their own tables and chairs. OVparks will NOT have them available for rent.** If vendors have any special needs and/or requests, such as multiple/shared booth spaces or a preferred area, please identify these items on the application form, in the special notes section. OVparks cannot guarantee that these requests will be granted; however, we will do our best to accommodate your needs. While we do our best to accommodate requests, **booth choice selections and room locations are not a guarantee, nor is it guaranteed that you will be allotted a double booth if requested. Please note that only two craft vendors may share a vendor space.** If you intend to share a vendor space, **each** vendor must submit their own application and portion of payment upon acceptance. You may not only attend the fair for one day. **Vendors will have two hours to clean-up after the event on Saturday, or an additional fee of \$5 per 5 minutes will be charged.**

APPLICATION PROCEDURE

Applications to participate in the Holiday Craft Fair must include:

- Three (or more) photographs representative of the goods to be sold, and if possible, a photo of your display booth
- The attached application form, including the vendor agreement. (last 2 pages)
- Valid Permanent/Temporary Seller's Permit **w/ address and correct date (11/15 & 11/16 2024 & 6826 Hazel Ave.)**
 - *If a permit is not yet available or not submitted with application, one must be provided with payment.*

Photographs are **required** and will be used as the basis of the quality of items to be sold. Photos may be submitted electronically to andrew@ovparks.com at the time of delivery of your application. It is the responsibility of the vendor to verify their application and photos have been received. All items intended to be sold need to be listed in the application and a valid Sellers Permit must be presented for this event. Not providing pictures, incomplete applications, or expired/incorrect sellers' permits, will delay the jurying process and may affect your chances of participating in the event. Any direct sellers that are also selling handmade goods will also need a valid sellers permit.

SELECTION PROCEDURE

Vendors selected to participate in the Holiday Craft Fair will be chosen by a jury. Selection criteria includes the quality of the product based on photos submitted, duplication of product category, the date the application is received, and the details described in the application. **Applications are due by Sept 27th to be considered in the first selection review process, which will be held September 30th.** All applications received by 9/27 shall have an equal chance at acceptance and one of their preferred booth spaces by jury selection. If spaces are still available for the Holiday Craft Fair after the first jury, we will open up the application process to add additional participants. OVparks will contact all applied vendors by 10/4 with the results of the jury. Booth spaces will be announced at check in on the day of the Craft Fair.

VENDOR FEES & PAYMENT PROCEDURE

1.	Single Booth – 10'x10' or 5'x20'	\$100 (\$103 NR)
2.	Premium Corner Booth – 10'x10'	\$110 (\$113 NR)
3.	Meeting Room Booth – 10'x10'	\$100 (\$103 NR)
4.	Additional Connecting Booth – 2x(10'x10')	+\$90
5.	Electricity (one plug-in per booth)	+\$25 for initial hook-up (\$5 for each additional)

*Corner booths have a premium status and increased fee in respect to those spaces seeing more foot traffic and having more sides to sell from. The Meeting room is a smaller room adjacent to the main auditorium with a less booth options.

*Additional Connecting Booths(Double Booths) will not contain two premium spaces & are not guaranteed if requested.

*Non-residents (NR) of Orangevale will pay an additional \$3 fee for all spaces.

NO PAYMENTS WILL BE ACCEPTED PRIOR TO THE JURY'S DECISION. After the decision and being informed by 10/4, vendors will have a week to complete their payments, due by the following Friday 10/11 by 4:30pm.

All payments received with the application will be shredded, do NOT submit payment until after you have received notice that you have been accepted into the Craft Fair.

