



Application Mailing Address: Fresno State Vintage Days

Attn: Crafts Faire

5280 N. Jackson Ave., M/S SU36

Fresno, CA 93740-8023

Vintage Days Crafts Faire Regulations

April 25, 2014 • 10am – 6pm

April 26 & 27, 2014 • 10am – 5pm

559.278.2741

www.fresnostate.edu/craftsfaire

vintagecraftsfaire@gmail.com

Application

Complete the application in full and read all terms and conditions. Be sure to include the required description and photos, if applicable; note that photos will **not** be returned. Sign the application, keep a copy for your records, and mail the original with your non-refundable application fee to the address listed above. *Do not send booth fees; fees will be collected if accepted.*

Product Requirements

- All products must be handmade or embellished in the United States or Canada by the applicant using original and creative designs. NO COMMERCIAL, MASS-PRODUCED, MANUFACTURED, OR IMPORTED products are allowed.
- The artist must be present at the Crafts Faire.
- Only items listed on the application and approved may be sold. You will be asked to remove any items from your booth that were not juried and approved. Failure to comply will result in being asked to leave the Faire.

Booth Size & Placement

All booths are 12 feet deep x 10 feet wide. Booth assignments will be made after jurying, exhibitor acceptance, and as booth fees are paid. Note: This is an outdoor event. Prepare your booth accordingly. *No refunds will be given due to rain.*

A limited number of corner and double corner spaces are available for an additional \$75 or \$125 respectively. Indicate your request for a corner or double corner space on the application.

First Time Exhibitor

To encourage new exhibitors at Vintage Days, a first time discount of \$50 is given to accepted new exhibitors.

Recruit an Exhibitor

To encourage our longstanding exhibitors to recruit new exhibitors for Vintage Days, a discount of \$50 for each exhibitor recruited is given. To be eligible for the discount, the recruited exhibitor must be a new to the Faire, list the name of the exhibitor recruited by on the application, and be accepted. The discount of \$50 is applied to the booth fees for the following year; maximum discount of \$250.

Gourmet Food Exhibitors

Only pre-packaged foods are allowed; single servings intended for on-site consumption are not allowed. If accepted, gourmet food exhibitors are required to complete the Fresno County Community Event Food Vendor application and pay the associated \$47 fee.

Security

Overnight security will be present; however, Fresno State and Vintage Days will not be responsible for lost, stolen, damaged, or misplaced items. We encourage all exhibitors to remove items of value from their booth each night.

Confirmation

After all applications have been juried, all exhibitors will receive an email of acceptance or non-acceptance. Booth fees must be received no later than two (2) weeks after notification is sent.

Cancellation Policy

A processing fee will be assessed for all exhibitors who withdraw from the Faire. Cancellations six (6) weeks prior will be assessed a \$50 fee; four (4) weeks prior will be assessed an \$85 fee; less than four (4) weeks prior to the Faire will forfeit all application and booth fees.

Generators/Electricity

Generators are prohibited and may not be used. Failure to comply will result in being asked to leave the Faire. A limited number of spaces with access to electrical outlets are available. Spaces are given to those that require electricity for the products sold and not for aesthetic purposes or to power technology (i.e. laptops, credit cards machines, etc.)

Pets

Pets or animals of any type, other than service dogs, are not allowed at the Faire

Parking

Exhibitors will be issued a parking pass by Vintage Days. Passes must be displayed on vehicle dashboards at all times. Exhibitors wishing to park overnight in a motor home, trailer, van, or other vehicle in campus parking lots are required to pay a \$10 fee per night to the University Parking & Transportation Office. Exhibitors are responsible for making these arrangements by calling 559.278.2950. Disabled parking stalls and red zones will be enforced by campus police. Metered parking is enforced during the weekdays and relaxed during the weekend. Parking in all other lots will be relaxed Friday through Sunday.

Application Checklist

To be submitted no later than January 31, 2014

- ✓ Read entire application packet and complete required portions on pages 3 & 4
- ✓ Complete the product description and pricing on page 4 – ALL APPLICANTS
- ✓ Submit 5 photos as listed on page 4 – NEW APPLICANTS & 2013 EXHIBITORS WITH NEW PRODUCTS
- ✓ Include \$15 non-refundable application fee; payable by check or money order to *Fresno State Vintage Days*



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Vintage Days Crafts Faire Liability Insurance

According to Executive Order 829, the California State University Office of the Chancellor requires all exhibitors to show evidence of adequate liability insurance coverage by furnishing to the University a certificate of insurance that includes additional insured endorsements. Because of the nature of the Vintage Days Crafts Faire, the University Risk Management Office has agreed to make exceptions to this requirement.

