Santa Clara Senior Center
2014 Craft Faire Application
November 15, 2014
9:00am – 2:00pm

2014 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-4:30pm and Saturday 9:00-11:30am. The City of Santa Clara observes Labor Day (9/1), Admissions Day (9/9), Columbus Day (10/13) and Veterans Day (11/11) 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.

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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:

___ Candles/Soaps/Lotions ___ Ceramics ___ Jewelry
___ Textiles ___ Woodworking ___ Other/Misc

When submitting their application, artists are requested to include two (2) photos which are representative of the items intended to be sold. Photos will not be returned.

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 _____ ($25 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'x3' 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.

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•CRAFT FAIRERAFFLE

You may, but are not required to, donate one of your items which will be raffled to the patrons attending this event. Volunteers will pick up your donations and sell raffle tickets to our guests. Proceeds benefit Santa Clara seniors.

•PARKING

Parking lots both in front of and behind the Senior Center are intended for use by Faire patrons. Artists are encouraged to use free street parking which is available along Harrison, Monroe, Fremont, and Jefferson Streets.

•PETS

Pets are not permitted inside the Santa Clara Senior Center. Service animals are permitted.

•RETURN COMPLETED APPLICATIONS TO

ATTN: 2010 Craft Faire, Santa Clara Senior Center, 1303 Fremont Street, Santa Clara, CA 95050
Or 408/246-0176 FAX or custservsrcenter@santaclaraca.gov

•QUESTIONS

Jessica Carter, 408/615-3179 or jcarter@santaclaraca.gov

I, and those representing me, will abide by the above participation guidelines.

•LIABILITY AND ASSUMPTION OF RISK AGREEMENT

In CONSIDERATION of the acceptance of the application for entry into the activities listed on the application form above this agreement, I hereby WAIVE, RELEASE, and DISCHARGE, any and all claims for the damages for death, personal injury, or property damage which I may have, or which may hereafter accrue to me as a result of my participation in the said activities. This release is intended to discharge in advance the City of Santa Clara, City Council, its officers, agents, and employees, the Santa Clara Unified School District and the School Board, its officers, agents and employees from and against any and all liability arising out of or connected with my participation in the said classes or activities, even though that liability may arise out of NEGLIGENCE or CARELESSNESS, on the part of the persons or entities mentioned above.
I HAVE READ THE DESCRIPTION OF THE ACTIVITY FOR WHICH I HAVE APPLIED, AND I AM AWARE THAT THESE ACTIVITIES SUBJECT ME TO PHYSICAL RISKS AND DANGERS. NEVERTHELESS, I VOLUNTARILY AGREE TO ASSUME ANY AND ALL RISKS OF INJURY OR DEATH, AND TO RELEASE, DISCHARGE, AND HOLD HARMLESS ALL OF THE ENTITIES OR PERSONS MENTIONED ABOVE WHO, THROUGH NEGLIGENCE OR CARELESSNESS, MIGHT OTHERWISE BE LIABLE TO ME, OR MY HEIRS, PERSONAL REPRESENTATIVES, NEXT OF KIN, SPOUSE OR ASSIGNS.

It is understood and agreed that this waiver, release, and assumption of risk is to be binding on my HEIRS, PERSONAL REPRESENTATIVES, NEXT OF KIN, SPOUSE and ASSIGNS. I have carefully READ this Agreement and fully UNDERSTAND its content.

_____	_____
Signature	Date
_____	_____
Printed Name	Company name

Staff Use Only
Date Received_____ _____, 2014 Time _____AM/PM Staff Initials_____
Month Day

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