

# Cole Valley Fair

Presented and produced by

Cole Valley Improvement Association (CVIA)

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

Phone: (415) 317-2074 Website: www.cviasf.org Email: colevalleyfair@gmail.com

## APPLICATION FOR VENDOR SPACE

Sunday, September 20, 2009 10 a.m. - 5 p.m.

DEADLINE for applications is July 1<sup>st</sup>

Name of Vendor or Organization: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_ Web site: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Cell) \_\_\_\_\_ Cole Valley Resident? \_\_\_

Returning vendor? 2003 2004 2005 2006 2007 2008 Booth location preference: \_\_\_\_\_

### Arts & Crafts 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

10 X 10 space

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

Description of Food \_\_\_\_\_

\_\_\_\_\_

**Food concessions must meet all requirements of the S.F. Department of Health!**

# 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, send an **additional \$150** with your application fee – and specify the booth configuration. We will arrange with Hartmann Studio Rentals for a canopy; they set up for you and tear down after the fair.  
Canopy rental? Y/N \_\_\_\_ If Yes, number of sides & configuration \_\_\_\_\_
- ◆ Vendors are responsible for the safety of their customers, themselves, and their merchandise within the rented space—please take this into consideration when constructing your booth.
- ◆ Set up is between 7am and 9:30 am 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 8:30 am! Place a sign on your dashboard that indicates your vendor space number & cell phone #.
- ◆ The fair begins at 10 am and ends promptly at 5:00 pm. Please do not start breaking down before 5pm. Clean-up begins immediately after the fair closes.
- ◆ Concession space is not transferable nor may it be subdivided without prior agreement of the Cole Valley Fair Committee.
- ◆ A 50% refund will be made to an exhibitor if an exhibitor withdraws by August 10, 2009.
- ◆ The Cole Valley Fair Committee reserves the right to refuse space or close down 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, 2009.** 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](mailto:colevalleyfair@gmail.com).

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

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**Signature of Authorized Representative**

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**Date**