City of Arcata
Recreation Division
14th Annual Holiday Craft Market

Dear Artists:
Arcata Recreation's Annual Holiday Craft Market will be held on Saturday, December 14th from 10am – 5pm and Sunday, December 15th from 10am – 4pm.The market will take place at the Arcata Community Center, 321 Martin Luther King Jr. Way, Arcata. This important event is a fundraiser for the Youth Development Scholarship Fund, which supports the youth in our community by subsidizing the fees for our Recreation programs. All booth fees collected from vendors and donations collected at the door go towards the scholarship fund.

Registration:
Pre-registration is required for this event. Open registration begins on Monday, August 5th and runs through Monday, October 28th. To register, complete the attached registration packet and return it to the Recreation Division office at 736 F St., Arcata. **Registration deadline is Monday, October 28th. All fees are due upon registration and are non-refundable**. Please have all paperwork completed upon registration. Registration is on a **first-come first- served basis** however, this is a juried event. See the guidelines below for more information.

Guidelines/Review Process:
The market is limited to your original **craftwork**. All work exhibited must be original artwork produced by the artist/exhibitor. Work which has been produced with commercial kits, molds, patterns, plans, prefabricated forms or other commercial methods is not permitted. **Artists/exhibitors must provide photos of their work at the time of registration**. The Arcata Recreation Division reserves the right to determine if your craft meets the product standards for the Craft Market. If in our judgment, items appear to not meet the standards, your application and registration fees will be returned. We hope to make this a successful event for all of our vendors and so, we try to bring in a variety of merchandise for the market. For this reason, during the jury process some vendors may be turned away.

Fees:
Booth Space: $120.00 **End Booths:** $135.00 (11,17,18,24,25,29,30,34)
Event Business License: $21 (if you do not already have an Arcata Business License)

Booth Space:
Booth space is approximately 10' X 10'. Tables (6'x 30") and chairs are provided (if needed). A diagram is enclosed to help you select your desired booth space. Please indicate your 1st, 2nd and 3rd choice. If you are supplying your own table, indicate that on the application. Each participant is responsible for all necessary equipment required for setting up, breaking down and operating the booth. Electrical access is limited and only available in those spaces indicated on the map. Electrical cords will not be allowed across the aisle. Participants needing power must provide their own extension cords and painters tape to secure the cords to the floor. (Duct tape is not allowed).

Event Business License- City of Arcata requires a business license for all revenue providing operations. An application is enclosed in this packet. The license is required and must be purchased upon submittal of the registration application. As noted on the application, if you hold an annual license with the city, you need not pay the $20 fee. However, you must include your tax certificate number in the space provided.

Sellers Permit- You are required to have a California Seller's Permit prior to participating in the Holiday Craft Market. If you hold a current sellers permit please include your California Resale # on the enclosed form. Applications may be downloaded from our website. It may take several weeks to obtain a Seller's permit number, apply early!

Once your application has been received you will receive a confirmation. Approximately two weeks prior to the event, participants will receive further information on set-up times and directions in the mail.

Contact the Arcata Recreation Division at **822-7091** for more information
Or contact me, Cameron Mull at cmull@cityofarcata.org

City of Arcata

Recreation Division

Holiday Craft Market 2013 Application

***Name*_____**

Business Name_____

Mailing Address_____

City Zip

***Phone:*_____ *E-mail*_____**

Day Evening

***Description of craft items:*_____**

_____

_____

Booth/set up description:_____

_____

Booth Choice: 1st____ 2nd____ 3rd____(see diagram) Number of booths_____

Do you need a table? Yes___ No___ Do you need chairs? If yes, how many?_____

Electricity: Yes_____ No_____ (**Electricity is only provided in those spaces indicated. Check map for outlet locations**)

WAIVER & RELEASE FOR PARTICIPATION AS A VENDOR IN THE

HOLIDAY CRAFT MARKET

In consideration for being permitted by the above city to participate in the above activity, I hereby waive, release, discharge any and all claims for damages for personal injury, death, or property damage which I may hereafter accrue as a result of my participation in said activity. This release is intended to discharge, in advance, the above city (its officers, employees, and agents) from and against any and all liability, even though that liability may arise out of negligence or carelessness on the part of said city (or its officers, employees or agents).

I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity; that serious accidents occasionally occur during the above activity; and that participants in the above activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof. Knowing the risk involved, nevertheless, I have voluntarily applied to participate in said activity, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the above city (its officers, employees, and agents) who through negligence, carelessness, or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release, and assumption of risks is to be binding on my heirs and assigns.

I further agree to indemnify and to hold the above city (its officers, employees and agents) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

I have carefully read this agreement, waiver, and release and fully understand its contents. I am aware that this is a release of liability and a contract between myself and the above city, and I sign it of my own free will.

