

BOOTH POLICIES

The 10' X 10' Booths will be located in the Auditorium, Gym, Social and/or Dance room at the Cameron Park Community Center. Each space will have a number/letter. A map will be posted for set up and on the day of the event – please check the map to see what number/letter and location of your space is. Additional space may be outside once indoor space is filled and weather permits.

EXHIBITORS will be allowed to set up the day before – Friday – November 22nd from 3:00 – 7:00 PM. **** IF YOU PLAN TO DO THIS PLEASE INDICATE ON REGISTRATION FORM**, or the morning of the event beginning at 7:00 am. The EXHIBITOR – agrees to have a booth set up by 8:45 am. The EXHIBITOR also agrees to keep his/her display set up until the end of the scheduled event day – 3 pm. No vehicles will be allowed past the barriers prior to this time.

RENTAL CHARGE – The EXHIBITOR agrees to pay the PRODUCER the prescribed amount indicated in the registration form of this agreement. Those charges will be applied upon the execution of this agreement. In the event the EXHIBITOR must cancel his/her appearance for any reason less than 30 days prior to the scheduled days of the event all monies pursuant to the contract may be retained by the PRODUCER.

FOOD HANDLERS PERMIT: – **All vendors selling or providing food must have a valid special event food facility permit** issued from the **County of El Dorado**. Name, address and phone numbers of all accepted food vendors and the types of food proposed to be sold will be sent to the Cameron Park CSD with the correct paperwork downloaded from the EDCEMD website – **fees paid to EDCEMD will need to be included with documents with this application. If this information is not submitted with the application then you will not be allowed into the event**. The Health Department will answer any questions regarding the Special Event Food Handlers Permit and requirements necessary to participate as a food vendor in the Christmas Craft Faire Event. El Dorado County Environmental Management Department at (530) 621-5300.

ETHICS – The PRODUCER seeks to operate an ethical event that will inspire confidence of all involved, customer and exhibitor alike. The PRODUCER reserves the right to approve all installations, exhibits, and merchandise, and further reserves the right to require removal from the event any and all items deemed to be in poor taste, unsuitable or of inferior quality.

LIABILITY – The EXHIBITOR does hereby release the CAMERON PARK COMMUNITY SERVICES DISTRICT, of liability in connection with any damage to EXHIBITORS person and /or anyone operating EXHIBITORS space, merchandise and/or personal property due to fire, theft, breakage, acts of God, or any kind of public disorder or disturbance during the day of the event.

RESTRICTION OF SUBLETTING – The permits to exhibit at the event are a personal privilege and right granted to the EXHIBITOR based on their application. This contract and the rental space agreed to be rented shall not be assigned, transferred, or sublet without the permission and approval of the PRODUCER. Any such unapproved transfer, substitution, assignment or subletting is VOID.

SPACE MAINTENANCE – At all times the EXHIBITOR will confine his/her display of items – be it merchandise, food, pamphlets, etc. within the area of his/her space marked. At all times the EXHIBITOR is responsible for proper disposal of trash or waste. At the end of the event hours all trash, cartons, paper, etc. will be placed in designated dumpsters. **NO DOGS ARE ALLOWED IN THE EXHIBITORS SPACE.**

SELLER'S PERMIT – **All Vendors must have a valid California Seller's Permit** or resale number. This needs to be posted at the booth. The Seller's Permit is easy to get, and it's free. Temporary one-day or regular permit is accepted. Please direct seller's permit questions to your nearest Board of Equalization (800-432-2829). **All applications not listing a seller's permit number will be returned. All licenses are the responsibility of the vendors.**

SALES TAX – Crafter's resale card must be on file with the PRODUCER for each EXHIBITOR. This resale number is issued by your local State Board of Equalization office. Crafters – you **must** have this number to participate.

**State Board of Equalization
Phone # (916) 227-6700/ or (800) 432-2829, fax # (916) 227-1883
3321 Power Inn Road, Suite 210
Sacramento, Ca. 95826**

The Google registration form with **full payment** must be completed/signed by or prior to the Apply by date of the scheduled event, to secure a space. Producer will limit the number of vendors in specific categories – ie: jewelry. All space assignments will be based on order of google form received WITH fees already paid. Applications after this day will be first come, first serve basis only if space allows.

Registration fees payable to:

**Cameron Park Community Services District (CPCSD)
2502 Country Club Drive
Cameron Park, CA. 95682**

Checks/Cash are accepted at the address above
Credit/Debit cards can register through our registration website.

Again, thank you for your participation.

Event Vendor Checklist

Do you have everything you need to complete your Christmas Craft Faire Application?

- Go to cameronpark.org under the Recreation tab > Special Events > Christmas Craft Faire tab and click the registration link.
- Register for the event. Payment is required immediately.
 - If you would like to pay in-person with a check or cash, you may visit the front office at 2502 Country Club Drive.
 - Make sure you have downloaded the GoogleForm and event packet.
- Fill out the GoogleForm immediately after payment. You need to submit both payment and application in order to complete the registration process. Reminder, spaces are on a first come first serve basis and assigned only after payment.
 - Have a picture of your product ready to upload.
 - Have all necessary permits and documents ready to upload. You need these documents to complete your application.
 - You will want to look in the event packet to find the facility maps for booth numbers/letters. You will be asked to rank your booth choices.
- Submit the Google Form application. Incomplete forms will be rejected.
- If there is a problem with your application or more information is needed, you will be reached via email by the CSD Recreation Department.
- Once we have **reached event capacity**, you will receive an email from the CSD Recreation Department with your booth number.