

Dear Vendors

Thank you for your interest in participating in our first Spring Market! We are excited to be creating a fun and family-friendly shopping experience featuring makers and small businesses on Saturday, March 25, 2023.

Please read the following Event Information for details about the Spring Market.

Promotions & Advertising

We will be promoting this event through multiple modes of advertising from press releases to local media, print advertising and online advertising (including Facebook paid ads, viral sharing, etc.).

Please show that you're Going to the Spring Market Event Page and invite your friends to Go, too! <https://www.facebook.com/events/637886278030862>. When you share it to your own communities and social channels, it expands the reach beyond what even our Sponsored Ad does.

Product donation for prize drawing

We ask that you bring a product donation for the prize drawings, which are part of the fundraiser for our Spotlight Organization. It should have **a value of \$15.00 - \$25.00**, and may be a single product or a collection of items.

Every customer and vendor will receive 1 free entry, and then we'll be selling additional tickets to raise funds for our Spotlight Organization. Tickets will be sold: 1 for \$1.00, 6 for \$5.00, and 15 for \$10.00. The drawing will take place at 3:00pm on the day of the event. Winners need not be present to win. However, if not present, they will be notified, and must be able to pick up their prizes by 5:00pm on the day of the Craft Show.

Day-of Set up and Load in/out details

- Vendors may start arriving **NO EARLIER THAN 8:00am on Friday**.
- ALL vendor vehicles must be removed from the American Legion Hall parking lot by 9:30am. Vendor parking is available on the side streets near the hall.
- Please do not start packing up until after 3:00pm. Early packing up and leaving before 3:00pm is a good way to not be invited back to future events. Please be considerate to your fellow vendors.

You may load in/out from the front entrance of the Vets Hall or from the side entrance on the north side of the Hall.

Booth Assignments and Layout

A layout with booth assignments will be sent out in the week of the event. We plan your booth spaces for the best fit and flow, and try very hard to honor all the space requests of our returning vendors or any other special requests. We reserve the right to assign spaces to suit the needs of the show.

Chairs are available at NO COST for INDOOR USE ONLY. For OUTSIDE vendors, please bring your own tables, chairs, and equipment you will need.

For OUTSIDE vendors, please remember to bring your canopy weights, with **a minimum of 15 pounds per leg**. There can be occasional gusts of wind, and it would be tragic if you lost your canopy to a freak gust, or worse yet some of your product or your neighbor's. If you have tent walls, you may find them useful or not depending on your display, or the direction of the sun.

For INSIDE vendors, per the American Legion Hall:

At no time may Permittee nail, staple, or glue decorations to ceiling, rafters, walls, painted surfaces, fabrics, or floors, or hang anything from rafters or light fixtures. Permittee may use only "painter's tape" on walls or floors. All decorations must be flame-proof in accordance with local fire regulations.

Booths INSIDE the Main Hall have either a single entrance or are on a corner. All booths INSIDE are either back to back with another vendor or a wall. Please return your chairs to the appropriate storage rack.

For ALL vendors, please remove all trash, paper, zip tie fragments or any other rubbish from the area of your booth space. We want to remain good stewards of this facility so we can be invited back next year.

Money, Change and Payment Processing

How you accept payment for your goods is also up to you (cash, check, card or electronic). There are many options for credit card and online payment processing available out there with varying fees associated with them. The most common are: PayPal, Square, Venmo, and Zelle. **REMEMBER** to charge your card readers and devices ahead of time, and practice using them with your phones and/or devices **BEFORE** the event!!! Also, bring back up chargers, readers or devices just in case. There is limited access to electricity and overloading any of the outlets may result in bad news.

Please note, the Craft Fair will **NOT** have change available for vendors. Please bring enough cash and change for your business. For my events, my cash bag always has the following amounts: \$20 in ones, \$30 in fives, and \$20 in tens. How you manage your cash change is up to you.

Event Liability Insurance

It is your responsibility to obtain appropriate liability insurance (Certificate of Liability/COI) to cover your business for the duration of the Spring Market.

