

Dear Crafters,

Welcome to the Santa Paula Annual Holiday Craft Fair, here is a short overview about the event. Our goal here is to raise money to support the local seniors in our community. The money raised will go towards trips, luncheons, classes, educational workshops, presentations, and many other services and activities that will allow them to socialize and stay active. Again, I want to thank you all of you for coming out and showing your support.

Enclosed in your packet you will find 5 flyers, and application we ask that you read everything very carefully and follow all the rules, working together will make this so much easier for all of us. I ask that you make copies of the flyers and post cards and pass them out to family, friends, Dr. Offices, Hospital, merchants, schools, grocery stores, and any other places you can think of. If you should know of any other vendors that are interested please refer them to me (Cece Chavez (805) 525-6413/ (805) 290-8760) and again I'm always open to ideas and suggestions. We ask that all applications be sent in by the deadline, (Dec 7th) completed and with checks attached. I will be screening all application and the reason for this is because I want to be fair with all crafters with possible duplicate items (Spaces will be given to first come first serve and that's with a completed application and payment.)

Rules and Regulations:

- **All Vendors** are responsible for their own booth, money, (adding your tax), bags. **Set up is on Dec 9th from 1pm-5pm, teardown 6 pm (Dec 10 no early teardown will be accepted. A fee of \$20 will be charge for early teardown)** unless arrangements were made with coordinator. Children must be with vendor at all times no music at your station (with exception to massage area) we will have music on site.
- Tables, chairs and electricity- we have limited amount of 8ft tables (again first come first serve) **\$5 fee for tables, \$5 fee for electricity** (limited)
- **Outside vendors-** provide own canopy, tables and chairs (**fee \$60 10x10 space plus \$26 Santa Paula Business License**). We have a NO sharing policy. All trash is to be picked up.
- **Indoor vendors-** provide own tables, chairs, (**fee \$50 plus Santa Paula Business License of \$26**) we have a NO sharing policy. All trash is to be picked up.
- **Food Truck-** All license's must be up to date, and in view to the public and coordinators (**Fee will be \$175**)
- **Business License** - Santa Paula is requesting that all vendors carry a business license the fee is \$26 for the year (this will get paid off in no time because we will have other shows that you can attend for e.g. We have one every month at the community center and we will waive the \$10 space fee for 2 months beginning Jan 2017 so actually you will only be paying \$6 for your license) we will also have more shows throughout the year Spring Boutique, Home

Health and Wellness fair and more. All the information in obtaining your license can be found at: <http://www.ci.santa-paula.ca.us/planning/> (you may also print out application) **Attn: Anna Arroyo.** The date that she will be in the office to receive payments and issuing licenses will be Nov 17th or before 805- 525-4478 x214

- **Items accepted:** All handmade craft items, commercial, Avon, cosmetics, pampered chef, nutrition, information booth. (Used items, firearms nor couponing items will be accepted) Bake good area has been taken..
- **Black and white linen needed** (we may have a supplier please ask)
- **Parking** - We ask that you respect the parking area and use caution while driving in, please drive up, unload and use the parking area across the street.
- **Santa Paula City will not be held liable for any broken, lost or stolen items**
- **Non Profit vendors-** space fee \$25
- This is a Rain or Shine Event **NO REFUNDS**
- Refer a vendor and receive 2 raffle tickets to our fabulous raffle

You may mail application, business license and payment to:

Community Services Department

ATTN: Angela Bautista

P.O. Box 569

Santa Paula, CA 93061

VENDOR APPLICATION

NAME: _____

ADDRESS: _____

PHONE h _____ C _____

EMAIL: _____

BUISNESS NAME: _____

EMERGENCY CONTACT: _____

PLEASE LIST ITEMS TO BE SOLD (Only items listed will be permitted no add-on the day of the event.)

Please attach copy of Santa Paula License

I, _____, have read the rules and regulations and agree to all terms.

Signature: _____ Dated on this day of _____

Payment methods: cash, checks and credit card

Please make all checks payable to: City of Santa Paula

***** FOR OFFICE USE ONLY *****

Payment: \$ _____ Method: _____

Taken by: _____ Date: _____

Space number: _____ Indoor or outdoor: _____

Electricity: _____

Table: _____

Copy made: _____