

**Application for  
BDW's Holiday Arts & Crafts Fair  
Saturday, December 9th, 2023 ~ 11:00 am – 4:00 pm  
Mission Blue Community Center, 475 Mission Blue Drive, Brisbane, CA 94005**

**Brisbane Dance Workshop**, also known as Brisbane Dance & Theater Workshop or BDW, is a nonprofit organization that has been providing performing arts training and performance experiences to children ages 3-18 since 1981. We will be hosting our Annual Holiday Arts & Crafts Fair as a fundraising event on Saturday December 9th, 2023, and we are seeking talented artists and crafters to sell at our event.

**APPLICATION/JURY PROCESS:**

In an effort to keep the quality of items at our event high, avoid duplicates and saturation in item categories, as well as to allow room for new vendors, vendors are selected via our Jury Committee process. All items **must be crafted/handmade by the applicant/seller**. Imported and commercially made products are not acceptable. The committee will evaluate items for quality, artistic expression, uniqueness and creativity. **Jury decisions are final.**

Of note, a few categories fill up quickly and if you sell items in one of these categories, we may hold your application in suspense a bit longer while selections are made by the Jury Committee. Being a regular vendor at our event won't necessarily guarantee you a spot as it may be decided to add new vendors just to keep the event fresh for our shoppers. Being declined does not mean we don't think you and/or your items are great or that we are ungrateful for your participation in past years. We so appreciate all of you!!! Picking vendors for each show is a balancing act – trying to get a good mix of fresh things to see while shopping as well as bringing back favorite vendors for our shoppers.

To apply for a space in BDW's Annual Holiday Arts & Crafts Fair, please email Theresa Jimenez at [theresa\\_jimenez@sbcglobal.net](mailto:theresa_jimenez@sbcglobal.net) with the following information. You can simply answer questions 1-10 within an email and attach photos. We will be accepting applications until we have filled all of spaces. Please feel free to email if you have any questions.

**APPLICATION INFORMATION:**

1. Name and business name, if applicable:
2. Return vendor?
3. Address:
4. Phone number/s:
5. Email address:
6. What size space do you need? (See "FEES" section, next page). Can this be flexible?
7. Do you plan to share space? If yes, with who? That person must also submit an application and be accepted.
8. Do you have your own setup/table etc.? We provide a table for 6' table spaces. You need your own Table, display racks, etc. for larger booth spaces.
9. Description of your work: It is important that you provide us with enough details, **including 5-6 photos** of your work. Please small jpg photo files, . Additionally, if you have a website, please provide the URL. If you have a photo of your setup, please include it.
10. Price range for your items.

Feel free to add any other pertinent information, including how you found out about our fair.

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Of note, **if you are a returning vendor**, you do not need to fill out numbers 9 & 10. However, if you are selling something completely different (i.e., you previously sold jewelry but you're now making needle felted items), either solely or in conjunction with what you've sold previously, then please do fill numbers 9 and 10.

**IF YOUR APPLICATION IS ACCEPTED:**

Applicants will start receiving notification of acceptance via email late September/early October (but often immediately upon receipt of your application. However, if we receive an abundance of applications or a lot in specific categories, it may take longer. We will keep you posted as to what is happening with your application if it is delayed or if we are holding your application in suspense. **Please do not send us a check for the fee or the last page (Participation and Release Form) until you have been notified that you have been accepted.**

**FEES:**

\$85.00 -- 6' table space (center aisle and back wall; we provide table and chair/s) -- \$47.50 each seller if shared.

\$100.00 -- *Approximate* 8x8' space (spaces are against the walls/windows & in foyer) -- \$60.00 each seller if shared. **You must provide your own table/s for this space.** Keep in mind that in this larger space, you can bring in shelving units and/or other types of display pieces other than tables. chairs are provided.

**If you receive notification of acceptance:** You will need to mail (yes, snail mail) the following items by **Friday, October 27, 2023**. If you receive notice of acceptance After October 27<sup>th</sup>, you will need to send the below items within a week. If we do not receive these items by then, your spot will not be reserved for you and may be given to another vendor. If you need special consideration for any reason, please email me and I will hold your spot. **Failure to get these items in on time causes extra administrative work for an already over-taxed volunteer workforce. Please get your items in early/on time. It would be so greatly appreciated!**

1. The Signed Contract/Release Form (**PAGE 4**)
2. Your participation fee (see "FEES" above). If you are sharing with another vendor (prearranged by you), that vendor must have also been accepted and must send theirs in as well.
3. A copy of your Temporary or Sublocation Seller's Permit. Visit the California Department of Tax & Fee Administration online at <https://www.cdtfa.ca.gov/services/>.

Generally, if you make three or more sales of items subject to California sales and use tax in a 12-month period, you are required to register for a California seller's permit and pay sales tax.

