



Southgate Recreation & Park District

Fall Vendor and Craft Fair

November 2021

Vendor Instructions:

1. Read the Vendor Terms on the reverse of this page.
2. Complete the Vendor Application below.
3. Direct any questions via phone call to Cheryl Denton (916) 395-0601 ext. 15 or email cdenton@southgaterecandpark.net
4. Email cdenton@southgaterecandpark.net OR mail complete application and payment to SRPD.

Physical/Mailing Address:

Southgate Recreation and Park District
6000 Orange Avenue, Sacramento, CA 95823

Application

Business/Trade

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Contact Person: _____ Phone: _____

Email: _____

Website/Facebook/Instagram: _____

Brief Description of items to be sold:

Payment: 1 Day = \$50.00, Saturday November 20, 2021

Method of Payment:

Cash _____ Check made out to SRPD _____ Credit Card _____



Southgate Recreation & Park District

Booth Policies, Procedures and Requirements:

Location: Pat O'Brien Community Center, 8025 Waterman Road, Sacramento Ca 95829

Hours: Saturday November 20, 2021, from 9:00am-2:00pm

Setup Time: Saturday November 20, 2021, 7:00am-8:30am

Take down time: Immediately after event, 2:00pm

Acceptance: Applications will be approved once a completed Vendor Application, signed release form and payment is received. We will host vendors that sell handmade local products, holiday/seasonal décor, children's items, custom jewelry, original artwork, and craftsmanship. A limited amount of each vender type (i.e., jewelry, art, craft, etc.) will be accepted.

Booths: The booth space is 10x10. The fee includes the rental space only. If you need more space than 10x10 you will need to buy 2 spaces. Vendors will be responsible for providing their own tent, signage, tables, and chairs. Booth location will be assigned, and a map will be provided.

Non-Refundable Application Fee Policy: Booth Fee is **non-refundable** if you cancel within 30 days of the event.

Payment: Payment may be in the form of cash, check or credit card. Payments must be received for your application to be accepted.

Liability & Security: Southgate Recreation and Park District will not be responsible for losses of any kind whether by fire, theft, elements of nature or any other causes.

Children: If you should need to bring your children with you, they need to remain with you at your booth at all times.

I have read the Southgate Recreation & Park District policies, procedures, and requirements. I have a copy and will comply with the agreement.

Signature: _____

Print Name: _____

Date: _____