As such, once applications are submitted, each application will be reviewed by the University's Risk Manager to determine, based on the products to be sold, if a certificate of insurance will be required. Most products offered for sale during the Vintage Days Crafts Faire will fall into the category of *little risk* and the insurance requirements will be waived.

Certificates do NOT need to be obtained and sent with the initial application. If any exhibitor's products are determined by the University's Risk Manager to be a greater risk, those exhibitors will be notified and will be required to provide a certificate of insurance as described below.

It is suggested that all exhibitors submit an application as soon as possible to ensure any issues relating to insurance are resolved in a timely manner.

Insurance Requirements:

Business or homeowner's insurance is acceptable as long as all certificates of insurance include the following:

- Provide for thirty days advance written notice to the University of cancellation of any of the insurance coverage
- Provide for Acceptability of Insurers rating, AM Best – AVII or equivalent unless otherwise agreed by the University
- Name the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers and agents of each of them as additional insureds, except for professional liability and workers' compensation insurance
- General Liability: comprehensive or commercial with minimum limits each occurrence \$1,000,000; General Aggregate \$2,000,000
- Workers' Compensation: as required under California State law



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Mail application with the \$15 non-refundable application fee, payable by check or money order to *Fresno State Vintage Days*, postmarked no later than **January 31, 2014**. **DO NOT send booth fees**; fees will be collected if accepted.

LAST NAME :: _____ FIRST NAME :: _____

BUSINESS OR COMPANY NAME :: _____

ADDRESS :: _____

CITY :: _____ STATE :: _____ ZIP :: _____

PHONE NUMBER :: _____ ALTERNATE NUMBER :: _____

EMAIL ADDRESS :: _____ WEBSITE :: _____

SALES TAX PERMIT/SELLERS PERMIT NUMBER :: _____

PREFERRED BOOTH TYPE :: **All space requests will be taken into consideration, but cannot be guaranteed.**

Single Booth :: \$255

Double Booth :: \$510

Corner Space (2 selling sides) :: \$75 additional

Double Corner (3 selling sides) :: \$125 additional

2013 Exhibitors Only: Are you requesting the same space as last year? Yes No

First Time Exhibitor :: \$50 discount If applicable, name of exhibitor recruited by :: _____

PREFERRED SET-UP TIME ::

Wednesday, April 23 :: 3pm 5pm

Thursday, April 24 :: 9am 11am 1pm 3pm 5pm

Friday, April 25 :: 6am 7am

CRAFT CATEGORY :: (Select no more than 2 categories)

Art

Bath Products (Soaps, Lotions)

Candles/Potpourri

Children's Items/Toys

Clothing & Accessories

Country Crafts

Gifts & Decorative Items

Glass Works

Gourmet Food Products

Jewelry

Metal Works

Photo Art

Pottery & Ceramics

Weavings

Woodcrafts

Yard & Garden

Other: _____

Refer to page 1 regarding generators/electricity.

I guarantee that my crafts are handcrafted by myself in the United States or Canada and do not include any commercial, mass-produced, manufactured, or imported items. I understand and agree that no agents will represent my work. I understand that my crafts will be strictly juried based on the description and the photographs I submit. I further understand that non-compliance with these requirements will exclude me from the jurying process.

Signature of Applicant

Date

The \$15 application fee is non-refundable. You will receive either an email of acceptance or non-acceptance after all applications have been juried.



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Vintage Days Crafts Faire Jury Criteria
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All products must be handmade or embellished in the United States or Canada by the applicant using original and creative designs. All products sold must be juried and accepted. Any item not juried in advance may not be sold.

NEW APPLICANTS ::

- Complete the description information listed below AND
- Submit the following *current* photos ::
 - One (1) photo of yourself making the product(s) in your studio, workshop, or workspace
 - One (1) photo of your studio, workshop, or workspace showing the product being created, supplies, and tools
 - One (1) photo of the product at half completion
 - One (1) photo of completed product(s)
 - One (1) photo of your booth showing display of product(s)

Name must be written on the back; photos submitted become the property of Fresno State Vintage Days and will not be returned.

RETURNING 2013 EXHIBITORS ONLY::

- If you did not exhibit at Vintage Days in **2013**, please follow the instructions for new applicants above.
- If you exhibited at Vintage Days in **2013**, but will be including new products, follow the instructions for new applicants as listed above.
- If you exhibited at Vintage Days in **2013**, and will not be including new products, you need only submit the description information list below (photos are on file).

CRITERIA ::

Products will be juried on the following criteria:

- Handmade vs. Embellished
- Originality & Artistic Design
- Craftsmanship
- Price Range

To assist the jury, applicants must provide a detailed explanation of the construction of the product(s), a description of the product(s), and a range of prices. Attach additional sheets if necessary. *Refer to page 1 regarding generators/electricity.*