However, if you will be selling items at a location for less than 90 days, you are considered a temporary seller, and are required to hold a temporary seller's permit. You will need to register each temporary sales location. On the other hand, if you already hold a seller's permit for a permanent place of business but also make sales at a temporary location, you will **not** need to register for a separate temporary seller's permit. Instead, you must register for a sub-permit for each of your temporary locations.

**Cancellation:**

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Please note, if you should cancel after Friday, November 24th, there will be no refund of any part of your participation fee.

**RESPONSIBILITIES OF ALL PARTICIPANTS:**

- ❖ Payment of Vendor/Participation Fee received by Friday, October 27<sup>th</sup>, 2023
- ❖ Sign the Participation Information and Release Form (Page 3) - and mail with payment
- ❖ Provide a copy of your Temporary or Sub-Location Seller's Permit – mail in with Fee and Participation form (you can email me a copy of this if it takes longer to get it).
- ❖ Do not park in the parking lot during sale hours.
- ❖ Do not make any holes in the walls or hang anything on the walls.
- ❖ Arrive for setup the day of the event at 9:00 AM, or as early as 8:30 AM if you need more time. The fair starts at 11:00 AM. You must be present and ready to man your table/booth by 10:45 AM.
- ❖ The event ends at 4:00 PM. You may not start tearing down your booth/packing up until 4:01 PM.
- ❖ Each participant is responsible for leaving their space as they found it - completely clean/free of debris.
- ❖ Bring any extra lighting, extension cords, power strips, painters-type tape, etc. that you might need.
- ❖ Think vertical when setting up your display. Looking at items flat on a table is not as interesting as a vertical display. Stack boxes, use shelves, etc. to add height to your display. Think vertical!
- ❖ Bring money to make change, bagging/wrapping supplies, etc.
- ❖ We will provide one table for the 6' spaces. If you have an 8x8' space, you must bring your own. You will need to bring your own table skirt and table covering as well as any display materials to setup your space.
- ❖ If you have a problem/concern, please seek out me or one of the BDW Board Members for help.
- ❖ Wireless connection available – no password necessary.
- ❖ A concession stand with coffee, soft drinks, lunch, baked goods and snacks will be on site. We thank you in advance for supporting our fundraiser, even if it's to simply purchase a cup of coffee.
- ❖ **Promote, promote, promote!** Help us get the word out by inviting your friends, family and acquaintances, and please post on your social medial sites. We will provide you with PDF (for printing) and JPEG (for emailing/posting to websites) versions of the flier.

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❖ **Like our Facebook page:**

<https://www.facebook.com/pages/BDWs-Annual-Holiday-Arts-Crafts-Fair/156845644459322>, where you can find info on this year's fair and vendors as well as info on previous fairs.

**BDW's website:** <http://www.brisbanedanceworkshop.org/>. You can find links to the flier and the application here soon – to be posted soon.

Fair updates will be posted on the **BDW Fair Facebook page:**

<https://www.facebook.com/pages/BDWs-Annual-Holiday-Arts-Crafts-Fair/156845644459322>.

Please follow this page, like posts, comment on posts, and share the page with friends and followers. All of the above will help to get the word out about our fair, helping to ensure a successful day for all. (Thank you!) ☺

**PARTICIPATION INFORMATION AND RELEASE FORM**

Once you've been notified that you've been accepted to participate in BDW's 2023 Holiday Arts & Crafts Fair, please return this completed form with a check for your entry fee and a copy of your Seller's Permit by Friday, October 27, 2023.

Please make your check payable to Brisbane Dance Workshop and mail to Theresa Jimenez, c/o BDW at P.O. Box 844, Brisbane, CA 94005.

**Please note: Mail only this page with your check and Seller's Permit, and only AFTER notification of acceptance as a vendor, not when you apply.**

Vendor/Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Please check the boxes below:

- I hereby assume all responsibility for damages to and/or theft of my own merchandise during this event. BDW, the City of Brisbane and Mission Blue Community Center are in no way responsible for damages caused by fire, theft, natural disaster or any other occurrences.

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- I have read and accept the "Responsibilities of All Participants." I have also read and accept the cancelation and refund policy.
  
- I have enclosed a check for the vendor/participation fee and a copy of my seller's permit noting date and location of this event.

Additionally, we ask that every vendor donate one item (approximate \$10 value), to be used in our raffle event day of fair. Raffle items will be collected during setup. In lieu of donating a raffle item, we ask that you send an additional \$10 with your vendor fee.

Please check one:       I will donate one of my handmade items with an approximate \$10 value, to be used in BDW's raffle at this event.

- In lieu of a donated item, I prefer to add an additional \$10 to my vendor fee, enclosed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_