



30th Annual Loma Prieta Holiday Craft Faire

2023 VENDOR INFORMATION & RULES

Benefits C.T. English Middle School's Home & School Club

EVENT DATES:

December 2 & 3, 2023

EVENT HOURS:

Saturday 10:00 am – 5:00 pm

Sunday 10:00 am – 4:00 pm

LOCATION:

Loma Prieta Gym & Community Center
23800 Summit Road, Los Gatos, CA 95033

VENDOR FEE:

\$250.00 per booth for the whole weekend.

SPACES/BOOTHS:

Booths are 10' x 10' (and there is enough height in the gym to put up a standard canopy)

You and a fellow vendor can choose to share a booth.

Both vendors must submit an application requesting to share a booth. You must provide your partner's name on the application.

DISPLAY ITEMS:

Please provide your own display items, tables, chairs and (optional) canopy

VENDOR SETUP TIMES:

Friday, December 1 from 5 – 8 pm

Saturday, December 2 from 7:30 – 9:30 am

ELECTRICITY:

Since upgrades in 2014, all booths can get access to electrical drops, but you must limit use to 400 watts and provide your own extension cords and lights.

**Gaffer tape is the only type of tape that can be used on the gym floor to avoid damage.* Please note on your application if you have additional or unusual electrical requirements.

RULES:

1. All items must be hand-crafted by the artist! Items entirely pre-manufactured may not be sold.
2. Upon prior approval by the jury committee, artists may share a full booth with another artist. Both artists must submit applications independently and indicate their desire to share the booth with each other.
3. Artists who have never attended this faire before, must send either .jpg files or photographs of your work and a description or illustration of your booth setup to lomaprietacraftfaire@ctehsc.org. Alternatively, you

3. continued... can send a link to your website or your etsy, facebook, or Instagram presence. Please contact us with any questions.

4. Vendors who have participated in any of the last three shows will have first priority to apply. Acceptance will be based on a "first come first serve" basis before the deadline of October 11th, with postmarks saved for verification. There are a total of 40 full booths. We try to keep a variety of artists rather than have a majority in one category. Your application may be denied if other vendors with seniority in your category have applied.

5. You may not disassemble your booth early, arrive after opening, or leave before closing.

6. All vendors are responsible for filling out and submitting Form BOE-410-D to the Board of Equalization according to their instructions.
<https://www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf>

7. You are not confirmed in this craft faire unless you receive an acceptance email by mid-October.

REGISTRATION APPLICATIONS DUE:

Postmarked by October 11th, 2023.

CANCELLATION POLICY:

Before October 17, 2023 - Full refund

Before November 1, 2023 - 50% refund*

After November 1, 2023 - NO REFUND*

* If we have to cancel the event due to Covid 19 restrictions, a full refund will be given.

PLEASE INCLUDE THESE 3 ITEMS:

- Vendor Registration & Application form completed and signed.
- A photocopy of your sellers permit or copy of your BOE-410-D form completed and signed.
- A personal/business check or money order made out to C.T. English Home & School Club, postdated for October 11, 2023.

MAIL APPLICATION, FORM & CHECK TO:

2023 Holiday Craft Faire Vendor Applications
C.T. English Home & School Club
23800 Summit Road
Los Gatos, CA 95033

CONTACT US:

E-mail: LomaPrietaHolidayCraftFaire@CTEHSC.org
<https://www.ctehsc.org/fundraising/holiday-craft-faire>