



It's A Holiday Craft Affair!

Thursday, November 3, 2011

9:00 a.m. to 1:00 p.m.

Craft Application Form

The Davis Senior Center cordially invites you to participate in our upcoming Holiday Craft Affair. Exhibitor spaces are open to quality, hand-crafted items, fine arts, and unique gift items. The Senior Center is seeking exhibitors particularly having display items, which are suitable for the holiday season as gift although items do not necessarily need to be holiday oriented. Exhibitor spaces are available in two different sizes: 12 ft. long x 2.5 ft. wide, or 6 ft. long x 2.5 ft. wide. Electricity is available on a very limited basis, and most vendors will not require additional booth lighting due to adequate overhead lighting in the facility.

Exhibitor displays must be free standing. Items will not be allowed to hang or be affixed to facility walls. The Senior Center will supply tables and chairs, however, they will be distributed based on a first come, first served basis of the applications received. Exhibitors may be required to provide their own specialty tables and chairs if needed, as well as their own extension cords. **If exhibitors have any special needs and/or requests such as multiple/shared booth spaces or a preferred area, please identify these items on the application form.** Senior Center staff cannot guarantee that these requests will be accommodated, however, we will take your requests under consideration and do the best we can to accommodate you.

Application Procedure

Applications to participate in the Holiday Craft Affair must include:

- 3-4 photographs, slides, and/or brochures representative of goods to be sold (with name on the back) Photographs are required and will be returned to participating exhibitors on the event day. Those exhibitors not selected to participate in the event, shall have all photos returned after the priority selection date has passed.
- Booth fee
- Application form with the signed agreement on the back page
- Completed Tax Form.

Applications will be accepted on a space available basis. The priority selection review process will be held on Monday, October 3, 2011. All applications received by Monday, October 3, will have an equal chance at their preferred booth locations and/or special requests. All applicants will receive notification of their status no later than Friday, October 7. Applications will continue being accepted until all spaces are filled on a first come, first served basis.

The Holiday Craft Affair exhibitor fees are:

1. Small Craft Table	(6 x 2.5 ft.)	\$20.00
2. Large Craft Table	(12 x 2.5 ft.)	\$25.00

There is no additional commission charge to participate in the Holiday Craft Affair. Your payment should be made to the **CITY OF DAVIS**, and must accompany your application. Payments from those exhibitors who are not accepted into the Holiday Craft Affair will be returned by October 10, 2011. There is a \$10.00 service charge on all returned checks. Exhibitor fees must be paid in full with the exhibitor application. Exhibitors may cancel their booth reservation prior to October 7, without any penalty. Exhibitor cancellations after October 7, will not be refunded except with express written approval from Senior Center staff for emergency situations. There will be no refunds given on or after the conclusion of the Holiday Craft Affair.

Upon acceptance into the Holiday Craft Affair, a letter of acceptance will be sent with travel directions, promotional flyers, space assignments and current updates on the Holiday Craft Affair.

If the event is canceled by the Davis Senior Center due to inclement weather and/or other circumstances beyond our control, the City will issue a 50% refund on booth application fees. The City will retain the remaining 50% of the booth application fee to cover event expenditures already incurred due to promotions and advertising, contract entertainment, staffing, and other miscellaneous expenses. No alternative date will be set during this budget year. If the event is canceled well in advance of the event date for other reasons, the City shall issue full refunds of all application fees.





**City of Davis
 Holiday Craft Affair
 Thursday, November 3, 2011
 9:00 a.m. to 1:00 p.m.**



Craft or Display Exhibitor Application

Name of Business/Organization: _____ Contact Name: _____

Address: _____ City/State: _____ Zip Code: _____

Day Phone: () _____ Fax Number: () _____

Evening Phone: () _____ E-Mail: _____

Number of electrical hook-ups requested: _____ State Board of Equalization Seller's Permit number: _____

Type of Exhibitor:

Please check the appropriate booth type requested: Small Table (6x2.5) Large Table (12x2.5)

Please provide a brief description of the craft, gift item(s), and/or display to be presented. Please list all items that will be sold on the event day. This will assist event staff in locating the appropriate booth space location for you. Remember to include photos.