HOLIDAY CRAFT FAIR TERMS AND CONDITIONS

1. All vendors must be present throughout the duration of the event. Vendors may **check-in for the event and set up between 9:00am and 2:00pm on Friday, Nov. 15th. All booths must be ready for shoppers by 2:45pm on 9/15.**
2. Vendors must stay within their allotted space and not block hallways or exits.
3. Vendor Vehicles will be parked in the vendor lot located next to the pool for the duration of the event.
4. Breakdown may not start before 3:00pm on Saturday. Vendors must take all trash with them or place in our dumpsters, or an additional fee may be charged. **Do not leave trash in your booth space.**
5. Vendors must provide a **valid seller's permit (with OVparks address and correct date)** with their application or two weeks prior to the event by November 1st, 2024. No vendor will be permitted to set-up without providing a copy of a valid California Seller's Permit prior. Permits can be applied for by using the contact information provided at the bottom of this page. If more than one vendor is sharing a booth, each seller must provide a valid seller's permit.
6. **All Spring Craft Fair vendors must donate one gift item (no less than \$10 in value) to be used as a door prize.** Gifts will be displayed for patrons; vendors are welcome to affix business cards so items can be recognized by shoppers. All door prizes must be an item sold at your booth. Gift certificates will not be accepted in lieu of prizes.
7. No food or food samples with the intention of being sold or gifted are permitted in the Holiday Craft Fair.
8. Vendors will have two hours to clean-up after the event, or an additional fee of \$5 per 5 minutes will be charged.

REFUND POLICY

Vendors may cancel their booth reservation prior to October 18th, 2024 for a full refund minus the administrative system fee. After this date, there will be **no** refunds given. If the event is cancelled by OVparks due to circumstances beyond OVparks control within this period, OVparks will issue a 50% refund on booth application fees and will retain the remaining 50% of the fee to cover event expenses already incurred due to promotions, advertising, staffing, and other miscellaneous expenses. No alternate date will be set during this year. If the event is canceled over a month in advance of the event date, OVparks shall issue full refunds of all paid application fees.

CA DEPARTMENT OF TAX & FEE ADMINISTRATION – CALIFORNIA SELLER'S PERMIT

CDTFA - Sacramento
450 N Street
Sacramento, CA 95814
1-800-400-7115

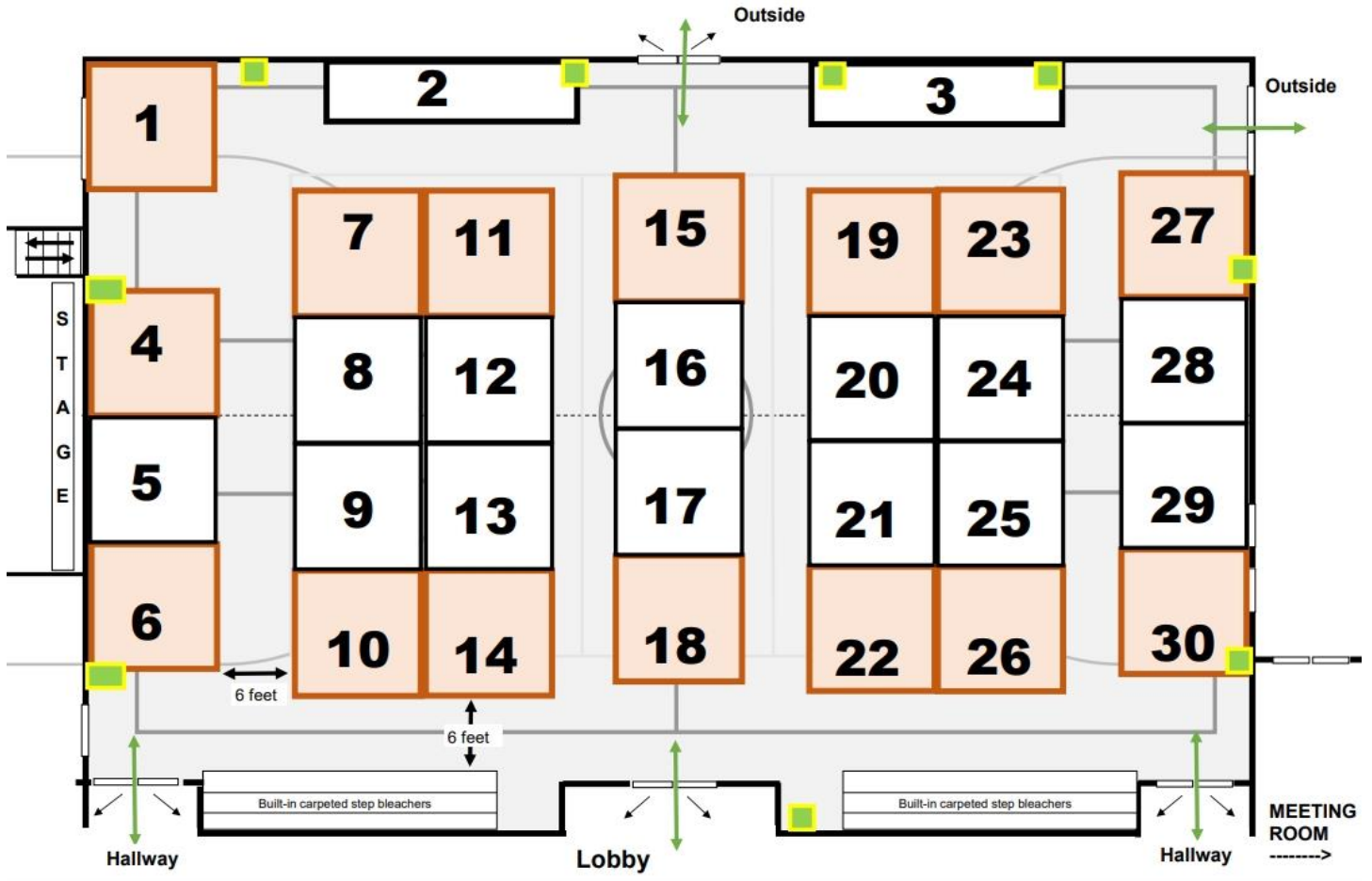
Event Location:
6826 Hazel Avenue
Orangevale, CA 95662
(916) 988-4373

