



## Vendor Rules/Guidelines

### **All Vendors must have a valid California Sellers Permit**

#### General Guild Members' Vendor Qualifications:

- (1) Sign and submit Vendor Application and include pictures of items to be sold with a detailed description of booth setup.
- (2) To qualify for members' discount on shows/events, participant must have become a member six months prior to show/event
- (3) Participate in mandatory event meetings
- (4) Sign up for a job at event/show
- (5) Approval by the Standards Committee. Only crafts produced by the applicant are acceptable.
- (6) Booth sharing must be approved by Standards Committee. Each artist must submit information on application and provide pictures of work.
- (7) Booth fees paid in full by deadline

#### Non-Members:

- (1) Submit a signed Vendor Application including pictures of items to be sold and a detailed description of booth set up.
- 2) Approval by Standards Committee. All work must be that of the applicant.
- (3) Fees paid
- (4) Booth sharing must be approved by Standards Committee. Each artist must submit information on application and provide pictures of work.

## **Vendor Responsibilities / Guidelines:**

- (1) Vendors will set up during the time allotted and completely set up by start of show.
  - (2) Booth will remain open for business during entirety of show hours. Please do not pack up items or breakdown booth during show. No exceptions.
  - (3) Displays must be in keeping with the theme of the show/event. The Guild reserves the right to reject inappropriate displays or to remove merchandise not meeting the standards of juried items.
  - (4) Appearance of Booth:
    - (a) All booths must be presentable and clean at all times (empty boxes, overstock, etc. should be stored under tables, not visible to public)
    - (b) Tables must be draped to the floor on all sides visible to the public with clean, fire-retardant materials (No open flames or heating appliances of any kind allowed)
  - (5) Vendors may not sell food or drink for immediate consumption.
  - (6) Craft demonstrations must be reviewed and approved by the Board for safety and appropriateness
  - (7) Vendor must have a valid California Seller's Permit displayed at booth
  - (8) No commercially produced kits or resale items may be sold
  - (9) No pets except animals for the handicapped
  - (10) Vendors not found in compliance with ALL guidelines, shall forfeit vendor fees and be asked to leave show
- 8) ADDITIONAL GUIDELINES SPECIFIC TO WINTERFAIRE SHOW at Nevada County Fairgrounds \*subject to change annually
- a) Non-Member Vendors must provide their own tables and chairs. \*Table rentals may be provided at a cost of \$10 per table- Number of tables needed to be indicated on application and payment included with vendor fees.
  - b) Member Vendors are responsible for checking out and setting up their own tables
  - c) Booth Sizes are approximately 10' X 10'. Size may vary slightly due to the use of pop-up frames. It is each vendor's responsibility to constrain their space to within their designated 10' X 10' area. If using a pop-up frame prevents this, they are not to be used.

- d) Electricity is available for all booths. Vendors must provide their own properly rated heavy duty extension cords that are properly secured to prevent any possible hazard.
- e) All products must be handmade or significantly embellished by you.
- f) Resale products/items are not allowed.
- g) Internet connection is provided by the venue as a courtesy. Craft Guild of Nevada County has no control over the stability or security of the provided internet connection. Vendors should provide their own internet access.
- h) Sales Tax-It is the responsibility of vendor to collect the appropriate tax rate for location of venue.
- i) Craft guild of Nevada County shall not be liable for any injury, theft, loss, or mishap of any kind during the event.
- j) Building is secured after show hours and patrolled by law enforcement. Vendors may choose to leave their merchandise and belongings overnight at their own risk.
- k) We kindly ask that you do not bring pets or children with you when setting up. Set-up times are usually chaotic and generally unsafe for pets and children. If children are brought, they must remain inside the building and under constant supervision.
- l) Vendors not found in compliance with ALL guidelines, shall forfeit vendor's fees and be asked to leave the show

**If you have any questions or concerns, please email us at:  
info@craftguildofnevadacounty.org**