



Sacred Heart Women's Club HOLLY DAYS ARTISAN FAIRE ~ 2022 Helpful Information ~



November 11 (Friday) 9 am - 5 pm ☆ November 12 (Saturday) 9 am - 5 pm

Artisan Faire location - Sacred Heart Church
Geary Hall and Courtyard Pavilion
13716 Saratoga Avenue
Saratoga, CA 95070

Vendor Contact - Shelly Pearce
boutique@sacredheartsaratoga.org
(408) 685-1186

Event Obligations:

• Fees:			
	Electricity to booth	\$ 10	Table Rental – (8ft) \$ 15
	Booth (8 x 10)	\$110	Food Vendor Permit \$ 99
• Submission of 10% commission based on total gross sales within 3 days of event close.			

Schedule:

<u>Thursday, November 10</u>	<u>Friday, November 11</u>	<u>Saturday, November 12</u>
- Vendor set up 10 am to 6 pm	- Open to vendors 7 am	- Open to vendors 8 am
	- Vendor meeting 8:30 am	- Open to customers 9 am
	- Open to customers 9 am	- Close 5 pm
	- Close 5 pm	- Vendor take down/ Clean up ends 6 pm

Vendor Selection:

- Vendors are accepted based on originality, quality, and presentation. Note that resale items are not allowed.
- Applicants will be notified of the committee's decision in mid-August.
- Applications will continue to be accepted until the Faire is full, however table and electrical availability are on a first-come-first-served basis.
- The California State Board of Equalization law requires that each vendor possess a current seller's permit. There is no fee for the permit. For more information visit: <http://www.boe.ca.gov/info/reg.htm>

Booth Information:

- Vendors supply all necessary items for display including tables, extension cords and tablecloth.
- Tables may be rented for \$15 (8ft).
- Booths w/electricity are limited and on first-come, first serve basis
- Vendors supply their own packing materials.
- Pop-ups are not allowed inside Geary Hall. There is a 6ft height limit on shelving and booth walls.
- Booths must be staffed throughout the event. Volunteers will be available for breaks.
- *Food vendors will be contacted about any necessary forms and/or permit requirements.*
- *Food vendors need to comply with SCC Health Dept. Food Sampling guidelines.*

Cashiering / Commission:

- Vendors are responsible for their own payment transactions.
- Vendors shall reconcile the 10% commission fee with the Faire cashier team and provide commission payment prior to departure or no later than 3 days after the close of the event.

Set up:

Thursday, Nov. 10 10-6pm

- If you are unable to set-up during the specified time please contact Shelly.

Clean up:

Saturday, Nov. 12 5-6:30pm

- Please pack up all of your items before moving your car to the loading areas.
- Please respect the clean up time schedule.

Arrival/Entrance:

- Check in with the Vendor Chair to receive your Welcome Packet including booth number/location
- Once unloaded, immediately move your vehicle to designated vendor parking areas
- Volunteers will be available to help unload and direct you to your assigned space.
- A mandatory Vendor Meeting is at 8:30 am on Friday the 11th.

Hospitality:

- Delicious food from our Café will be available for pre-ordering and purchase on Friday and Saturday.
- Volunteers will be available to staff booths for vendor breaks.

Other Important Information:

- Alcoholic beverages are not allowed on the premises at any time.
- Special orders generated at event shall be paid for at time of order at the event.
- Sacred Heart Church and grounds is a non-smoking campus.
- Security is provided Thursday and Friday evenings until event opening.

The Legal Stuff:

- Neither the Women's Club nor the Venue shall be liable to vendor, its employees, representatives or agents, for personal injury or property damage or loss of any kind arising out of or in conjunction with the event.
- The Sacred Heart Catholic Women's Club and Sacred Heart Church are not responsible for lost, damaged, or stolen merchandise before, during or after the boutique

***~We look forward to your participation in this year's
Holly Days Artisan Faire!!***

