



**Santa Clara Senior Center  
2018 Craft Faire Application  
November 17, 2018  
9:00am – 2:00pm**

**2018 Santa Clara Senior Center Craft Faire  
Application Instructions**

Steps to follow:

1. Complete all three pages of the Craft Faire application.
2. Enclose payment in the form of cash, check, or credit card. Checks are payable to “City of Santa Clara”.
3. Submit application to Senior Center office. Senior Center office is open Monday-Friday 7:00am-7:00pm and Saturday 9:00am-11:30am. The City of Santa Clara observes Labor Day (9/3), Admissions Day (9/10), Columbus Day (10/8) and Veterans Day (11/12) as legal holidays and will be closed.
4. Requests for electricity will be accommodated on a first-come first-serve basis and confirmed with artist when booth assignment is made.

APPLICATION # \_\_\_\_\_ (& # \_\_\_\_\_ - only if purchasing two spaces)



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please print when filling out this application.

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

Last First

Company Name (if applicable): \_\_\_\_\_

Address \_\_\_\_\_  
 Number/Street City Zip

Phone: \_\_\_\_\_  
 Home Cell Work/Other

E-Mail \_\_\_\_\_ **Seller's Permit #:** \_\_\_\_\_

Please select one (1) category below which best describes the items you are applying to sell:

- |  |                                      |                                     |
|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Candles/Soaps/Lotions | <input type="checkbox"/> Ceramics    | <input type="checkbox"/> Jewelry    |
| <input type="checkbox"/> Textiles              | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Other/Misc |

Detailed description of items to be sold: \_\_\_\_\_  
 \_\_\_\_\_

Do you manufacture (make) your own product(s)?  Yes  No

Do you use prefabricated parts or materials in your end product(s)?  Yes  No

If Yes, please describe: \_\_\_\_\_

Number of **spaces** requested \_\_\_\_\_ (\$35 each) => Total fee of \$ \_\_\_\_\_

Number of **tables** requested \_\_\_\_\_ (\$10 each) => Total fee of \$ \_\_\_\_\_

Number of **chairs** requested \_\_\_\_\_ 2 maximum => No charge

**PAYMENT:** Craft Faire fees are enclosed

Craft Faire fees may be paid in the form of a check, money order or credit card. Please make checks payable to "City of Santa Clara".

I hereby authorize use of my  Master Card  Visa  Discover  AMEX

Print name as it appears on the card: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Continue on to the next page of this application.



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**Electricity** is not readily available at the Faire.

\_\_\_\_\_ It is not a problem. I don't need it. \_\_\_\_\_ Please contact me to discuss it.

If electricity is requested and my application is approved, I will need to plug in the following item:

1. \_\_\_\_\_  
Item Total amperage drawn

**•PARTICIPATION**

Applications are considered on a first-come, first-serve basis. Applications may be submitted via mail, FAX, or email using the information listed on the last page of this application. A limited number of spaces are available for rent. In order that we offer our consumers variety we limit the quantity of spaces sold to artists selling similar items. Once a category has reached capacity, applicants will be placed on a waiting list in the order in which their application was received. The Santa Clara Senior Center Craft Faire reserves the right to deny participation to any applicant.

Participation in a previous Faire does not guarantee acceptance into this year's event. Vendors must have exempt status or a valid Sellers Permit to participate in the Craft Faire and must provide the number to Staff prior to the date.

**•PAYMENT**

Payment is required at time application is submitted. Payment can be made in the form of cash, check, or credit card. If paying by check. Please make checks payable to the "City of Santa Clara".

**•BOOTHS/TABLES**

Booth fee includes an 8' x 3' space and a maximum of two chairs. An 8' x 3' table may be rented for an additional fee and will be available on a first-come, first-serve basis. The Faire will be held inside the Santa Clara Senior Center. Booths are typically located on level surfaces, however, please be prepared to accommodate uneven and sloped ground as well as different types of surfaces. Booth locations will be confirmed with artists prior to the event. Participation in a previous Faire does not guarantee the same booth location in future events.

**•ELECTRICITY/GENERATORS**

Electricity is not readily available. Requests for electricity are considered on a first-come, first-serve basis. The use of a generator is prohibited. Artists are to bring their own extension cords if needed. Extension cords are not available from Faire coordinators.

**•SET UP and TAKE DOWN**

Artists may set up their booths on Saturday morning beginning at 7:00am. All materials must be hand carried to your assigned booth. Handcarts will not be provided by the Faire. Booths need to be staffed and operational from 9:00am through 2:00pm on Saturday. The City of Santa Clara and the Santa Clara Senior Center are not responsible for personal items that are lost or stolen.

**•SAMPLING and PROMOTIONAL OPPORTUNITIES**

Sales and promotional opportunities must be made within the confines of your physical booth structure. It is not permissible to sell, promote, distribute, or sample wares/products and/or literature in any other areas of the Faire. Tables, chairs, and displays must be set up inside your booth space. Banners, signs, balloons, etc. must be affixed to your booth. It is not permissible to distribute any type of consumable samples (food and/or drink) at the Faire.

**•SUBLEASING YOUR BOOTH or TRANSFERRING PARTICIPATION**

Only the name or company listed on the application may participate in the Faire. Franchises must apply to participate separately by filling out a separate application. It is not permissible to display, promote, and/or distribute products or literature for any company, organization, or individual other than the one listed on the application. It is not permissible for an artist to sell, trade, transfer, share, or give away the right to participate in the Faire.

**•EXCLUSIVITY**

Exclusivity is not to be expected. It is highly probable that artists/companies offering similar products or services will participate in this event. Their booths may be located near or next to one another. While a concerted effort will be made to place the booths of like items apart, it cannot be guaranteed and refunds will not be offered if that occurs.

