

Santa Clara City Library Foundation and Friends
2014 Craft Faire Application
December 6, 2014
10:00am – 4:00pm

2014 Santa Clara City Library Craft Faire
Application Instructions

Steps to follow:

1. Complete all three pages of the Craft Faire application.
2. Enclose payment in the form of a check, cash or money order. Checks are payable to “Santa Clara City Library Foundation and Friends”.
3. Submit application to Foundation office at Santa Clara City Library, 2635 Homestead Rd., Santa Clara, CA 95051.
4. The Library Foundation will e-mail an acceptance or rejection that in most cases will be sent within 10 days of application being submitted.
5. An artist’s booth location is selected by Faire representatives and confirmed with artists no later than 10 days prior to Faire.
6. Requests for electricity will be accommodated on a first-come, first-serve basis and confirmed with artist when booth assignment is made.
7. **Note: There is absolutely no Food allowed in the Library.**

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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 an 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 with tables** requested _____ (Minimum donation \$25 each space) 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, cash, or money order. Please make checks payable to "Santa Clara City Library Foundation and Friends".

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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 or in person 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 City Library Foundation 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.

•PAYMENT

Payment is required at time application is submitted. Payment can be made in the form of check, cash or money order. If paying by check, please make checks payable to the "Santa Clara City Library Foundation and Friends".

•BOOTHS/TABLES

Booth fee includes a 5' x 5' space, one table and a maximum of two chairs. The Faire will be held inside the Santa Clara City Library. 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 8:00a.m. Please come to the short-term parking lot at the front of the Library and you can unload. 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 10:00am through 4:00pm on Saturday. **The City of Santa Clara and the Santa Clara City Library 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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•PARKING

Parking lots at the Santa Clara City Library are intended for use by Faire visitors. Artists are encouraged to use street parking available along Homestead Road.

•PETS

Pets are not permitted inside the Santa Clara City Library. Service animals are permitted.

•RETURN COMPLETED APPLICATIONS TO

ATTN: 2013 Craft Faire, Santa Clara City Library Foundation and Friends, 2635 Homestead Road, Santa Clara, CA 95051

•QUESTIONS

Please call the Santa Clara City Library Foundation office and leave a message at (408) 615-2988 or holidaycraftfaire@yahoo.com

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, The Santa Clara City Library, The Santa Clara City Library Foundation and Friends, City Council, 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	