



10th Annual Sunrise Arts, Crafts, & Artisan Food Fair

APPLICATION

Saturday, November 2, 2024
9:00am – 3:00pm

Indoor and outdoor vendor spaces are open to quality handcrafted items, fine arts, unique gift items, and artisan food.

Submit your application to tthorpe@sunriseparks.com or by mail/dropped off in person at 7801 Auburn Blvd to be considered for a booth.

Company/Organization Name (if applicable)	Seller Permit Number	
First Name	Last Name	
Address	City	Zip Code
Email Address	Phone # with area code	

Description of Items

Application Process:
Submit no more than three photographs of current work including booth setup to the Fair Committee for review along with your vendor application and valid Permanent/Temporary Sellers's Permit. Include a self-addressed stamped envelope for photo return.
Not providing pictures, incomplete applications, or expired/incorrect sellers' permits, will delay the jurying process and may affect your chances of participating in the event.

Jury Selection:
The first jury selection review process begins 7/1. No payments will be requested or accepted until after the jury selection process. After the decision on 7/23, vendors will have 2 weeks to complete their payments, due by the Tuesday, 8/6.
All booth spaces are \$75 for 10'x10' and include use of two chairs. All payments received with the application will be shredded, do NOT submit payment until after you have received notice that you have been accepted into the Craft Fair.
All applications submitted after 7/1/24 will be added to the waitlist and reviewed individually.

Event Dates and Setup:
All vendors are required to attend the entire event.



Indoor vendors may check-in and set up between 3:00pm and 6:00pm on Friday, November 1st, and 6:45am and 8:45am on Saturday, November 2nd.

Outdoor vendors may check in and set up between 6:45am and 8:45am on Saturday, November 2nd.

All booths must be fully prepared for shoppers by 8:45am on November 2nd.

Vendor Parking:

Vendor vehicles will be parked in the middle parking lot along the basketball courts for the duration of the event.

Breakdown and Clean-Up:

Breakdown of booths may not commence before 3:00pm on Saturday, November 2nd.

Vendors are responsible for removing all trash from their booths. Failure to do so may result in an additional fee. Trash must be disposed of in designated dumpsters.

Clean-Up Time:

Vendors agree to clean up after the close of the event in a timely manner.

Seller's 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. If multiple vendors share a booth, each seller must provide their own valid seller's permit.

Raffle Donation:

All vendors must donate one gift item valued at no less than \$10 to be used as a raffle prize.

Gift items will be displayed for patrons, and vendors are encouraged to attach business cards for recognition.

Raffle prizes must be items sold at the vendor's booth; gift certificates will not be accepted.

Cancellation Policy:

Vendors may cancel their booth reservation for a full refund, minus the administrative system fee, if the cancellation is made prior to October 1, 2024.

No refunds will be given for cancellations made after October 1, 2024.

Rules and Regulations:

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 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.

Vendor's Name (printed)

Vendor's Signature

OFFICE USE ONLY

Date Received: _____ **Initials:** _____ **Accepted:** Y N Waitlist
Activity#: 5000.11

Visa MasterCard American Express

CC#: _____ Exp _____ CVV _____

Date _____ Amount \$ _____

Check# _____ Cash

Location Preference: _____