



2012 VILLAGE ART FAIR

Please keep for your records.

The Village Art Fair is owned and operated by the San Clemente Downtown Business Association (SCDBA) for the express purpose of enhancing and promoting Downtown San Clemente. The goals of the Village Art Fair are:

- To attract weekend visitors to Downtown San Clemente.
- To increase awareness of the Downtown as a unique retail, dining and entertainment district.
- To promote Downtown businesses.

It is your responsibility to read through the 2012 Policies & Procedures as there are changes or additions from 2011.

- The number of Vendors selling a particular item/product may be limited at the discretion of the Art Fair Director.
- Space assignments will be completed on Wednesday before the Art Fair and you will be notified by email.

Please include the following items with your completed application:

(Applications missing any of the items below will NOT be processed)

- Copy of California Seller's Permit
- Photo, sketch and/or written description of your display. (include the space size needed to accommodate your display)
- Photos of ALL the items you will sell.

Mail (or drop off) your application, and other applicable information to:

SC Downtown Business Association 144 Ave. Del Mar #B San Clemente 92672

If you wish to pay by credit card, please mail your application and we will call for your credit card information. **DO NOT write credit card information on application.**

Please allow 5-7 days to process your application. We will contact you regarding approval.

Following application approval you will be **REQUIRED secure a City of San Clemente Business License** and send in payment for your space. There are no exceptions.

All vendors must be properly permitted and paid in full prior to the show.

SAN CLEMENTE DOWNTOWN BUSINESS ASSOCIATION (SCDBA)
144 AVE. DEL MAR # B SAN CLEMENTE, CA. 92672 (949) 218-5378

INFO@VILLAGESANCLEMENTE.ORG

2012 Village Art Fair Policies and Procedures

LOCATION: Downtown San Clemente along Avenida Del Mar

DATE: First Sunday of every month except January

Set up: 7:30a.m. – 8:45a.m.

Art Fair Hours: 9am – 3pm

(Vendors have the option to keep selling until 4pm, but clean-up MUST be completed by 5pm)

APPLICATION PROCESS: All items to be sold must be reviewed by the Art Fair Director and will be approved based on creativity, authenticity and uniqueness. Appointments are available by emailing Info@VillageSanClemente.org. Acceptance for a particular date or multiple dates, does not guarantee admission to future Art Fairs. **To preserve the integrity and intent of the Village Art Fair, you may be asked, at any time, to authenticate the products you sell as being your creative work.**

ELIGIBLE PARTICIPANTS: It is the express intent of the San Clemente Downtown Business Association that the Village Art Fair feature and represent the creative output of artists & crafters. **Products offered/displayed must be hand-made and created by the Vendor the artist/crafter must be the applicant and participant/exhibitor at the Art Fair.** Vendors, with prior approval from the Art Fair Director, may designate a replacement representative to work a specific Art Fair. The number of Vendors of a particular item/product may be limited at the discretion of the Art Fair Director. Only items listed on the application & approved by the SCDBA can be displayed and sold.

Wholesale/Retail: Any wholesaling or persons acting as sales representatives for other businesses disqualifies you from being an exhibitor/participant/vendor. The products sold at the Village Art Fair are to be produced, modified, or crafted by the artist. Additional process involved with the creation needs to be of substantial valued, and added to the product; therefore proof of production will be required.

PERMIT/LICENSES: All VENDORS must possess a Sales and Use Tax number issued by the California Board of Equalization. (California Board of Equalization: General Questions 1-800-400-7115; Irvine: 949-440-3473 <http://www.boe.ca.gov>) A copy of your permit MUST accompany your application. A San Clemente Business License will be required. Please contact the city office at 1-949-361-6166.

SET UP/CLEAN UP: Setup begins at 7:30am and must be completed by 8:45am. Clean up begins at 3pm. Vendors must not pack up and leave there space prior to 3:00 p.m. & must be off the street by 5:00 p.m. Any trash must be disposed of before you leave.

While setting/packing up: DO NOT block driveways, alleyways or the street even for a minute!
If the SCDBA receives a complaint, the Vendor will be terminated from participating in future Art Fairs.

PARKING: All vehicles must be moved off of Del Mar after unloading no later than 8:30 a.m. Free parking is available on lots located on the 100 blocks of Ave. Cabrillo or Ave. Granada. (One block north and south, respectively, from Ave Del Mar). The lots can fill up fast because the Farmer's Market begins at 9am, so the earlier you arrive, the better chance of getting a parking space.

Sidewalk Space: \$65 per month

Advance Payment: \$165 for 3 months ***Months do not have to be consecutive*

SOLD OUT Premium Space: \$ 300 for 3 months **SOLD OUT**

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Payment Methods: Credit Cards (Visa and MC) & Checks Payable to: SCDBA

Checks are mailed or dropped off to address listed on the office policies. Please write the month(s) you are paying for in the “memo” section of your check.

Payment Due: the 20th of the month prior to the Art Fair. RETURNED CHECKS: \$10 fee for returned Checks. Future payment must be by cashier's check or money order.

COMMUNICATION: YOU MUST HAVE AN EMAIL ACCOUNT. SEND ALL QUESTIONS AND INQUIRIES TO: Info@villagesanclemente.org (If you don't have a computer, most public libraries have computers you can use for free)

WEATHER: This is a “Rain or Shine” event. There will be no refunds for inclement weather.

It is the sole responsibility of the Vendor to be aware of weather conditions and take necessary and Appropriate precautions. Vendors/Participants are responsible for providing protective covers, weights, tie-downs, etc.

DISPLAY SPACE: All spaces are assigned by the Art Fair Coordinator. The Art Fair is along the sidewalks in Downtown San Clemente. Due to the topography Downtown, many spaces gently slope from east to west.

SIDEWALK SPACE: Each space is identified by the businesses address of a store/restaurant the space sits in front of. The sidewalk in front of the business is NOT allowed to be used. **Displaying on the front of the stores property is strictly prohibited.** The spaces vary in size, but are a maximum of 4 ft. wide by 7 – 12 ft long. Some spaces have lamp posts, trash cans or other objects at either end of the space. **It is the Vendor's responsibility to review the space assigned at least 5 Business Days prior to the Art Fair to insure the space will be adequate for their display.**

DISPLAYS: SCDBA requires all Vendors to develop quality displays that will effectively showcase their product(s) and in 2009, this policy will be strictly enforced. Displays may not exceed six (6) feet in height and may not extend beyond the boundaries of the designated space. Displays/products must maintain 48 inch clear space on all sidewalks for emergency and disabled access. Vendors shall provide their own equipment, structures, umbrellas, tables, chairs, easels, and other support required to display their equipment. Chairs, umbrellas, etc. must be on the sidewalk and not in the street. Clothing racks are not allowed.

SPACE ASSIGNMENT: Sent via email 2 – 4 days before the Art Fair

CANCELLATION: Vendors must cancel two (4) business days prior to the date of the Art Fair in order to receive a refund or credit towards another date. (“Business days” does not include Saturday or Sunday.)

No Show: A Vendor that has not arrived by 8am will be considered a “no show”, and there will be no refunds or credit for another Art Fair. Vendors who fail to show up and do not give proper notice shall be deemed to have withdrawn from all future Village Art Fairs.

Late arrivals: Vendors may be excluded from future Art Fairs at the discretion of the Art Fair Director.

VERBAL CONTRACTS: There are no verbal contracts in regards to space assignments or sales. SCDBA does not guarantee the sales of the Vendors. SCDBA reserves the right to reassign spaces of vendors.

NONCOMPLIANCE: Noncompliance with these policies and procedures will result in forfeiture to participate in future Fairs.