



# Dickens Holiday Crafts Fair APPLICATION

<b>Business Name:</b>		<b>Contact Name:</b>	
<b>Address:</b>		<b>City, State, Zip:</b>	
<b>Home Phone:</b>		<b>Business Phone:</b>	
<b>Cell Phone:</b>		<b>Email:</b>	
<b>Website:</b>			

**Requested Booth Size:**       8' deep x 10' wide (\$200)       6' deep x 6' wide (\$175)  
\*only 1 booth per vendor      \*display must fit entirely on the table top- no lattice or shelving units are allowed- these are not "walk-in" booths

**Have you participated in our Crafts Fair before?**       No       Yes , for \_\_\_\_\_ years

I would like access to electricity (not guaranteed)       I would like \_\_\_\_\_ chairs  
 I would like 1 table (either 6' or 8' depending on availability)       I will use my own equipment

<b>Category of items being sold:</b>	<input type="checkbox"/> Ceramic <input type="checkbox"/> Jewelry <input type="checkbox"/> Fine Art/Photography <input type="checkbox"/> Textiles <input type="checkbox"/> Glass <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____
<b>Description of items being sold:</b>	
<b>Price range of items:</b>	
<b>Description of booth display:</b> <small>*Please attach a sketch if necessary. Include height, width and depth of any structures. The use of tents/canopies is <u>not</u> permitted.</small>	

**EXHIBITOR'S AGREEMENT AND WAIVER**

The items represented for sale must be handmade or hand-altered by you. No mass-produced or imported goods will be allowed. All entries into the Crafts Fair are reviewed and accepted based on several criteria.

All exhibits must be in place and staffed no later than 10 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.

Exhibitor 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. Exhibitor booth set-up shall be subject to approval by City staff.

Exhibitor agrees to abide by all applicable laws, ordinances and regulations pertaining to health, fire prevention, public safety, business licenses and sales tax permits.

Exhibitor agrees to provide Seller's Permit Number (permits may be obtained through the State Board of Equalization) and City of Santa Rosa Business Tax Certificate Number (501c3 nonprofit organizations are exempt) if selected to participate in the Crafts Fair.

Exhibitor agrees to maintain the dignity and integrity of the event. The Recreation, Parks & Community Services Department reserves the right to ask any exhibitor who they feel is not acting in the best interest of the event to leave the premises.

The Exhibitor agrees to indemnify and hold harmless the City of Santa Rosa Recreation, Parks & Community Services Department and its employees, agents or volunteers 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 with the event.

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

<b>OFFICE USE ONLY</b> Application	Date Received:	<input type="text"/>	Initials:	<input type="text"/>	Accepted:	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Waitlist
	Jury Fee:	Check # <input type="text"/>		or MC / VISA	Notification Sent:	<input type="text"/>		
	Barcode #55687				Photos Returned:	<input type="text"/>		

<b>OFFICE USE ONLY</b> Selected Applicant	Room	<input type="text"/>	Space #	<input type="text"/>	Total Due:	\$ <input type="text"/>		
	Date Received:	<input type="text"/>	Paid:	Check # <input type="text"/>	or MC / VISA	Barcode #55233		
			Initials:	<input type="text"/>				
	Seller Permit:	<input type="checkbox"/> Y <input type="checkbox"/> N	SR Tax Certificate:	<input type="checkbox"/> Y <input type="checkbox"/> N	Scholarship Donation:	<input type="checkbox"/> Y	<input type="checkbox"/> N	
					<b>Application Complete:</b>	<input type="text"/>		