



# **6<sup>TH</sup> Annual Sunrise Arts, Crafts & Artisan Food Fair**

Rusch Park Community Center, 7801 Auburn Blvd., Citrus Heights, CA

## **VENDOR APPLICATION**

**Saturday November 2, 2019**

**9:00 AM – 3:00 PM**

The Sunrise Recreation and Park District is pleased to present our 6<sup>TH</sup> Annual Sunrise Arts and Crafts Fair! We are adding the Artisan Foods to our venue. We hope, with your help and the help from our community, that this event will be a wonderful experience for both vendors and customers. If you would like to participate in this year's event, please complete the attached application and return it along with your check to secure your booth space for this year's fair.

## **APPLICATION PROCESS**

### **APPLICATION DEADLINE: Friday, October 11th**

Application and payment accepted at Rusch Park Community Center, 7801 Auburn Blvd., Citrus Heights, CA or mailed with a postmark of no later than October 11th. Each Vendor must provide a copy of their valid seller permit and/or license with their application/payment (Exception, returning participants please disregard). If sharing a space, each Vendor must provide a copy of their valid seller permit with their application/payment.

**Arts & Craft Vendors** – Obtain a Seller's Permit by contacting the Board of Equalization.

### **BOARD OF EQUALIZATION - California Seller's Permit Information:**

Sacramento, 3321 Power Inn Road, Suite 210 (916) 227-6700

Sacramento, CA 95826-3889 FAX: (916) 227-6746

[www.taxes.ca.gov](http://www.taxes.ca.gov) "Get a Seller's Permit" link is on the main page of their website. *(Do not list the District's address as your place of business.)*

**Artisan Food Vendors – California Food Handlers Certificate and License Required**  
Contact information listed below.

California Department of Public Health, Food and Drug Branch  
Call (916) 650-6500 or email [fdbinfo@cdph.ca.gov](mailto:fdbinfo@cdph.ca.gov)

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE REQUIRED LICENSES**

**SPACE IS LIMITED, BOOTH ASSIGNMENTS ARE FIRST COME FIRST SERVE BASIS**

**REFUND POLICY:**

Vendor cancellations will be charged \$25.00. There will be no refunds after October 2, 2019.

Please visit us online at [www.sunriseparks.com](http://www.sunriseparks.com) for more information about the Application Process in addition to the Arts, Crafts, and Artisan Food Fair. If you have questions or need more information, please contact our office at (916)725-1585 or Jacqueline (916) 727-9102, [jcoker@sunriseparks.com](mailto:jcoker@sunriseparks.com).

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## APPLICATION

Company/Organization Name (if applicable)

Seller Permit Number

First Name

Last Name

Address

City

Zip Code

Email Address

Phone # with area code

**Booth Information:**

5 x 5 spaces for \$50.00 (9 spaces available inside)

10 x 10 spaces for \$60.00 or 2 spaces for \$100.00

2 chairs provided by District

**Indicate Setup Time**

Friday 5 PM – 8 PM

Saturday 7:00 AM

**Please indicate the number of spaces you need:**

\_\_\_\_\_ space(s) @ \$50.00

\_\_\_\_\_ space(s) @ \$60.00

\_\_\_\_\_ space(s) @ \$100.00

Price range of items:

The use of tents/canopies are not allowed indoors.

All table legs must have socks or Felt on the bottom to prevent Scratching of the floors.

- Ceramic     Glass     Jewelry     Fine Art/Photography  
 Wood/Gourds     Home Items/Décor     Fabric/Yarn  
 Other \_\_\_\_\_

- Candy     Baked Goods     Dried Fruit     Dried Pasta  
 Dry Baking Mixes     Honey     Herb Blends     Popcorn  
 Jam or Jellies (**All products must be bottled or packaged**)  
 Other \_\_\_\_\_

Description of items being sold:

Description of booth display:

**NO CANOPIES ALLOWED INDOORS**

## GENERAL VENDOR RULES AND REGULATIONS

### No commercial products allowed Arts, Crafts and Artisan Foods only.

- Submit no more than three photographs of current work including booth setup to the Fair Committee for their review. Include a self-addressed stamped envelope for photo and confirmation return.
- All exhibits must be in place and staffed no later than **30 minutes prior** to the event opening to the public. Exhibits must be open and staffed during all event hours. All exhibit structures and debris must be removed in a timely manner after the close of the event.
- **All Vendors are required to donate one gift item with a minimum value of \$10.00 for raffle prize drawings during this event. Be sure to put your name and space # on the outside of the bag. Your donations will raise monies for the Gene Ahner Scholarship Fund that provides funding for low-income families participating in youth recreation programming.**
- Setup begins on **Friday, November 1<sup>st</sup> from 5:00 pm to 8:00 pm**. Please indicate on your application which day you will be setting up.
- Check in for the event begins at 7:30 am and all craft vendors must be set up and ready no later than 8:30 am. All Vendors must be present for the entire event and are not permitted to leave early.
- Vendor agrees to confine all display and selling activity within the assigned booth spaces only, refraining from the placing of signs, goods or other materials within or over public right-of-way spaces. Booth set-ups shall be subject to approval by Event Staff.
- Vendor agrees to abide by all applicable laws, ordinances and regulations pertaining to health, fire prevention, public safety, business licenses and sales tax permits.
- Vendor agrees to provide seller's permit (permits may be obtained through the State Board of Equalization (501c3 nonprofit organizations are exempt). **Food Vendors** must provide Certificate of Food Handlers Course and the license provided by California Department of Public Health.
- Vendor agrees to maintain the dignity and integrity of the event. Sunrise Recreation and Park District reserves the right to ask any Vendor who they feel is not acting in the best interest of the event to leave the premises.
- The Vendor agrees to indemnify and hold harmless the Sunrise Recreation & Park District and its employees, agents or volunteers from any and all claims, causes of action suits, damages, injuries and loss to any person or goods arising out of or connected in any way with the event.

Print Vendor's Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ Accepted: Y N Waitlist Course #: **5000.315**

Visa  MasterCard  American Express CC# \_\_\_\_\_ Expiration Date \_\_\_\_\_

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_  Cash

**Attach applicable licenses and/or seller's permit to your Application. Fees will be due upon submission. Mail or drop off your Application to 7801 Auburn Blvd., Citrus Heights, CA 95610.**