



CITY OF PETALUMA
Parks & Recreation Department

320 N. McDowell Boulevard • Petaluma, CA • 94954 • Phone (707) 778-4380 • Fax (707) 778-4473

2008 HOLIDAY CRAFTS FAIRE REGISTRATION INFORMATION

Saturday, November 8, 2008 & Sunday, November 9, 2008.

Mail in registration begins on August 8, 2008.

In order for your entry form to be honored and to reserve a booth space, the following must be completed and all papers mailed to the Petaluma Parks & Recreation Department.

1. Holiday Crafts Faire Application, completed and signed.
2. A copy of Form BT-410D Seller's permit. Call the State Board of Equalization at (707) 576-2100 to obtain the free permit. Please call immediately to acquire a permit if you do not already have one.

The City of Petaluma must comply with Sections 6073 and 6073.1 of the California Revenue and Taxation Codes. Therefore, anyone wishing to participate in a crafts faire, special event, flea market or swap meet must have a Seller's Permit.

If you sell more than three of the same item, you will need a Seller's Permit.

3. Three current photos of the items you plan to sell. Please put your name and address on the back of the photos so we can return the pictures to you.
4. A check for full payment of \$180.00 made payable to the City of Petaluma/Crafts Faire. Please mail to: 320. N. McDowell Blvd., Petaluma, CA 94954, Attention Crafts Faire.
5. A raffle prize of \$10.00 minimum is required from each vendor the first day of your arrival. Please leave it at the check-in booth and a donation form will need to be filled out and attached to the prize. This is to defer the current operation costs and lack of an entrance fee to customers.

You will be notified of your setup time via your confirmation postcard. The assigned booth spaces will not be disclosed until the morning of setup. Applications will be accepted until all spaces have been filled.

Should you have any further questions, please contact Jan Mandrell at (707) 778-4380.

Thank you,

Jan Mandrell,
Supervisor,
Crafts Faire Coordinator



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2008 HOLIDAY CRAFTS FAIRE APPLICATION

Saturday, November 8, 2008 & Sunday, November 9, 2008.
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VENDOR INFORMATION

Business Name: _____ Contact Name: _____
Address: _____ City/State/Zip: _____
Home phone: _____ Business phone: _____
Cell phone: _____ E-mail: _____

Please describe items being sold and cost of each item: _____

BOOTH NEEDS

Booth Choice #: 1st Choice _____ 2nd Choice _____ 3rd Choice _____ (See attached map.)
Height of display: _____ (Maximum height is 8'.)
Equipment needs: Electricity (1-110v) _____ Wall space _____ 3x8 table _____ Two chairs _____ Other: _____

AGREEMENT & WAIVER

Your entry fee and seller's permit entitles you to an 8x7' space. As a crafter, you will receive: one 3x8' table, two chairs, and one 110 watt electricity outlet. All other display items (i.e. lattice, backdrops, racks, card tables) are to be supplied by the seller. Please be aware that 10x10' pop-ups are not allowed under any circumstances. If you bring a pop-up, you will not be permitted to use it. If you need to hang merchandise, you should request a wall space or bring a convertible structure of 8' wide x 7' deep x 8' tall. Structures outside these dimensions will not be accepted and you will not receive a refund or be moved to a different space. Please submit a drawing of your structure for approval prior acceptance into the Faire. Crafters must not exceed their 8x7' space allotted.

Two-day sellers have priority. If you are a one-day seller and space becomes available, we will put you on a waitlist and will contact you in the weeks prior to the Fair.

The Petaluma Parks & Recreation Department reserves the right to assign space locations and deny entries when deemed necessary for the benefit of the Crafts Faire, its participants and patrons. Spaces are available until sold. Please note that no-shows will be sold by 9:45am on Saturday.

It is agreed and understood that all merchandise displayed and offered for sale at the City of Petaluma Crafts Faire is hand-crafted and/or homemade. **No commercially manufactured, mass produced or secondhand items are to be sold.** If I violate the spirit of this agreement, no refund is expected and I may be excluded from future participation.

The undersigned agrees to hold harmless the City of Petaluma, its agents, officials, and employees from and against all actions, claims, damages, disabilities, or expenses or the loss of any property from the storage, display and moving of materials and equipment from the Petaluma Community Center.

All entries into the Crafts Faire are reviewed and accepted based on several criteria. Your booth will be determined based on facility layout and when application is received by mail. In addition to facility consideration (wall space, electricity, etc.), we will make every effort possible to try and accommodate your request.

Signature: _____ Date: _____

Office use only:
Date received: _____ Check #: _____ VISA/MC: _____ Cash: _____ Booth #: _____



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2008 HOLIDAY CRAFTS OCCASIONAL SELLER

If you are an occasional seller, please print your name, and sign and date to confirm that you are an occasional seller.

I, _____ am an occasional seller and do not have a seller's permit.

Signature: _____

Date: _____

The City of Petaluma, Parks & Recreation Department Presents...

HOLIDAY CRAFTS FAIR 2008

Saturday, November 8
10AM - 5PM

Sunday, November 9
10AM - 5PM

Beautiful & Unique Crafts for Sale
Entertainment ❄️ Food ❄️ Prizes

For more information please call (707) 778-4380.

Held at the Petaluma Community Center
320 N. McDowell Blvd.
Petaluma, CA 94954

Free
Admission!

