



## **GFWC Citrus Heights Women's Club**

### **2017 Art and Direct Sales Application Form**

We hope, with your help and the help from our community, that this Art and Direct Sales fair will be a wonderful experience for both vendors and customers. If you would like to participate in this years' Art and Direct Sales fair, please complete the attached form and return along with your check/paypal to secure your booth space in this fair. Checks should be made payable to Citrus Heights Women's Club and mailed to address listed on the form. **Please note that we are only allowing one Direct Sales Representative per Company to be represented at our event.** The first applicant to return their completed form **and registration fee** will secure their spot. No Exceptions!

#### **Rules, Regulations and Important Vendor Information**

Date and Hours: Oct.7th, 2017 from 9:00 p.m. – 3:00 p.m.

Location: Lowe's East Parking Lot Citrus Heights, CA 95610

#### **SET-UP/BREAKDOWN**

Vendors may set-up Day of event between the hours of 7:00 a.m. – 9:00 a.m. Vendors are not to close their booth before the official close time or till organizer says. Sellers are responsible for their selling space. Before leaving, be sure your area is clean and trash free. You will NOT be invited back if area not clean.

#### **SPACE ALLOCATION**

Vendors will be assigned space according to first come, first serve. Placement, flow and competition will be taken into consideration to provide the best experience for attendees. 10 x 10 booth space rental **\$40.00**. This includes a FREE chili tasting. The majority of this fee will be donated to a Domestic Violence Center program. You will be given a donation receipt, we are a 501-3 C. If you have special space needs, please include your request on your application and we will make every effort to accommodate you. Below you can also write your preferences for where you would like to be placed.

#### **STAFF**

Each vendor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair. Vendor booths must be manned at all times.

Vendors are also responsible for helping to spread the word about this event, thru Facebook and other avenues. A flyer will be provided.

# GFWC Citrus Heights Women's Club Art and Direct Sales Application

Please print clearly!!!!

<b>Organization Name:</b>		<b>Contact Name:</b>	
<b>Address:</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email:</b>		<b>Phone:</b>	

<b>Size booth requested</b> ___ 10 x 10 ft.      \$40	<b>Electricity Cost \$55 includes booth</b> n/a I can do 2 booths next to DJ
<b>Special Space Needs: (Please explain)</b>	

Type of products you are selling:

- |                                   |                                  |                                       |
|-----------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Fine Art | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Local Artist |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Craft   | <input type="checkbox"/> Wood Works   |
| <input type="checkbox"/> Holiday  | <input type="checkbox"/> Food    | <input type="checkbox"/> Other        |

If you selected "Other", please give a brief description of craft.

By signing this form you agree to abide by all fair rules and regulations and accept full responsibility for your booth, its products, and displays and any claims for damages resulting from your participation in this event. Citrus Heights Women's Club and its representatives are in no way responsible for your products or actions.

Signature	Date
-----------	------

Please submit this form and your check and/or credit card made payable to GFWC Citrus Heights Women's Club or GFWC/CHWC, mark in memo field craft fair and mail to:

Citrus Heights Women's Club  
 7777 Greenback Lane Suite 212  
 Citrus Heights, CA 95610  
[www.chwomensclub.com](http://www.chwomensclub.com)  
 citrusheightswomensclub@gmail.com