



## 25<sup>th</sup> Annual Loma Prieta Holiday Craft Faire

### 2017 VENDOR INFORMATION & RULES

Benefits C.T. English Middle School's Home & School Club

#### EVENT DATES:

December 2 & 3, 2017

#### EVENT HOURS:

Saturday 10:00 am – 5:00 pm

Sunday 10:00 am – 4:00 pm

#### LOCATION:

Loma Prieta Gym & Community Center  
23800 Summit Road, Los Gatos, CA 95033

#### VENDOR FEE:

\$150.00 per full booth

Several half booths are available for \$85 each

#### SPACES/BOOTHS:

Full booths are 10' x 10' (and there is enough height in the gym to put up a standard canopy)

Half booths are 5' x 10'

#### DISPLAY ITEMS:

Please provide your own display items, tables, chairs and (optional) canopy

#### VENDOR SETUP TIMES:

Friday, December 1 from 5 – 8 pm

Saturday, December 2 from 7 – 9:30 am

#### ELECTRICITY:

Since upgrades in 2014, all booths can get access to electrical drops, but you must limit use to 400 watts and provide your own extension cords and lights.

*\*Gaffer tape is the only type of tape that can be used on the gym floor to avoid damage.* Please note on your application if you have additional or unusual electrical requirements.

#### RULES:

**1.** All items must be hand-crafted by the artist! Items entirely pre-manufactured may not be sold.

**2.** Upon prior approval by the jury committee, artists may share a full booth with another artist. Both artists must submit applications independently and indicate their desire to share the booth with each other.

**3.** Artists who have never attended this faire or it has been more than 3 years since attending must send either .jpg files or photographs of your work and a description or illustration of your booth setup. Sending links to your

**3. continued...** website or emailing photos is preferred to receiving photos by USPS, so please include a self-addressed, stamped envelope if you would like your photos returned.

**4.** Vendors who have participated in any of the last three shows will have first priority to apply. Acceptance will be based on a "first come first serve" basis before the deadline of September 30, with postmarks saved for verification. There are a total of 40 full booths. We try to keep a variety of artists rather than have a majority in one category. Your application may be denied if other vendors with seniority in your category have applied.

**5.** You may not disassemble your booth early, arrive after opening, or leave before closing.

**6.** All vendors are responsible for filling out and submitting Form BOE-410-D to the Board of Equalization according to their instructions.

**7.** You are not confirmed in this craft faire unless you receive an acceptance email in early October.

#### REGISTRATION APPLICATIONS DUE:

Postmarked by September 30, 2017.

#### CANCELLATION POLICY:

Before October 14, 2017 - Full refund

Before November 2, 2017 - 50% refund

After November 2, 2017 - NO REFUND

#### PLEASE INCLUDE THESE 3 ITEMS:

- Vendor Registration & Application form completed and signed.
- A photocopy of your seller's permit or copy of your BOE-410-D form completed and signed.
- A personal/business check or money order made out to C.T. English Home & School Club, postdated for October 14, 2017.

#### MAIL APPLICATION, FORM & CHECK TO:

2017 Holiday Craft Faire Vendor Applications  
C.T. English Home & School Club  
23800 Summit Road  
Los Gatos, CA 95033

#### CONTACT US:

E-mail: [LomaPrietaHolidayCraftFaire@gmail.com](mailto:LomaPrietaHolidayCraftFaire@gmail.com)

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