Approximate Value Range Per Product (Price Range): _____

Please list any special needs and/or requests as it relates to your assigned exhibitor space. This may include space requirements, electrical considerations, shared booths, etc. *(We cannot guarantee all requests, however, we will take into consideration all requests, and do our best to accommodate them)*

**PLEASE RETURN APPLICATION FORM TO:
 City of Davis Senior Center
 646 A Street, Davis, Ca 95616
 (530) 757-5696**

FOR OFFICIAL USE ONLY

Date Application Received: _____ Application Fee Received: _____ Space Allocation #: _____

Payment Information: _____ Check (# _____) _____ Cash _____ Money Order/Cashier's Check

Electrical Needs: _____ Special Comments: _____

EXHIBITOR AGREEMENT

This agreement is entered into by the City of Davis and the Exhibitor/Vendor completing, signing and returning the application form. Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to the health, fire prevention, public safety, business licenses, and sales tax permits. In addition, the exhibitor agrees to the terms and conditions of the attached application policy and procedures. Exhibitor has read and understands the rules governing the participation in the annual Davis Senior Center Holiday Craft Affair, and understands that failure to comply with all stated rules and regulations may result in the denied participation in the City event with forfeiture of all event fees.

The Exhibitor hereby indemnifies and holds harmless the City of Davis, its agents, and employees, from any and all claims, causes of action suits, damages, injuries, and losses to any person or goods arising out of or connected in any way to said Exhibitor's participation in this event. For the purposes of this agreement, the term "participation" shall include, but not limited to, the delivery of equipment, merchandise, structures, and product to their designated location, the set up and display of any such structure and product, and the dismantling and removal of all such items from the area provided through the City of Davis for the event participation.

The Exhibitor hereby expressly assumes any risk of harm to the Exhibitors arising out of their participation and participation of other Exhibitors in the City of Davis Senior Center Holiday Craft Affair, including any risk resulting from the particular location of the space designated to them by the City of Davis. The Exhibitor hereby expressly assumes any risk for damages and/or stolen products as a result of said participation.

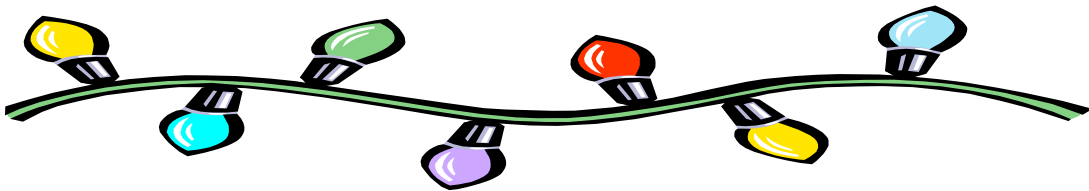
The Exhibitor further understands and agrees to the following rules of participation:

- To have present on the day of the event, my valid seller's permit or exemption
- To park in designated parking areas for Exhibitors
- To allow no pets, audio/visual equipment or alcoholic beverages
- To not exceed my assigned space size
- To not infringe on walkways and neighboring booth spaces
- To confirm with all stated refund policies
- AND to have a good time!

This Agreement shall be effective immediately upon execution and shall continue throughout the event period.

Exhibitor Signature

Date



Thank you for participating in the City of Davis Senior Center Holiday Craft Affair!
Good Luck with sales and have a great Holiday season!

**SWAP MEETS, FLEA MARKETS, OR
SPECIAL EVENTS CERTIFICATION**

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

Seller's permits can be obtained at any local Board of Equalization office at no cost to you. To find a Board office near you, call our Information Center at 800-400-7115 or check our website at www.boe.ca.gov. Permit applications can also be found online at www.boe.ca.gov/sutax/sutprograms.htm. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales - Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers - Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a Board approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (e.g., Avon, Tupperware).

Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.

1. EVENT INFORMATION

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME

MAILING ADDRESS (street number or P.O. box)

(city, state and zip code)

TELEPHONE NUMBER

()

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

3. STATUS — Check appropriate boxes, and provide requested information

- I hold a valid seller's permit. My number is: **S** _____
- No sales of tangible personal property are being made or solicited at this event.
- I am not required to hold a seller's permit because:
 - My retail product sales are not subject to tax My sales are exempt occasional sales
 - I sell on behalf of a section 6015 retailer _____

4. CERTIFICATION — Partners/additional sellers, complete a separate copy of this form

The above statements are certified to be correct to the best knowledge and belief of the undersigned.

NAME (typed or printed)

TITLE

SIGNATURE

DATE

