

Alameda County Equestrian - Curator Naiktta Fine Art Micro-Mosaic

4501 Pleasanton Ave, Pleasanton, CA, 94566 → Enter Gate 12 (off Valley Ave)

Saddle up Vendors Fair: Categories & Participation – Bay Area Calling Artist and Crafters

Read and Sign:

1. The organization or individual submitting a booth/vendor application (hereafter, "Applicant") agrees to the provisions below in order to occupy a space at the Saddle up Vendors Fair sponsored by the Alameda County Equestrian (hereafter, "ACE"), held 20_____ during the hours of _____ a.m. to _____ p.m.
2. Booth fees for the event are listed on the Event Information Sheet. Vendor fees are non-refundable. Vendor fees will be promptly refunded to applicants not selected for participation. Applicants are encouraged to discuss their application with "ACE" prior to submission.
3. The Applicant is entitled to a 10 ft. X 10 ft. Space in the equestrian grounds as per the fee schedule reflected on Page 3 of this application. Vendor space assignments will be determined solely by the ACE Art Curator. Location requests will be considered in the order in which they are received. However, the ACE, cannot guarantee a specific space location, and reserves the right to change booth location assignments prior to the event opening. The vendor is responsible for providing their **own table, seating, and props**.
4. Vendors: In order to ensure the quantity, quality, and variety of items, applications from vendors will be juried by the Vendor Curator/ACE, and a limited number of vendors will be selected to participate in the event. Preference will be given to local art and craft vendors which produce original hand-crafted goods. In addition to this application, vendors should submit supporting documents, including items that will be provided and displayed in the booth.
5. General Liability Insurance. Each vendor must provide to the ACE with a certificate of insurance evidencing general liability coverage in the amount of \$1,000,000 per occurrence, naming the ACE as an additional insured. This must be submitted with the completed Vendor Application. This requirement has been waived for the Holiday Boutique Event.
6. By signing and submitting this application, the Applicant certifies that they have read, understand, and agree to abide by all terms and conditions listed herein, and in the Alameda County Equestrian and Naiktta Fine Art Micro-Mosaic VENDOR RULES AND REGULATIONS.
7. Vendor assumes all risks inherent in and arising from participating in this activity, and agrees to indemnify, defend and hold harmless, the ACE, Naiktta Fine Art Micro-Mosaic and its officers, directors, employees, boards and agents from any and all loss, liability and damages, including reasonable attorney's fees, arising from Vendor's participation in the event, except for those activities resulting directly from the sole or gross negligence of the ACE.

Vendor Name: _____

Print Name /Title of Vendor Representative: _____

Signed: _____ Date: _____

*The application, booth fees, and supplemental information may be sent to: ******

ACE
The Executives
6671 Ebsenburg Lane,
Dublin, CA, 94568

Vendor Fair, Curator
Naiktta Fine Art Micro-Mosaic
P. O. Box 2552
Antioch, CA, 94531

To be completed by Vendor Curator
Fee Paid: _____
Date of Payment: _____
Booth #: _____

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BOOTH POLICIES

1. Booth participants are responsible for the security of their property.
 - . Groups must comply with all ordinances, codes, laws, rules and regulations of the City, County, State.
 - . The Vendor Curator retains the right to refuse or limit vendors.
 - . The ACE is not responsible for injury or loss due to fire, theft, vandalism or weather.
 - . Booths must be staffed the entire hours of the event.
 - . The County Police Department may inspect booths of chance and sales. Items deemed inappropriate by the Police Dept. will be asked to be removed (or the booth will be closed) even if the items are listed on the vendor contract.
2. When the booth space is filled, the Vendor Curator and ACE are not required to provide any equipment, material, or space to other groups.
 - . The Vendor Curator and ACE shall keep written documentation of all vendors and shall be responsible for all record keeping and documentation of booth space, vendors, groups and organizations.
3. Booth Procedures and Selection
 - . To be considered for selection, all vendors must submit their application to the Vendor Curator at least 10 days prior to the event they wish to participate in.
 - . The Vendor Curator is to complete correspondence with applicants.
 - . The Vendor Curator is to collect applications and fees.
 - . Applications are available online or by E-mail
 - . Booths will be filled on a first come-first served basis in accordance with Section 1, above.
4. The Vendor Curator /ACE is responsible for enforcing these rules. Failure on the part of an individual to adhere to the rules will result in removal, forfeiture of fees and the inability to return to future events.

