

5th Annual!



Limited Space!

Holiday Craft Faire

THURSDAY, NOVEMBER 21ST AT RANCHO CORDOVA CITY HALL

*** EXHIBITOR INFORMATION ***

What:

The Rancho Cordova Chamber of Commerce proudly presents the fifth annual Holiday Craft Faire. We invite Rancho Cordova’s local crafters, artists, and direct sales vendors to join us at this wonderful event.

When: Thursday, November 21, 2019 ~ 5:00 pm - 7:30 pm

Where:

Rancho Cordova City Hall
American River Room & Areas throughout City Hall
2729 Prospect Park Drive, Rancho Cordova, CA 95670

Guest Admission:

Admission is free, however, guests may pay \$5 and receive one beverage, appetizers & one raffle ticket (more available for purchase). These funds support the RC Chamber.

Promotion: The Rancho Cordova Chamber will work diligently to ensure attendance at the event, however, we ask that vendors reach out and encourage guests to join us.

Exhibitor Information

Booths: One 6 foot table with at least 6 feet of space behind or in front and two chairs

Direct Sale Vendors (Pamper Chef, Tupperware, etc.) Only one of each accepted at the Faire.

Decorations: May bring table top decorations or merchandising displays. Vendors responsible for cash for change, receipts, and/or the ability to take credit cards.

Storage: Storage space outside of booth area is not available. You may be asked to store additional items in your vehicle.

Set Up/Take Down: Vendors may begin set up at 3 pm but MUST be set up by 4:30 pm. DO NOT take down prior to 7:30 pm.

Raffle Donations: We ask each vendor to provide one raffle item with a value of at least \$15.

*** EXHIBITOR AGREEMENT ***

Vendor Information:

Name: _____

Company/Products: _____

Email: _____

Phone: _____

Brief description of products or crafts: _____

Pricing:

6’ x 6’ Booth (Chamber Member) \$45

6’ x 6’ Booth (Non-member) \$55

Need Electricity? \$10

Total Due \$ _____

Signature: _____

Check: Make payable to **RCCC**. Send to: 2729 Prospect Park Drive, Suite 117, Rancho Cordova CA 95670

Credit card number: _____ **Exp.** _____

Parking: Parking for vendors will be behind City Hall on the East side of the building—easy access to the event location. Please reserve front facing parking for event attendees.

_____ Initial

Confirmation: Booth space is not guaranteed until payment is received. Confirmation and exhibit information will be sent via email three days prior to the event.

_____ Initial

Cancellation: 50% of the exhibit payment will be returned when cancellation is received in writing by 11/09/18. Cancellations after 11/12/18 will not receive a refund.

_____ Initial

Schedule for Exhibitors:

3:00 pm - 4:30 pm Exhibitor set-up

5:00 pm - 7:30 pm Boutique

7:30 pm - 9:00 pm Breakdown _____ Initial

The RC Chamber is not responsible for collection of money, packaging of merchandise, set-up & clean up of booth space and the security of merchandise prior to, during and after the event.

_____ Initial

RANCHO CORDOVA HOLIDAY CRAFT FAIRE RULES & REGULATIONS

RULES & REGULATIONS:

These rules and regulations govern exhibits under the auspices of the Rancho Cordova Chamber of Commerce (RCCC) and are part of this agreement.

TERMS & CONDITIONS:

Exhibitors agree to abide by all terms and conditions set forth in this document, which forms a part of this agreement between the exhibitor and RCCC. Failure to abide by these regulations may result in removal of the exhibit or exhibitor from the show floor and/or prohibition from exhibiting with the RCCC in the future.

PAYMENT & SPACE ASSIGNMENT:

Space assignments are made based on past participation, type of merchandise (attempts are made to not place similar products in proximity) and the date/payment your registration form is received. Chamber staff control exhibit space assignments. Sponsors receive priority exhibit locations. Full payment (check or credit card) for your space must be received with the Exhibitor Contract to guarantee space. Exhibitor contracts will be accepted by fax, mail and email but are not confirmed until receipt of payment or authorization of credit card and the signed Rancho Cordova Holiday Craft Faire Rules & Regulations agreement to all terms (this document). RCCC reserves the right to reject any application.

SET-UP/TAKE DOWN OF EXHIBITS:

Exhibitors are asked to use the set-up entrance to the facility. Details will be available prior to the event. **Be courteous and have set-up completed by 4:30 pm and do not begin tear-down until after 7:30 pm.** Exhibitors must vacate no later than 9:00 pm.

FIRE SAFETY:

The facility adheres to strict fire safety guidelines. All participants must comply with local fire safety regulations.

PARKING:

Parking for vendors will be provided in advance of the event. **Please allow prime parking for event guests.**

USE OF EXHIBIT SPACE:

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits or line of sight. Exhibits should be so arranged that exhibitor representatives, materials and equipment are inside the space assigned and do not infringe on aisles. All decorations must be flame retardant. Exhibit hall fire exits and safety equipment must be left accessible and fully viewable at all times. Aisle space may not be incorporated as part of an exhibitor's space. Exhibitors are expressly prohibited from "brief casing" in the aisle space. Exhibitor will not sublet the exhibit space contracted for and shall not exhibit, or permit to be exhibited, any merchandise other than specified in this agreement.

RESTRICTIONS:

RCCC management reserves the right to prohibit any display or exhibit or any part of a proposed exhibit that we deem not suitable or in accordance with the accepted professional ethics of its members.

NOISE & MUSIC LICENSING:

Sound or amplifying systems projecting beyond the exhibit space are prohibited. Due to music licensing restrictions, exhibitors are prohibited from playing recorded or live music in their exhibit space unless previously approved by RCCC.

FAILURE TO OCCUPY:

Any exhibitor who fails to occupy his or her booth space by 4:00 pm forfeits the right to space and will be replaced with another exhibitor or other display. **No refund will be issued.**

EXHIBITOR LIABILITY:

Neither the RCCC nor the show facility shall be held liable to an exhibitor or the property of an exhibitor, or injury to exhibitor personnel resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold the RCCC, the show facility and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitors installation, removal or occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the above. In addition, exhibitor acknowledges that RCCC and the show facility do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses to exhibitor. Neither the RCCC or the show facility, or any officers, directors or staff member thereof will be responsible for the safety of the property of exhibitor personnel from any cause.

AGREEMENT:

I have read the Rancho Cordova Holiday Craft Faire Rules & Regulations and agree to comply as part of this contract.

Signature

Date