<http://www.cdtfa.ca.gov/> ← 'Permits & Licenses' link is on the main page of their website

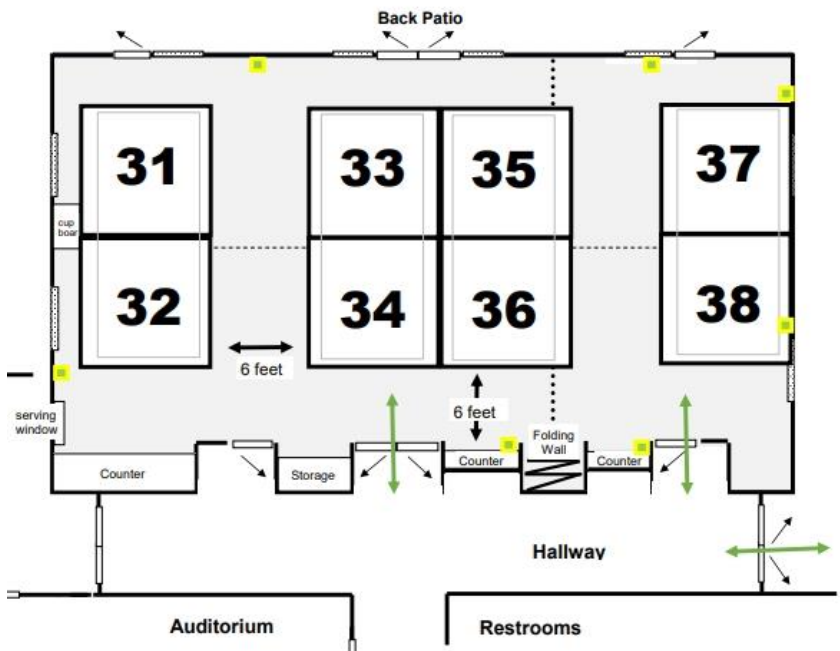
Holiday Craft Fair 2024 Event Maps (Auditorium (Top) & Meeting Room (Bottom))

These maps are subject to change before the start of the fair.




ORANGEVALE COMMUNITY CENTER AUDITORIUM



ORANGEVALE COMMUNITY CENTER MEETING ROOM



Map Key:

-  Electric Outlet
-  Premium Booth
-  Single Booth

REMEMBER

Booth Requests are NOT guaranteed, and you will get your number the day of the fair at check in.

