



Rohnert Park's 37th Annual HOLIDAY ARTS & CRAFTS FAIRE

November 25th & 26th

10 am - 4 pm

Rohnert Park's Community Service Department is pleased to present the 37th annual Holiday Arts & Crafts Faire! Thank you for your interest in being a vendor for our 2016 event. The event will be held at the Rohnert Park Community Center located at 5401 Snyder Lane, in Rohnert Park.

All merchandise sold at our Holiday Arts & Crafts Faire must be handmade by the vendor. We will not be accepting any vendors with commercially manufactured, mass produced, imported or secondhand items.

APPLICATION PROCESS

The application review process will begin August 29th and we will begin mailing acceptance letters September 21st. The process will continue until the faire is appropriately filled. If any of your products are either jewelry or food (cottage foods) you will be placed in that classification. We have a limited number of spaces available for both jewelers and food vendors.

To apply, the following are required:

- Completed Application
- 3 COLOR photographs of your handmade merchandise (**these will not be returned**)
- Payment – Money Order, Credit Card or Check payable to: City of Rohnert Park (no cash please)

Mail to: Rohnert Park Community Center
Attn: Holiday Arts & Crafts Faire
5401 Snyder Lane
Rohnert Park, CA 94928

Fees: Please submit a payment for the required fee below plus any additional fee's if you request any optional items.

<u>Required</u>	\$105 - 4'x 8' booth space for the 2 day event (hallway spaces are 3'x 11' for same fee)
<u>Optional</u>	\$25 - electrical outlets (limited number available on first come, first serve basis)
<u>Optional</u>	\$25 - 8ft tables (limited number available on first come, first serve basis)*

*Vendors must bring all of their own equipment for their booth. If you need a table or access to an electrical outlet you must request it on the application and pay an extra fee of \$25 per optional item.

Acceptance Notification:

We will begin mailing acceptance letters September 21st. Complete information and instructions for the Faire will be sent to you in the acceptance packet. If you are accepted we have a no refund policy.

Please note that as required by the State Board of Equalization, the City of Rohnert Park must comply with Sections 6073 and 6073.1 of the California Revenue and Taxation codes. Therefore, anybody wishing to sell taxable merchandise in the Holiday Arts & Crafts Faire must have a Sellers Permit before they participate in this event. The permit is free and to obtain one you can call the State Board of Equalization. Any applications received without a permit number will not be processed.

Also, as required by the Sonoma County Department of Health Services any vendor wishing to sell any edible items will need to obtain a temporary food facilities permit. Applications may be processed before a permit is obtained however a permit must be obtained and proof submitted to the Community Services office by October 30th or you may be dropped from the faire and no refund will be given. For more information please contact our office.

Email any questions to communityservices@rpcity.org or call (707) 588-3456

City of Rohnert Park Community Services • 5401 Snyder Lane, Rohnert Park, CA 94928 • 707-588-3456 Office



2016 HOLIDAY ARTS AND CRAFTS FAIRE APPLICATION

Friday & Saturday, November 25th & 26th 10 am - 4 pm

VENDOR INFORMATION

Name: _____ Business Name: _____
 Address: _____ City/State/Zip: _____
 Phone: _____ Cell: _____
 E-mail: _____ Seller's Permit Number: _____

Are you selling any food items? No / Yes, Please list _____

Please describe each type of item being sold, including price range: _____

BOOTH NEEDS

Room requested: 1st choice _____ 2nd choice _____ 3rd choice _____

Booth size: 4'x8' (\$105) _____ Double (\$210) _____

Equipment needs: 2 1/2' x 8' table (limited - \$25 per table) _____ One Electrical outlet (limited - \$25) _____

Please include with the application and payment 3 color photos of your work (which will not be returned).

AGREEMENT AND WAIVER

It is agreed and understood that all merchandise displayed and offered for sale at the City of Rohnert Park Arts & Crafts Faire is hand-crafted and/or homemade by me, the vendor. **No commercially manufactured, mass produced or secondhand items are to be sold.** If I violate the spirit of this agreement, no refund is expected and I may be excluded from future participation. No items may be sold or offered for sale without prior approval. Any unsuitable items may be rejected. (Please do not bring sample items to the Community Center unless requested to do so.) Vendors are required to bring their own set-up. Please list each craft item that you will be selling and a photo of each type.

The undersigned agrees to hold harmless the City of Rohnert Park, its agents, officials, and employees from and against all actions, claims, damages, disabilities, or expenses or the loss of any property from the storage, display and moving of materials and equipment from the Rohnert Park Community Center.

All entries into the Arts & Crafts Faire are reviewed and accepted based on several criteria. If accepted, your booth location will be determined based on facility layout and the date your application is received. We will make every effort possible to try and accommodate your request.

Signed: _____ Date: _____

Entry fees are NOT refundable to those applicants who are accepted.

FOR OFFICE USE Accepted _____ Rejected _____ Hold _____
 Craft Category _____ Booth Space _____

PAYMENT METHOD

Check _____ Visa _____ MasterCard _____ Other _____

Checks or money orders should be made payable to the City of Rohnert Park.

Card # _____ Exp. Date _____ CVC _____



Rohnert Park Community Center

