



Sacred Heart Women's Club HOLLY DAYS ARTISAN FAIRE ~ 2024 Helpful Information ~



November 8 (Friday) 9 am - 4 pm ☆ November 9 (Saturday) 9 am - 4 pm

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

Vendor Contact - Katherine Lambert
katherinelambert2@gmail.com

(408) 218-1407

Event Obligations:

• Fees:	Electricity to booth \$ 10	Table Rental – 1 only (8ft) \$ 15	
	Booth (8'wide x 10'deep) \$110	Food Vendor Permit \$ 125	
• Submission of 10% commission based on total gross sales within 3 days of event close.			

Schedule:

<u>Thursday, November 7</u>	<u>Friday, November 8</u>	<u>Saturday, November 9</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 4 pm
	- Close 4 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 by email 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 tablecloths.
- A table may be rented for \$15 (8ft).
- The booth is 8" wide by 10" deep. We recommend a horseshoe layout with customers walking into your booth area. This will keep aisles open and customers able to spend more time looking at your merchandise.
- 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 or the tent. 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 by 3 days after the close of the event.

Set Up:

Thursday, Nov. 7, 10-6pm

- If you arrive early, you will only be allowed to set up when our venue is ready. If you are unable to set-up during the specified time please contact Kathy.

Clean Up:

Saturday, Nov. 9, 4-6pm

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

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 8th.

Hospitality:

- Delicious food from our Café will be available both days. Vendors can pre-order Thursday between 12 and 6pm.
- 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.
- Sacred Heart Church and grounds is a non-smoking campus.
- Security is provided from 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!!***

