

# Shingle Springs Community Center Artisan Craft Faire Vendor Information & Registration



**Saturday September 7th, 2024 from 8AM to 4PM!**

This event coincides with our well-attended Quarterly Pancake Breakfast as well as the [Barn Sale Trail Historic 49](#) event.

***Artisans, Crafters, & Makers are invited to sell handmade items and artwork, as well as vintage and antique items.***

Prospective Vendors,

We are excited to offer this shopping experience to our community. This is a fundraiser for our non-profit community center; all proceeds go to our Facility Improvement Projects.

### **Space Rentals:**

10x10 \$20 EDC residents, \$25 non residents.

10x20 \$30 EDC residents, \$35 non residents.

Note that this is an outdoor event. The Faire will take place on our grass Rotary Field in concurrence with our quarterly pancake breakfast happening indoors. We also anticipate additional traffic from the [Barn Sale Trail Historic 49 Event](#) as there is a participating barn ¼ mile from us (we are located between HWY 50 and the participating barn).

### **Advertising:**

This event will be promoted through local media, print advertising, and online advertising (including social media, email campaigns, local event calendars, viral sharing, etc.).

Please like and follow us on our socials!

Facebook page: <https://www.facebook.com/ShingleSpringsCommunityCenter>

Instagram: [https://www.instagram.com/shinglesprings\\_communitycenter/](https://www.instagram.com/shinglesprings_communitycenter/)

A Facebook event page will be created. Select "Going," and you share it to your own communities and social channels.

### **Product donation for raffle prizes:**

We ask that you have a product donation available for the prize drawings, which are part of the fundraiser. It may be a single product or a collection of items, valued at \$5 or more.

Tickets will be sold from 8:00am to 3:00pm and the drawings will take place from 8:30am to 3:30pm.

### **Booth Assignments, Layout, and Setup:**

A layout with space assignments will be sent out during the week of the event. We plan your booth spaces for the best fit and flow and try very hard to honor all the space requests of our returning vendors or any other special requests. We reserve the right to assign spaces to suit the needs of the show.

**Day-of Set up and Load in/out details:**

- Please bring your own tables, chairs, canopy weights, and equipment you will need.
- Vendor set-up will be 6:30 am - 7:55 am on Saturday.
- Please unload your items and then immediately remove your vehicle to allow other vendors to unload.
- Please stay within your rented 10'x10' or 10'x20' space.
- All vendor vehicles must be moved to the area behind the Center by 7:45am.
- Please do not start packing up until after 4:00pm. Early packing up and leaving before 4:00pm is inconsiderate to your fellow makers.

**Money, Change, and Payment Processing:**

- How you accept payment for your goods is up to you (cash, check, card or electronic).
- Remember to charge your card readers and devices ahead of time. Also, bring back up chargers, readers or devices.
- Please note, the Artisan Craft Faire will NOT have change available for vendors. Please bring enough cash and change for your business.
- There is NO WiFi available on our Rotary Field. You will need to bring your own Mobile/WiFi hotspot if you need internet access.

**What we need from you:**

1. [SSCC Registration](#) (due Aug. 7)
2. [Payment](#) (due Aug. 30)
3. [Seller's Permit](#) if one is required, you are responsible for having it (due Aug. 30)

No refunds after 8/30/2024. Cancellation before 8/30/2024 receives a full refund less service fee. After 8/30/24, with notification 48 hours before the event, your fee may be applied to a future event.

**[SSCC VENDOR REGISTRATION CAN BE COMPLETED ONLINE HERE.](#)**

Or, you may fill out the attached form & email to: [dbickel@ShingleSpringsCommunityCenter.com](mailto:dbickel@ShingleSpringsCommunityCenter.com)

USPS is another option: Mail completed form to:  
Shingle Springs Community Center, PO Box 11, Shingle Springs, CA 95682.

Please also feel free to drop forms in the drop slot at our physical location:  
4440 S. Shingle Rd. Shingle Springs, CA 95682.

Thank you for your interest in participating!

Debra Bickel, Events Committee Chair  
Shingle Springs Community Center  
[dbickel@shinglespringscommunitycenter.com](mailto:dbickel@shinglespringscommunitycenter.com)  
(650)740-4417

*\*\*\* Solely funded by donations, membership, and rental income, the SSCC operates only by volunteer efforts of our area residents and businesses. We are a 501(c)(3) public charity. Tax ID (EIN) 94-3321894. \*\*\**

# Shingle Springs Community Center Artisan Craft Faire Registration Form

**NAME:** (First Last)

**ADDRESS:**

**PHONE:**

**EMAIL:**

**MAILING ADDRESS:**  
(if different from above)

**BUSINESS NAME:**

Enter your business name as it appears on your Business License (DBA)

**WEBSITE & SOCIAL MEDIA LINKS:** List your website, facebook, instagram, and/or nextdoor page links here so that we can tag & promote them!

**WHAT SIZE SPACE WOULD YOU LIKE?**

Note that we offer a discounted Fee for Residents/Business Owners of El Dorado County.

10' x 10' (Standard Fee) \$30  
 10' x 20' (Standard Fee) \$45

10' x 10' (EDCo Resident Fee) \$25  
 10' x 20' (EDCo Resident Fee) \$40

**WHAT WILL YOU BE SELLING?**

Please be specific. i.e. "antique clocks" rather than "household items."

**SELLER STATUS (check the appropriate boxes and provide the requested information)**

- I hold a valid seller's permit. My permit number is: \_\_\_\_\_
- I am not making or soliciting sales of tangible personal property at this event.
- I am not required to hold a seller's permit because: \_\_\_\_\_
- My retail product sales are not subject to tax.
- My sales are exempt occasional sales.
- I sell on behalf of a section 6015 retailer (name): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_