

CRAFT VENDORS

Event Guidelines

Holiday Art & Craft Faire at the Simpkins Family Swim Center **Saturday, December 2, 2017**

Hours	Move in time for vendors 8:00 a.m. - 9:00 a.m. General public 10:00 a.m. - 4:00 p.m.
Set Up & Move Out	The entrance to the event is marked "Simpkins Family Swim Center" on 17 th Avenue in Live Oak. No prepaid reservations will be held after 9:00 a.m. Set up must be completed by 9:30 a.m. Vendors must stay until the end of the event, at 4:00 p.m. No parking allowed at any time within twenty feet of any fire hydrant or fire department connection. Any vehicle illegally parked in red zones will be immediately towed. VENDORS MUST NOT BEGIN PACKING UP UNTIL 4:00 p.m. VENDORS MUST BE OFF THE SITE BY 5:00 p.m. When leaving, please check your area for any trash, boxes, or other debris, and deposit in an appropriate recycle or trash container—do not leave anything in your area.
Vendor Information	Booth sizes are approximately 7'x8', 4'x8' or or 8'x9'. Only two people are allowed to sell from each booth. County Parks reserves the right to reasonably refuse service and/or booth rental to anyone. Vendors are required to keep their booth area and the area directly in front of their booth clean. All vendors setting up a canopy in a space must have it properly anchored and constructed. If a vendor erects a canopy, County Parks reserves the right to require the vendor to take it down at any time due to windy conditions, however County Parks will not be liable for this decision. Vendors are not to make any holes in selling or parking area surfaces. All vendor displays must be within boundaries of the booth; do not allow your merchandise to protrude beyond the boundaries of your booth. Each vendor shall comply with all applicable city, county, state and federal laws. County Parks reserves the right to formulate additional rules and regulations if necessary and each vendor shall abide by such additional rules and regulations.
Event Etiquette	All dealings conducted by vendors and helpers must be performed so as not to infringe upon the rights of other vendors or offend visitors to the event. Should the vendor desire to pass out printed material, or other articles, this must take place only from the assigned space, subject to prior Parks staff approval. No manner of attracting attention in a noisy or an undignified manner will be permitted. No music or amplified voice equipment or systems are permitted. County Parks retains the rights to restrict, exclude or evict vendors or exhibits which, because of their method of operation, noise or other features, become objectionable or which, in the opinion of County Parks, may detract from the general character of the event as a whole. This includes persons, things, printed matter, or anything else County Parks judges to be objectionable.
Inclement Weather & Refunds	The event will be held regardless of weather conditions, unless County Parks determines that the conditions could be harmful to participants. Refunds or credits will only be issued if the event is terminated or cancelled by County Parks due to unsafe conditions.
Electricity	Electricity to booths is unavailable. Generators will not be allowed. Electrical outlets are available in the Swim Center if someone needs to test an item to see if it works.
Tables and Chairs	If requested in advance on your registration form, a 3' x 8' table and two chairs will be provided. <u>The fee is \$10.00, and should be included with your booth fee payment.</u>

- Merchandise If a staff member asks you to remove a non-conforming item, please do so immediately and cheerfully. We would prefer not to be put in the position to have to ask, so please carefully sort and check your merchandise as you set up. County Parks staff will visit each booth and any new items or inappropriate items must be removed. Any disagreement will be decided by County Parks. County Parks reserves the right to require any vendor to leave the event if that vendor's display or merchandise does not meet the standards of the Holiday Art & Craft Faire. No animals, unapproved food items, gas filled balloons, adult (x-rated) material or imagery of any kind, drug paraphernalia, guns or ammunition may be sold, or any other item deemed inappropriate by Parks staff. No stolen goods shall be offered for sale. Due to the family atmosphere of the market the management reserves the right to restrict the sale of any material not conducive to a wholesome environment.
- Pets No pets are allowed, except for service dogs. Vendors are not permitted to bring pets into the Swim Center or event area.
- No Smoking In consideration of others, there shall be no smoking of any kind at anytime indoors, in the vendor areas, or in the outdoor food/eating areas.
- Property The vendor is advised that the County of Santa Cruz assumes no responsibility whatsoever to insure the safety or protect in any way, the property of the vendor from fire, theft, malicious mischief, accident, rain, wind or other perils. The vendor is charged with the responsibility of protecting his/her own property at all times during the event.
- Information E-mail to: **events@scparks.com**