If accepted, your acceptance email will tell if you received a premium booth, your booth size, electrical hook-ups, and which room you're in.

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OFFICE USE ONLY

Received By: _____

Orangevale Recreation & Park District Holiday Craft Fair Application

Name of Individual Applicant: _____ Returning Vendor: YES or NO

OR

Name of Business (If Applicable): _____

(Please Circle) are you an **INDIVIDUAL** or **BUSINESS** vendor? **Business Type:** ___IND ___DBA ___LLC ___CORP

Address: _____ City, St: _____ Zip Code: _____

Cell Phone: _____ Email: _____

Primary Items Sold: _____

California Seller's Permit Number: _____

***A copy must be provided to OVParks by 10/18/24. Permits must list event location: 6826 Hazel Avenue, Orangevale CA**

BOOTH REQUESTS *booth requests and corner premium booth requests are NOT guaranteed*

List your top 4 booth(s) choices: 1) _____ 2) _____ 3) _____ 4) _____

(Y)____ (N)____ I would prefer a meeting room booth

(Y)____ (N)____ I would be able to sell from a 5'x20' booth

(Y)____ (N)____ I prefer a premium corner booth (\$10 fee)

(Y)____ (N)____ I would like an additional connecting booth (double booth)

_____ # of Electrical Hook-Ups Requested (+\$25 for initial hook-up \$5 for each additional)

Please initial that you understand the following:

_____ Booth requests are not guaranteed, just the desires of each vendor.

_____ Booth spaces are not announced until the time of check in.

_____ The Holiday Craft Fair fee **ONLY** includes the sale space, and vendors will be required to provide their own tables, chairs, display equipment, and all the necessary tools to transport said equipment and goods.

Briefly describe booth set up, Additional Requests or Special Notes:

Please **COMPLETE** the required chart below to the best of your ability. **Percentage column must add up to 100%.**

Name of Product	Approx. Sale Price	Percentage of Items Selling

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Holiday Craft Fair Vendor Agreement

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

The Vendor hereby indemnifies and holds harmless OVparks, 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 purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures, and product to their designated location, the set up and display of any such structure and products, and the dismantling and removal of all such items from the area provided through OVparks for the event participation. Vendors will have two hours after the event closure to pack and remove items; failure to do so will result in additional fines and will affect your acceptance at future OVparks events.

The Vendor hereby expressly assumes any risk of harm to the Vendor arising out of their participation and participation of other Vendors in the Holiday Craft Fair, including any risk resulting from the location of the space designated to them by OVparks. 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 follow all health and safety protocols in place in Sacramento County
- To have present on the days of the event, a valid seller's permit (submitted 2 weeks prior to Fair)
- To park in designated parking areas for vendors
- To only sell the items listed on application
- To not use loose glitter or confetti for booth decor
- To provide a door prize of minimum \$10 in value at the time of check-in
- To not solicit customers from other booth spaces
- To allow no pets, no audio/visual equipment, no smoke/fog machine, no smoking, and no alcohol
- To not exceed the assigned space or infringe on walkways, safety exits, and neighboring booths
- To conduct themselves in a positive and professional manner
- To not sell or offer food or food samples.
- To display reasonably family friendly items;
 - Please no political references, drug paraphernalia, explicit language, hate speech, or lewd images
- To clean up their space after the event in a timely manner
- To comply with all stated refund policies
- To uphold and comply with all copyright rules and regulations

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

Vendor Printed Name

Vendor Signature

Date

OFFICE USE ONLY

Booth: <input type="checkbox"/> Single 10x10 <input type="checkbox"/> Single 5x20 <input type="checkbox"/> Double 10X20 <input type="checkbox"/> prem. 10x10	Payment: <input type="checkbox"/> Check <input type="checkbox"/> Credit	Amount Owed:	Permit: Y N <u>T or P</u>
Location: <input type="checkbox"/> MR <input type="checkbox"/> Gym	Notes:	<input type="checkbox"/> Civic Account	<input type="checkbox"/> Electric Hook-up ____