



VENDOR APPLICATION

Claremont Chamber Village Venture Arts & Crafts Faire has become a place where family, friends & neighbors come together to enjoy music, food and the arts. With over 15,000 visitors attracted to the Faire every year, this is a great opportunity to bring visibility to your business. We look forward to working with you to experience our best year yet!

GUIDELINES

As a potential participant in this year's Faire, we respectfully ask that you follow our guidelines when submitting your application. Incomplete applications will be returned and not processed. Thank you for understanding.

HOURS / SCHEDULES

- Saturday, October 28, 2017
- Faire hours: 9:00 a.m. to 5:00 p.m.
- Vendor set-up: 6:30 a.m. to 8:30 a.m.
- Vendor break-down: 5:00 p.m. to 6:30 p.m.
- All spaces need to be cleared, with streets opening by: 7:00 p.m.

ACCEPTANCE / PLACEMENT

- **Claremont Village Businesses** have priority for (1) one space nearest to your business if submitted by **June 23, 2017**.
- Your application will be reviewed by the Village Venture panel.
- Prior participation does not ensure acceptance or location.
- Claremont Chamber of Commerce reserves the right to limit the number of applicants for any one goods/ services category.

BOOTH SPACE

- Permitted vendor booth space is 12' wide (across front) and 10' deep.
- Only your vendor booth space is provided.
- You will be responsible for providing the labor needed for all your items related to the setup

and breakdown of your vendor booth space (tables, chairs and materials, etc.).

- Canopy and awnings must fit within your 12'x10' vendor booth space.
- Your booth should be displayed as colorfully and tastefully as possible.
- No stolen merchandise, fire-arms, ammunition, explosives, alcoholic beverages, drugs or illegal items are permitted on the Faire grounds.

SELLER'S PERMIT / TAXES

- A valid copy of your California State Board of Equalization Seller's Permit is required. To obtain a permit call (626) 480-7200.
- Vendors are responsible for collecting and reporting sales tax.

BUSINESS LICENSE

- **Claremont Businesses Only** must provide a valid copy of your Claremont Business License.

LIABILITY INSURANCE

- You are responsible for your own liability and worker's compensation liability insurance.
- Valid copy of Liability Insurance naming the Claremont Chamber of Commerce as additionally insured (Required: \$1 million per occurrence and \$2 million in aggregates). If you do not have your own liability insurance, a one day policy may be obtained through ACT Liability Insurance.
- One day policy costs \$39.
- Simply check the box on the application and pay the "With Insurance" price. No other forms are needed!

CRAFTERS

- MUST provide (5) 4" x 6" photos, that should include (1) one booth photo and (4) four photos of merchandise. Prices must be placed on each merchandise photo. **Photos will not be returned.**

BUSINESS & ORGANIZATIONS

- MUST provide (1) 4"X6" booth-photo. **Photos will not be returned.**

FIRE EXTINGUISHER

- You must provide a certified fire extinguisher required by the Fire Marshal (1-A-10-BC).
- Must be visible in your booth.

CONFIRMATION DATES

- Acceptance **emails** will be sent on 09/01/17.
- Entry permits and space numbers will be **mailed** 10/02/17.

REFUNDS

- If you are not accepted into the Faire, you will receive a complete refund for the application fee and insurance fee. ****No refunds will be made after confirmations have been emailed September 1st****
- No refunds will be issued in case of inclement weather, acts of nature or restrictions by governmental agencies to cancel the event, over which Claremont Chamber of Commerce has no control.

SUBMISSION REQUIREMENTS

- Completed Application with Signature
- Valid copy of your State Board of Equalization Seller's Permit
- Claremont businesses only** must provide a valid copy of your Claremont Business License
- Valid copy of your liability insurance naming Claremont Chamber of Commerce as additionally insured.
- Arts & Crafts Vendors** - MUST provide (5) 4" x 6" photos, that should include (1) one booth photo and (4) four photos of merchandise. Prices must be placed on each merchandise photo. **Photos will not be returned.**
- Business & Organization Vendors** - MUST provide (1) one booth photo. **Photos will not be returned.**
- Check made payable to "Claremont Chamber of Commerce" with check postdated to 9/1/17
- Checks will not be deposited until 9/1/17. (\$25 fee will be charged for returned checks).



VENDOR APPLICATION

BUSINESS NAME _____
 FIRST NAME _____
 LAST NAME _____
 STREET ADDRESS _____
 CITY/STATE/ZIP _____
 PRIMARY PHONE _____
 E-MAIL _____
 WEBSITE _____
 STATE BOARD OF EQUALIZATION SELLERS PERMIT
 NUMBER (IF APPLICABLE): _____
 CLAREMONT BUSINESSES **ONLY** MUST PROVIDE
 BUSINESS LICENSE# _____

I HAVE MY OWN INSURANCE
 *Must provide photocopy of Proof of Insurance and have
 Claremont Chamber of Commerce as additionally insured.
 I NEED ACT INSURANCE
 DID YOU PARTICIPATE IN 2016?
 NO YES, 2016 SPACE # _____
 DESCRIPTION OF ITEMS _____

CHECK APPLICABLE CATEGORY BELOW	BY JUNE 23RD	PRICE WITH INSURANCE	AFTER JUNE 23RD	PRICE WITH INSURANCE
<input type="checkbox"/> Arts & Crafts	\$215	\$255	\$265	\$305
<input type="checkbox"/> Arts & Crafts - Claremont Chamber Members	\$165	\$205	\$215	\$255
<input type="checkbox"/> Claremont Village Business	\$215	\$255	\$265	\$305
<input type="checkbox"/> Claremont Village Business - Claremont Chamber Member	\$165	\$205	\$215	\$255
<input type="checkbox"/> Business & Organization	\$215	\$255	\$265	\$305
<input type="checkbox"/> Business & Organization - Claremont Chamber Member	\$165	\$205	\$215	\$255

**Mail COMPLETED Village Venture Faire Packet to:
 CLAREMONT CHAMBER OF COMMERCE, 205 Yale Avenue, Claremont, CA 91711**

I agree to indemnify and hold Claremont Chamber Commerce, their officials, staff and agents harmless of and from any and all actions, causes of action of every kind in law or equity, suits, debts, liens, contracts, agreements, promises, claims, liabilities, demands, obligations, loss, costs and expense of any nature whatsoever, known or unknown, fixed or contingent, including, without limitation, attorney's fees and court costs through and including any appeals, taxable or otherwise, incurred, either directly or indirectly, as a result of my participation in the Village Venture Arts & Craft Faire, including but not limited to, any claims which might be made by myself, my co-workers, my agents, my employees, and/or any member of the general public. I understand and agree that Claremont Chamber of Commerce is in no way responsible for my property/or its safety. I understand and agree that there are no refunds or rain checks due to inclement weather or space assignment. I further understand and agree that I will be removed from the Faire if I am selling mass produced, manufactured, imported or merchandise that differs from the entry-photos that were submitted. I grant permission for Claremont Chamber to use photos of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content unless otherwise noted.

SIGNATURE _____ DATE _____

OFFICE USE ONLY - Date Received _____ Amount Paid \$ _____ Check # _____