TRASH AND REFUSE: The Vendor Curator **WILL NOT** provide trash service for use by the vendors.

- a. Each vendor is asked to remove the trash they generate within the proximity of their booth.
- b. Each vendor is responsible for and must maintain the booth's inside trash containers.
- c. The Foundation strongly encourages vendors to recycle at all possible opportunities

ANIMALS: NO ANIMALS ARE ALLOWED ON THE EVENT PREMISES in association with the vendor tents.
Only certified guide or hearing dogs are allowed at the Event.

POLICE, FIRE AND EMERGENCY UNITS: There is no security during the event, and the ultimate responsibility rests with the vendor. The County of Alameda and ACE will not assume responsibility for lost or stolen property. All participants are subject to and must comply immediately with any and all additional safety or fire protection requests, by City of Pleasanton, County Fire Department, or Pleasanton Police Department.

PERMITS: Vendors, responsible for obtaining the appropriate permits from local authorities for their operation.

County OF Alameda BUSINESS LICENSE: Vendors, responsible for obtaining a business license from the City of County.

California Seller's Permit: Vendors are responsible for reporting and paying their own State Sales Tax.

SIGN HERE:

_____ (“Vendor”) hereby acknowledges receipt of the Vendor Curator, Arts & ACE Vendor Rules and Regulations. Vendor, agrees to forth in the above Rules and Regulations.

Printed Vendor Name _____ Date _____

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**W-9 Required* (please attach with your application)*

HOLIDAY BOUTIQUE EVENT INFORMATION (Bring your own 6'- 8' table and chair(s)).

Vendor Booth Fees: Booth Space 10' x 10'

Art and craft Vendors ----- Fees = \$ _____

Activity Vendors (i.e. clothing/mass market products) – Fees = \$ _____

Antique Vendors ----- Fees = \$ _____

Fees are subject to change at any time without notice

- All vendor fees must be paid in full before set-up
- NO REFUNDS GIVEN ON VENDOR FEES unless event is cancelled by ACE
- MAKE ALL PAYMENT BY – PAY PAL

Credit Card Processing:

All artists are responsible for their own sales. We suggest that you have an ability to take credit and debit cards through the Square, PayPal or other app of your choice. The sales tax is 9.25% in the Pleasanton Alameda County. Artists are responsible for sales tax.

**A 15% commission charged (plus a transaction fee of 2.75% for credit card sales) by ACE, waived at this Saddle up Vendor Fair: December 8th 2019 Holiday Boutique Participation. **

Electric Hook Ups (Limited availability) - Applies to all vendors; non-profit or for profit \$5.00 day.

During Event Hours: Vendors are encouraged to remain open during till end of hours.

Additional Information: Vendors are requested to park away from the event area to allow the public access to the prime parking spaces. All additional supplies must be carried in from outside of the event area. Vendors who abuse this rule may be excused from the event and/or future events.

SETUP AND CLOSING: Opening for setup begins at the date and time assigned

Loading and unloading of vehicles must be done as quickly as possible.

Do not attempt to set up your booth while unloading. ALL VENDOR VEHICLES MUST BE REMOVED FROM THE EVENT AREA PRIOR TO 10:00 AM and may not be moved back into the event area until after the event is over. All merchandise, fixtures, or belongings on the Event grounds after 5:30 p.m. will be considered abandoned and subject to removal and disposal, the cost of which will be billed to the responsible owner.

- Requests for specific spaces cannot be guaranteed. Assignment of spaces is at the discretion of the Vendor Curator.
- Vendors are responsible for their own set-up and take down. The Curator and the ACE do not provide any labor assistance. The ACE does not provide shade canopies, tables or chairs.
- Vendors are responsible for securing their booths during the event. The ACE, the Curator its employees, departments and volunteers are not responsible for lost, stolen or damaged items.
- The ACE/Curator, is not responsible for any liability incurred by your product or actions of your organization/company.
- The ACE does not provide refunds unless a Vendor Application is rejected or the event is cancelled.

For questions, please e-mail diccta.angelin@gmail.com or call Diccta @ (925-777-1717)

© Nana-Diccta Graves, International Professional Micro-Mosaic Fine Artist • Avant-Garde Millinery Designer • Business Entrepreneur-