

Cole Valley Fair

Presented and produced by

Cole Valley Improvement Association (CVIA)

P.O. Box 170611, San Francisco, CA 94117

Phone: (415) 564-9416 Email: colevalleyfair@gmail.com

APPLICATION FOR VENDOR SPACE

Sunday, September 21, 2008 10 a.m. - 5 p.m.

DEADLINE for applications is July 1st

General Information

Name of Vendor or Organization: _____

Authorized Representative: _____

Mailing Address: _____

Phone: (Day) _____ (Night) _____ (Cell) _____

Email: _____ Web site: _____

Returning vendor? (list years) _____ Cole Valley Resident? ___ Booth location preference: _____

Art & Craft Booth Cost: \$175. / 10 X 10 space

Description of Artwork _____

Price range of merchandise: _____

Everyone renting booth space for displaying and selling merchandise at the Cole Valley Fair must comply with these rules:

- The overwhelming majority of the merchandise for sale at the booth must be handcrafted by the person renting the booth space.
- **Three photographs** showing the merchandise to be sold at the booth must be submitted with this application unless already on file.
- Vendors must allow for quick inspections of their merchandise on the day of the Fair.

Food Booth Cost: / 10 X 10 space

\$225 (pre-packaged food) / \$250 (prepared on-site)

Description of Food _____

Food concessions must meet all Health Department requirements!

GUIDELINES AND AGREEMENT

- ◆ You will receive an email confirmation of your application receipt within two weeks of when it is received.
- ◆ This is a juried Fair. Preference will be given to vendors with unique items, returning artists, and Cole Valley residents. You will be notified via email no later than July 15 if you are accepted. You will be notified of booth locations by late August.
- ◆ Booth spaces are 10 x 10 ft. Vendors will provide their own tables, chairs and displays. We do not provide electricity.
- ◆ If you need to rent a canopy for your booth, contact Michael at Cover Your Act at (650) 726-3740. They set up for you and tear down after the Fair.
- ◆ Vendors are responsible for the safety of themselves, their customers, and their merchandise within the rented space—please take this into consideration when constructing your booth.
- ◆ Set up is between 7am and 9:30am the morning of the Fair. Vendors may drive up to their space to unload, but must move their cars by 8:30 am. No cars will be allowed on the street after 8:30am!
- ◆ The Fair begins at 10am and ends promptly at 5:00pm. Please do not start breaking down before 5pm. Clean-up begins immediately after the Fair.
 - ◆ Concession space is not transferable nor may it be subdivided without prior agreement of the Cole Valley Fair Committee.
 - ◆ Refunds: A 50% refund will be refunded if an exhibitor withdraws by August 10, 2007.
 - ◆ The Cole Valley Fair Committee reserves the right to refuse space or close any booth, sales, or displays deemed detrimental to the success of the Fair or in violation of local or Fair ordinances. No money will be refunded in the event of a cancellation.

DEADLINE for applications is July 1, 2007. Your check will be returned if you are not accepted. Late applications, with a check, will be considered if there are cancellations.

Please make checks payable to CVIA and mail completed applications with a check to:
Cole Valley Fair, P.O. Box 170611, San Francisco, CA 94117

Questions? Please contact (415) 317-2074 or email colevalleyfair@gmail.com.

I have read all the conditions and policies of the Cole Valley Fair as outlined in this application, and agree to these conditions.

Signature of Authorized Representative

Date