

Dear Vendor,

Glendora Village Chalk Festival would like to invite you to participate in our 2nd Chalk Festival Craft Fair. This event will be held in the parking lot between Southland Properties and the Village Eatery during the Glendora Village Chalk Festival Saturday, April 27, 2019 from 10 am – 4 pm. We are seeking a diversified show of art and craft vendors offering high quality, unique, handcrafted items including apparel, jewelry, home decors and much more. In order to ensure that your items are not in competition with other vendors, it is important that you email at least 5-10 high-quality photographs of your crafts. We will also be sharing your photos on social media to promote the event.

APPLICATION FOR GLENDORA VILLAGE CHALK FESTIVAL CRAFT FAIR

Questions? Contact Chelsea at 626-335-7937 or thecolorbuffet@gmail.com

NAME: _____ HEARD ABOUT US WHERE? _____

BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE _____ ZIP _____

EMAIL: _____ #OF SPACES _____

BUSINESS WEBSITE : _____

BUSINESS SOCIAL MEDIA : _____

FEES:

Artisans/Crafter Fee \$ 40.00 (does not include one day special business license) with a early registration discount of \$30.00 if you sign up before April 1st

EXHIBITOR GUIDELINES

1. Display area – 10" x 10" square to suit an easy up and one to two tables with space to walk around.
2. Set-up begins at 9:00 am.
3. Breakdown begins at 4:00 pm sharp. No early breakdowns will be allowed. Anyone doing so will not be permitted to return.
4. Participants are to provide their own tables and chairs. We can provide a table for \$10 additional fee.
5. There is no overhead electricity or special lighting. Electricity for your table must be provided by the vendor.
6. The exhibitor is responsible for maintaining the cleanliness of his or her display. Please clean up and remove all trash at the end of the event.
7. We CANNOT guarantee the location of your space, but we can assure you that you will be placed in accordance to your products to assist with your sales. All spots are good & if you have any concerns please contact us.

8. DESCRIPTION OF YOUR PRODUCTS:

PAYMENT: Please mail or deliver your application and payment to The Color Buffet 125 N. Glendora Ave. Glendora, CA 91741 or thecolorbuffet@gmail.com. Payment can be made by check to City of Glendora or with cash.

ONE DAY BUSINESS LICENSE:

If you already have a business license with the City of Glendora, nothing else is needed – if you do not, then you will need to complete the application. All of our business licenses are now processed online and can be accessed

at: <https://glendora.hdlgov.com/Apply/GettingStarted/BusinessLicense>. Application must be completed by Wednesday, April 15, 2019.

- When you start you will enter 1 Day License / Special Event
- Info needed:
 - o Legal and DBA Business name
 - o Mail Address
 - o Business Description – Enter – Vendor at Glendora Chalk Festival Craft Fair
 - o Ownership Type
 - o Employee Count
 - o Estimate Annual sales income
 - o Start Date in Glendora – April 27, 2019 / Rain Date - May 4, 2019
 - o Business Phone
 - o Email Address
 - o Sales Tax Resale #
 - o Owner Name, Address and Phone
 - o Federal ID# or SSN

So again, if you already have a license in the City of Glendora, you don't need any of this info or to pay. If you do not then all the above is needed and the one day business license is \$29.

RESERVATION CONFIRMATION: Reservations are not complete or confirmed until the space has been paid in full, application received, and City of Glendora Business License is received. After payment has been received, Top Billing Entertainment will send a confirmation email with details about your reservation.

ALL PAYMENTS ARE FINAL: No refunds will be given.

LIABILITY: Vendor certifies it holds adequate liability insurance to cover any occurrences resulting in damage or injury. Vendor agrees to indemnify and hold harmless the City of Glendora, Glendora Village, their employees, and agents from any and all claims, actions, and judgments, including all cost of attorney fees.

ADDITIONAL INFORMATION: Volunteers will be on site to help you find your space. However, you are responsible for set up and tear down of your space. Each vendor is responsible for their own property.

PHOTOS: By participating, you allow the City of Glendora and the Glendora Village to use your likeness in any photos and videos taken at the event for use in promotion without limitation.

I, the undersigned, have read and agree to comply with all rules, regulations, and guidelines, terms and agreements set forth by the Village of Glendora Chalk Festival Committee.

SIGNATURE: _____ DATE: _____