

## Self-Help Graphics & Art

3802 Cesar Chavez Ave.

Los Angeles, CA 90063

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[www.selfhelpgraphics.com](http://www.selfhelpgraphics.com)

## Holiday Craft and Print Fair November 25, 2007 & December 2, 2007 12:00p.m. – 6:00 p.m.

### Vendor Application

#### Criteria:

The Holiday Craft sale is limited to arts & crafts made by the artist selling. **Pictures of items to be sold are required with application.** Due to the limited number of tables space available, please follow the application procedures below.

#### Availability:

Self Help Graphics & Art, Inc will be renting 25 vendor table spaces for the event on Sunday November 25, 2007 & Sunday December 2, 2007. Applications will only be accepted Saturday, November 10, 2007 at 10:00 a.m. **One vendor application per person only.**

#### Items to be sold:

Please bring at least 1 image with your application that shows the sort of arts or crafts you will be selling at your table. SHG will retain a copy for their records to be used as verification at check in.. No application will be accepted without an image.

#### Cost:

The cost for one 6'x 30'' max space, with 3-4 feet of space behind the table for chairs, racks, and/or storage is as follows..

**\$200.00** – For Both Sundays

**\$125.00** - For One Sunday.

#### Booth Amenities:

Vendors MUST supply everything including their own tables.

SHG has a few. If you wish to borrow one from SHG, you must let us know when you turn in your application. We will then reserve one in your name

#### Logistics:

On the days of the event, Sunday, November 25, 2007 and Sunday December 2, 2007, vendors must arrive for Check in and set up between 10:00 - 11 a.m. Loading and unloading will be conducted only at these specified times. Note, there will be NO PARKING inside the SHG parking lot for Vendors. If you park there to unload, you will be asked to move your vehicle before 12:00p.m. Please be on time. Table space will be pre-assigned in no particular order based on availability and amenities shared (when noted in advance). **No particular space request will be accepted on the day of event.** All vendors must stay until 6 p.m. Please leave your occupied area clean of all trash and items accumulated through out the event.

**Sponsors:**

We would also like to encourage all vendors to be sponsors for the Holiday Craft and Print Fair 2007. The cost for sponsorship is an additional \$50. You must present an image of your logo or clearly write below your company name as you would like it to appear in plain text on our flier and other promotional materials.

**Vendor Application Deadline**

Vendors should apply IN PERSON at Self Help Graphics & Art on Saturday, November 10, 2007 from 10 a.m. to 12 p.m. (noon). Applications will be accepted at these times ONLY. Thank you in advance for your cooperation and understanding.

**Form of payment accepted:**

Check, money order, or Cash. The vender fee in non-refundable and must be paid in full with your application.

**Respect:**

Self Help Graphics & Arts is a non-profit organization. The minimal fee's collected for these vendor spaces go into the production of this event that is FREE to the community. We ask that everyone participating, either as a vendor or guest respect the space, the volunteers and the policies and procedures outlined above.

THANK YOU for participating in Self Help Graphics 34<sup>th</sup> annual Dia de Los Muertos event!

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By signing this document, I agree to the above criteria. Self Help Graphics & Art is not responsible for the safety or insurance of any items belonging to the Vendor. Nor will Self Help Graphics & Art serve as storage for any items left by vendors. All payments are non-refundable. We reserve the right to refuse any vendors.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Vendor Information (PLEASE PRINT CLEARLY!)

**DATES YOU ARE SELLING** \_\_\_\_\_ Sunday **Nov. 25**, 2007 \_\_\_\_\_ Sunday **Dec. 2**, 2007

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Description of items for sale \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you sharing your Booth? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please list out **SECOND vendor's** information and describe items being sold.

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Description of items for sale \_\_\_\_\_

\_\_\_\_\_

Would you like to be an event sponsor for and additional \$50? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please attach your logo or clearly spell out sponsor's name that should appear on Flier.

\_\_\_\_\_

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THIS AREA FOR SHG USE ONLY

Accepted \_\_\_\_\_ DATES: SUNDAY NOV 25 \_\_\_\_\_ SUNDAY DEC 2 \_\_\_\_\_

Sponsor \_\_\_\_\_ Reserve 1 SHG table \_\_\_\_\_

Form of payment \_\_\_\_\_ Amount \_\_\_\_\_

Employee initials: \_\_\_\_\_