



Holiday Sip & Shop

Craft & Gift Fair

NOV. 18, 2023
9AM-3PM

ARTISAN, CRAFT & MERCHANT VENDOR APPLICATION

VENDOR: _____ CONTACT: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE (best): _____ EMAIL: _____

SOCIAL MEDIA / WEBSITE: _____

REQUIRED: Please describe any/all proposed sales or activity (attach a separate sheet if necessary).

VENDOR CHECKLIST (check off ALL)

- ____ Signed Application (Page 1 only)
- ____ Seller's Permit
- ____ Driver's License / State ID
- ____ Four (4) photos of what you sell
- ____ One (1) Photo of your vendor booth/setup

Do you need electricity? ____ YES

VENDOR FEES

- INSIDE: (No tents)** (check off one)
- Table _____ 10x5 Indoor Space - \$65
 - Double Table _____ 20x5 Indoor Space - \$100
- OUTSIDE: (tents)** (limited availability)
- Booth _____ 10x10 Outdoor Space - \$85
 - Double Booth _____ 10x20 Outdoor Space - \$150

SUBMISSION: use the above VENDOR CHECKLIST to compile your application. Then, submit your completed application packet via **Email:** President@SaturdayClubVacaville.com by **Friday, November 3, 2023 at Noon.**

ACCEPTANCE & VENDOR FEES: Please give us 3-5 business days to review your application. We will provide status updates via email. If your application is accepted, **you will receive a link to pay your vendor fees online.** Arrangements to pay by check can also be made upon acceptance. **Space is not confirmed until payment is received.**

RAFFLE PRIZE: This event is a fundraiser to further the Saturday Club's mission to support Cultural Arts in Vacaville. Please consider donating an item to the raffle to help raise funds.

_____ **YES, I'd like to contribute an item to the raffle.** We'll collect item at the event. **THANK YOU!**

AGREEMENT: I am applying for a vendor space at Summer Sip & Shop. I have read and agreed to the Rules & Regulations. I will convey all of these conditions to my staff/volunteers. *I do hereby agree to indemnify and hold harmless the Saturday Club of Vacaville and their respective officers, agents, employees, underwriters and volunteers individually or collectively from any and all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney fees incurred or suffered as a result of or relating to my participation in this/these events but only in proportion to and the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of vendors, its officers, agents, employees, representatives or volunteers.*

Authorized Signature: _____ Date: _____



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GENERAL INFORMATION / RULES & REGULATIONS:

KEEP A COPY OF THIS PAGE FOR YOUR REFERENCE

JURYING: All vendor applications are reviewed in the order received. **Handmade items are preferred** and will be given priority consideration. In an effort to provide a variety of vendors, we may deny multiple entries of the same craft. Acceptance is at the discretion of the event organizers.

APPLICATION DEADLINE: Applications, photos and fees must be received by **Noon on Friday, November 3, 2023**

LOCATION: The Saturday Club of Vacaville, 125 W. Kendal Street, Vacaville, CA 95688

LOAD-IN & VENDOR PARKING: You may temporarily park or double-park on W. Kendal or West St. to hand-walk items to your space. Volunteers will direct you. Once your load-in is complete, please park your vehicle in the Church of the Epiphany Parking Lot at 300 West St. (on the corner of Buck Ave and West St.) to accommodate customers.

SETUP: Begins at 7AM. All packing cases, crates and debris must be removed from your selling space prior to 9AM.

BREAK DOWN & CLEAN UP: All sales activities end at 3:00 PM. Do not break down early! You must have your area cleaned and be ready to leave by 4:30 PM. NOTE: Vendors not off-site by this time are subject to a \$15 fine; this will be strictly enforced. Third violation subject to probation.

CANCELLATION: notify us in writing by email at President@SaturdayClubVacaville.com by **Friday, November 10 at 5PM.** If we don't show a record of cancellation by that deadline, you are responsible for paying for your space.

IMPORTANT REQUIREMENTS: Vendors assume responsibility for paying sales tax and complying with applicable federal, state and local statutes and ordinances. All vendors selling are required to submit a valid California Seller's Permit available through the [State Board of Equalization](#).

BOOTHS AND DISPLAYS:

- LIMITED electricity is available, especially in outdoor booth spaces. If you need power, please indicate it on page one of this application. Please supply your own extension cords.
- Booth spaces are indoors and outdoors. This event will be held rain or shine.
- Vendors provide their own displays, tables, chairs, shelves, shade covering, etc., within assigned space..
- Displays must be orderly & pleasing. Vendors accept responsibility for materials & goods displayed.
- Vendors are also responsible for providing and arranging all necessary labor for unpacking, erecting, dismantling and repacking displays. Event staff and volunteers are not available to help.
- Vendors shall not store or display materials on benches, planters or other architectural surfaces.
- All packing cases, crates and debris of any kind must be removed from your booth prior to the time of opening. All additional trash, empty containers, packing materials must be removed when you leave.
- Vendors shall not construct or arrange their booths so that they obstruct the general view or hide exhibits of other vendors. Pedestrian aisle must be maintained at all times.
- Should you have any issues during the event, please contact Brooke at 917-586-4064 or a volunteer

HEALTH AND SAFETY:

1. Face masks are recommended **but not required** for vendors and shoppers.
2. **Do not attend Summer Sip and Shop if you are sick.**
3. We encourage you to set up your "booth flow" to enable shoppers to browse without creating bottlenecks.
4. **Please provide hand sanitizer** for customer use.
5. We strongly encourage use of credit cards and **touchless payment methods.**