

Dear Vendors

Thank you for your interest in participating in the 43rd annual Central Coast Craft Fair! We are excited to be continuing this unique shopping experience featuring handmade-only crafters and artisans, and are happy to return to the tradition of a 2-day event happening on Friday and Saturday, November 24 and 25, 2023.

Please read the following Event Information for details about the Craft Fair.

### **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 like the Central Coast Craft Fair Facebook Page and invite your friends to like it, too! <https://www.facebook.com/CaliforniaCraftShow/>. An event page will be created that you can select that you're Going. 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 Vets Hall parking lot & front curb by 9:30am. The side streets of Mill and Palm, as well as the opposite side of Grand Ave are available for vendor parking..
- Please do not start packing up until after 4:00pm. Early packing up and leaving before 4:00pm is a good way to not be invited back to future Craft Fairs. Please be considerate to your fellow makers.

There is a sidewalk leading from the parking lot along the front of the Vets Hall to the front entrance that you may use. Additionally, you may UNLOAD ONLY along the sidewalk in front of the Vets Hall using the sidewalk directly into the front entrance.

There is a stairwell from the back of the parking lot directly into the Main Hall if you don't mind climbing stairs.

### **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.

For those who requested tables for INDOOR USE ONLY, your tables will be set up in your space. Chairs are available at NO COST for INDOORS 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 in San Luis Obispo, 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. Tent stakes of any kind ARE NOT ALLOWED in the Vets Hall lawn. If you have tent walls, you may find them useful or not depending on your display, or the direction of the sun.

Booths OUTSIDE on the lawn should be facing the sidewalk (facing the Vets Hall, Grand Avenue or the center walkway) with your back towards the center of the lawn. Per the County of San Luis Obispo: ***You must keep the walkways clear.*** Do not set up on any part of the sidewalk.

For INSIDE vendors, per the County of San Luis Obispo:

***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, and table(s) if you rented a table.

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 Craft Fair that includes \$1 million per occurrence and \$2 million aggregate.

A Certificate of Liability shall name "County of San Luis Obispo, its officers and employees" and "Central Coast Craft Fair, 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:

<ul style="list-style-type: none"><li>○ <a href="http://www.thimble.com">www.thimble.com</a></li><li>○ <a href="http://www.actinsurance.com">www.actinsurance.com</a></li><li>○ <a href="http://www.privateeventinsurance.com">www.privateeventinsurance.com</a></li></ul>	<ul style="list-style-type: none"><li>○ <a href="http://www.theeventhelper.com">www.theeventhelper.com</a></li><li>○ <a href="http://www.wedsafe.com">www.wedsafe.com</a></li></ul>
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### **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 another well-attended event in 2023! The Central Coast Craft Fair is a long-time annual tradition for many locals and visitors to the Central Coast. I love supporting our local makers, crafters and artisans and providing a venue for you to sell your wares and build your business.

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

# 43rd Annual Central Coast Craft Fair

Friday & Saturday, November 24th & 25th, 2023, 10:00AM - 4:00PM\*

[www.CaliforniaCraftShow.com](http://www.CaliforniaCraftShow.com) - FB: @CaliforniaCraftShow

SLO Vets Hall - 801 Grand Ave, San Luis Obispo, CA 93401

**PLEASE NOTE: THIS IS A 2-DAY 100% HANDMADE-ONLY EVENT. ALL ITEMS MUST BE MADE & SOLD BY THE MAKER; THE MUST BE PRESENT TO SELL AT THE EVENT. NO RESALE ITEMS ALLOWED.**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Business Name \_\_\_\_\_

Website & Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Vehicle Make, Model, Color & License Plate \_\_\_\_\_

Your application will not be processed without your vehicle information.

CA Retail Seller's Permit \_\_\_\_\_ Health Permit\* \_\_\_\_\_

Your application cannot be processed without a valid permit number.

\*If selling any food, drink or prepared item.

Please include a specific description of all the items that you will be selling. All items must be 100% handmade by the seller. No resale or commercial items are accepted. Feel free to use the back side for more space. \_\_\_\_\_

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

Qty	Size/Description	By Oct 31	By Nov 17
	10x10 ft space - Main Hall Inside	\$225	\$250
	8x8 ft space - Main Hall Inside	\$200	\$225
	6x8 ft space - Main Hall Inside	\$150	\$175
	10x10ft space - Outside Lawn - TWO DAYS - Fri & Sat	\$175	\$200
	10x10ft space - Outside Lawn - *ONE DAY ONLY - Fri <b>or</b> Sat	\$100	\$125
	8ft table reservation - Main Hall indoor use only	\$5 each	\$5 each

\_\_\_\_\_ I would like to be featured in a **Vendor Spotlight** on the CCCF website **for \$10.00\*\***.

**I prefer to pay by:**  PayPal invoice or  Check.

**Electronic payments** are processed through PayPal invoice. A valid email address must be included on this application, and payment must be completed within 48 hours upon receipt of the invoice. **Add a non-refundable \$5.00 service fee to the total amount.**

**Total Amount Due** (Payment due with application. No refunds after 11/1/2023) \$ \_\_\_\_\_

**Make checks payable to: Nikki Biddison**

**Mail to:** 7326 Santa Ysabel Ave Unit F, Atascadero, CA 93422

**Need Electricity?** We do not charge for electricity, but have a limited number of inside spaces with access. If needed, YOU MUST NOTIFY US prior to the event.

**Additional product description space**

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**Additional requests**

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

**\*\*For a PAID Vendor Spotlight, please send the following information in a SEPARATE EMAIL with the SUBJECT: Vendor Spotlight:**

- Headshot or picture of you
- Short bio describing the story of you and your craft. 200 words or less.
- Any specific product photos in JPEG or PNG format that you haven't already sent to me.

**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 Central Coast Craft Fair.

       I agree to carry liability insurance to cover my time at the Craft Fair (See Vendor Info).

       I understand that I must have a valid California Retail Sales Permit (aka Seller's Permit by CDTFA, <https://www.cdtfa.ca.gov/>), and that I will handle my own sales tax.

       I understand that failure to provide my retail sales permit number or my vehicle information will result in my application being placed on hold.

       I agree to arrive for set up NO EARLIER than 8:00 AM on the day of the event.

       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 are handmade by the seller; 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)