A Certificate of Liability shall name "American Legion" and "Spring Market, an Above the Grade Event" as additional insureds. The policy shall provide that your insurance will operate as primary insurance and that no other insurance maintained by the County, or additional insureds will be called upon to contribute to a loss hereunder

Here are some suggestions for obtaining it:

- Contact your Home and/or Car Insurance Agent
- Online Event Insurance Providers:
 - www.privateeventinsurance.com
 - www.theeventhelper.com
 - www.wedsafe.com

Food & Snacks

We realize it's a long day, and if you're like me you pack a bag full of snacks. If you forget to bring some munchies, there are some great restaurants in the neighborhood; some provide delivery service through DoorDash, too!

We look forward to a well-attended event in 2023! The Spring Market will be geared toward locals as a family-friendly event. I love supporting our local makers and small businesses by providing a local venue for you to sell your wares and build your business.

Nikki Biddison
Event Manager
Central Coast Craft Fair/Spring Market
Above the Grade Events
805-441-5660 (text is best)

Spring Market

Saturday, March 25th, 2023, 10:00AM - 3:00PM

www.CaliforniaCraftShow.com - FB: @CaliforniaCraftShow

American Legion Hall - 805 S. Main St, Templeton, CA 93465

NOTE: THIS IS AN APPLICATION TO PARTICIPATE. APPLICATIONS WILL BE REVIEWED AND VENDOR CONFIRMATIONS TO ATTEND WILL BE SENT STARTING FEBRUARY 1, 2023.

Name _____ Phone _____

Business Name _____

Email _____

Website _____

Mailing Address _____

CA Retail Seller's Permit _____ Health Permit* _____

(aka Seller's Permit by CDTFA, <https://www.cdtfa.ca.gov/>)

*If selling any food, drink or prepared item.

Your application cannot be processed without your permit number.

Please include a specific description of all the items that you will be selling. Feel free to use the back side for more space. _____

Booth Spaces Available (If requesting more than 1 space or table, please indicate the #)

_____ 6x8 ft space - Main Hall Inside - (11 available) - \$50 \$ _____

_____ 8x8 ft space - Main Hall Inside - (15 available) - \$75 \$ _____

_____ 10x10ft space - Main Hall Inside - (2 available) - \$100 \$ _____

_____ 10x10ft space - Outside Parking Lot - \$75 \$ _____

(NOTE: Booth spaces will be assigned based on the needs of the event. If your 1st choice is not available, we will contact you for a 2nd choice.)

Total Amount* \$ _____

*Payment due upon confirmation. DO NOT SEND PAYMENT WITH YOUR APPLICATION.

*No refunds after 3/1/2023.

Electronic payments are welcome through PayPal invoicing. A valid email address must be included on this application in order to process your payment, and payment must be completed within 48 hours to secure your reservation. Invoices will be sent starting February 1, 2023.

Cash or Check Payments can be hand-delivered in-person or mailed after receiving confirmation starting February 1, 2023.

Need Electricity? _____

We do not charge for electricity, but have a limited number of spaces with access. If you need electricity YOU MUST NOTIFY US or you will not have access to electricity.

Additional product description space

Additional requests

We reserve the right to assign spaces to suit the needs of the show.

HOLD HARMLESS & AGREEMENTS

Please INITIAL & SIGN YOUR NAME BELOW to indicate that you agree to all of the above conditions.

____ I hereby agree to assume all risk for loss, theft, damage, and liability during the Spring Market.

____ I agree to carry liability insurance to cover my time at the fair, naming "American Legion" and "Spring Market, an Above the Grade Event" as additional insureds. The policy shall provide that vendor's insurance will operate as primary insurance and that no other insurance maintained by the County, or additional insureds will be called upon to contribute to a loss hereunder.

____ I understand that I must have a valid California Retail Sales Permit, and that I will handle my own sales tax.

____ I understand that failure to provide my retail sales permit number, or my county health permit for food sales, will result in my application being placed on hold.

____ I agree to arrive for set up NO EARLIER than 8:00AM.

____ I agree to REMOVE MY VEHICLE from the parking lot by 9:30AM and to remain set up until the end of the show.

____ I understand that I can only sell items that are listed in the application; and that I may be asked to remove items from display that were not included in the application and not approved.

____ I will provide a prize drawing product(s) donation with a \$15.00 to \$25.00 value on the day of the event.

Signature _____

Date _____

Send your completed application by email to: CentralCoastCraftFair@gmail.com