

Self-Help Graphics & Art

3802 Cesar Chavez Ave.

Los Angeles, CA 90063

323.881.6444

www.selfhelpgraphics.com

Holiday Craft and Print Fair December 12, 2009 & December 13, 2009 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 **Saturday December 12, 2009 & Sunday December 13, 2009.**

Applications will only be accepted Saturday, November 21, 2009 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 Saturday & Sunday

\$125.00 - For One day (Saturday OR Sunday).

Booth Amenities:

Vendors **MUST** supply everything including their own tables, lights, extension cords.

Logistics:

On the days of the event, Saturday, December 12, 2009 and Sunday, December 13, 2009, 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 12:00 p.m. Please be on time. 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 21, 2009 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.

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 _____ Saturday **Dec. 12**, 2009 _____ Sunday **Dec. 13**, 2009

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.

THIS AREA FOR SHG USE ONLY

Accepted _____ DATES: Saturday DEC 12 _____ SUNDAY DEC 13 _____

Sponsor _____ Reserve 1 SHG table _____

Form of payment _____ Amount _____

Employee initials: _____