

**Rancho Arts and Crafts Fair  
Vendor Application  
Event Date: October 27, 2024**

**All new vendors must complete the application in FULL to be registered for the event.**

**Vendor Information:**

Name: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Selling or Social Media Sites:**

Website: \_\_\_\_\_

Instagram: \_\_\_\_\_

Facebook: \_\_\_\_\_

Etsy: \_\_\_\_\_

Other: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Provide a brief description of the work to be shown including media type(s) and a general description of the type of work to be displayed: **Note:** All work must be handmade by applying artist/crafter.

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## **Rancho Arts and Crafts Fair: Policies and Guidelines:**

- 1. Items to be Sold:** Items for sale or display are not to be mass-produced, manufactured and /or imported. They are to be hand-made or assembled by the vendor signing this application.
- 2. Organizer Liability:** The Rancho Arts and Crafts Fair Organizers are not responsible for or liable for damages including, but not limited to, loss suffered before, during or after the Rancho Arts and Crafts Fair as a result of the sale or display of the vendor's work, equipment, or materials.
- 3. Refunds:** Regrettably, refunds cannot be provided if the event is cancelled due to inclement weather as the permit fees, insurance, toilet rental, advertising and all other out-of-pocket costs for the event will have been paid by the organizers by the event date. If the event can be rescheduled and most expenses paid by the organizer can be applied to the rescheduled event, vendor fees will be applied towards the rescheduled event for any vendor who can attend. If a vendor is unable to attend the rescheduled event, a credit for the vendor fee minus administrative costs will be provided to the vendor to be applied to one of the next two future regularly scheduled events of their choosing.
- 4. Vendor Cancellations:** If a cancellation notice is provided by a vendor in writing within two weeks of the regularly scheduled event date, the vendor fee will be refunded minus a \$25.00 cancellation charge. No refund amount will be provided to vendors for cancellations within one week of the event unless the organizer is able to find a replacement vendor to take their space in which case the vendor fee will be refunded minus any administrative costs.
- 5. Vendor Area Requirements:**
  - a. Space allocations are to be made by the event organizers and are not subject to revision.
  - b. Setup time starts two hours prior to the published event start time. All vendors must be completely set up by no later than fifteen minutes prior to the published start time.
  - c. After the published end time of the event, vendors have one hour to break down their booth and remove all of their items from the area.
  - d. All vendors are responsible for removing trash from within the event grounds, even if they did not generate the trash, so please pitch in and after the event help to dispose of any trash in the area.
  - e. Restroom facilities are not available in the Bell Tower facility and/or City Hall facilities; therefore, vendors will have to use the portable toilet secured for the event and/or the restroom facilities in the adjacent Central Park.
  - f. Vendor booths must be staffed for the duration of the event. It is not acceptable to expect other vendors to watch your space for you if a break is required, however, as we are all working to support each other during this event, offering help to other vendors for such purposes is not expected or required, but is always appreciated.
  - g. The space provided to each vendor is 10' by 10'. Each vendor's canopy, tables, displays, and stored items must fit entirely within the 10'x10' space allocated. The only exception is that some items may be stored behind the canopy rear backdrop if the items do not exceed 24" in depth.
  - h. Each vendor must provide a 10' by 10', straight-legged pop-up canopy along with tables, seating, and any other items necessary to erect a complete display booth. Canopies are preferred to be white; however, blue and light gray are also acceptable if a white

canopy is not available. Any vendor who shows up without a canopy will be required to leave and will forfeit the attendance fee paid.

- i. Canopies are not allowed to have side or rear backdrops or shades as those will obscure the views of adjacent vendor booths. They are allowed to have display elements on the sides and rear if they are solely for the purpose of displaying items for sale, but they have to provide at least 50% transparency. We understand that some individuals feel they need shades to shield them or their products from the sun; however, we cannot make exceptions for some individuals without it creating a precedent that would be unfair to the remaining vendors who are also enduring the same conditions. We will, however, make every effort to place vendors who feel that sun exposure is a significant issue in booth locations of their choosing to minimize the effects of the sun orientation.
  - j. Each booth and the merchandise displayed must be well-organized and professional in appearance.
  - k. Signage advertising vendor's name can be provided on the canopy faces, but may not exceed four square feet in size (examples: 24'x24', 48'x12', 36'x16", etc.)
  - l. All storage, transport and personal items must be stored out of sight under tables or behind booth backdrops.
  - m. Power, lighting and internet service are NOT available for vendor areas.
  - n. All vendors agree to stay for the duration of the event. Any vendor who leaves early will not be allowed to participate in any future events we organize.
  - o. Vendors are to unload at a parking area close to the event and then must move their vehicles to a parking lot across the street. A map showing the layout of the space and parking areas is available on our website.
  - p. All work displayed must be "family appropriate." No obscene, illegal or inappropriate items may be displayed. Inappropriate items restricted from the event include, but are not limited to: Nudity, drug paraphernalia, depictions of sex or violence or political statements. Vendors may be asked to remove items that they deem inappropriate for the event at the Organizers' sole discretion.
  - q. All work must comply with copyright laws. Any registered brand names, logos, phrases, or other copyrighted material can only be displayed if the copyright owners' written approval has been granted to the vendor. The Organizers are to be held harmless and indemnified by the vendor for any and all actions resulting from any copyright violations by the vendor.
6. **Vendor Fee:** The vendor fee is **\$50.00** and will be invoiced via PayPal or similar online means. A Paypal account is not required to make payment. Checks or cash will not be accepted.
  7. **Payment:** Within ten days of receipt of a completed vendor application, vendors will receive via email an invoice for the vendor fee. Payment for the total amount will be due within ten (10) calendar days from the invoice date. Failure to pay within the specified time frame may lead to your application being voided and your space being assigned to another vendor.
  8. **No Shows:** A vendor that has not checked in by thirty minutes prior to the event start time will be considered a no-show. There are no refunds or credits given for no-shows. Vendors who fail to show up without giving proper notice may be excluded from all future events by the Organizers.
  9. **Publicity:** We strongly encourage all vendors to maintain an e-mail list of their customers and important contacts as well as their Facebook, Etsy, Nextdoor.com, Instagram and other social media pages and to promote your upcoming participation at each market since it will help grow your following and that of the market.

I have read and agree to all the rules and regulations of the Rancho Arts & Crafts Fair.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Upon completion, scan and email signed application to [info@rsmfair.com](mailto:info@rsmfair.com).