X_____ _____

Signature Date

Office Use Only: Booth Space#_____ Receipt# _____Seller Permit #_____

Business License: Purchased with application_____ or has annual on file #_____

CITY USE ONLY
License Number:_____
Issue Date: _____
Expiration Date: _____
State Business Code: _____

CITY OF ARCATA
736 F STREET
ARCATA, CA 95521

Booth Sales Business License Information and Application
(To be completed by all applicants)

Name of Event: **Holiday Craft Market 2013**
Date of Event: **December 14th & 15th, 2013**

Please complete and return this and other application materials with payment to the **Arcata Recreation Division. Applications will not be accepted through the Finance Department,**

GENERAL INFORMATION:

Name of Business: _____

Mailing Address:_____

_____

Owner's Name:_____ Phone #:_____

Address:(if different)_____

Ownership Type: Sole Proprietorship _____ Partnership _____ Corporation _____

Local Phone & Contact Person:_____

Type of Business:_____

Social Security #: _____ Federal ID #: _____

State ID #: _____ **CALIFORNIA RESALE #:** _____

NOTE: Failure to provide a California Resale Number (if your product is taxable in the State of California) may result in a Business License not being issued and your removal from the event.

FEES: $21.00 per booth per event AMOUNT PAID:_____

NOTE: If you have an annual Business Tax Certificate, you need not pay the $21.00. Write in your Tax Certificate #:_____

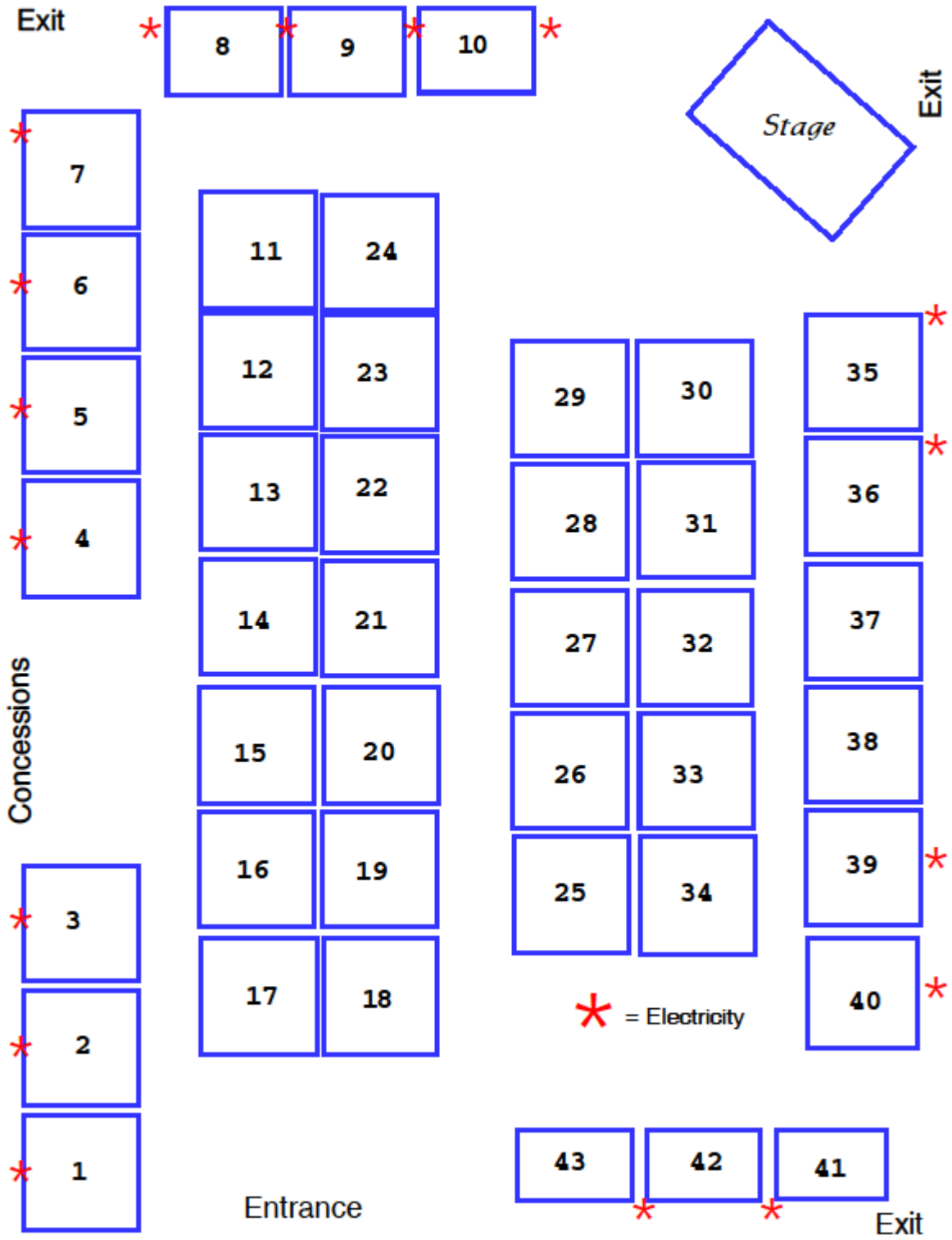
****FEES ARE WAIVED WITH PROOF OF NON-PROFIT STATUS****

CERTIFICATION

Please note that issuance of a business license does not in any manner excuse compliance with any applicable state, county or municipal laws or regulations. The purpose of the business license tax is solely to raise money for municipal purposes and is not intended for regulation.

I hereby certify under penalty of perjury that the above information is true and correct.

Date:_____ Signed: _____ Title: _____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