

San Juan Capistrano
Second Saturday Art Fair
Artist Application



Name: _____

Business Name: _____

Address: _____

City / State / Zip _____

State Board of Equalization Permit Number (Copy Required): _____

*BOE Permit must list the SSAF as a main or sub-location

E-mail address: _____

Web Site: _____

Home / Work Phone: _____ Cell Phone: _____

New Vendor Returning Vendor

Space Requirements: I need an EZ Up space I am flexible (may have grass and odd shaped spaces)

Description of all work to be shown: New Vendors - please enclose at least 3 photos for the jury

Please check the months you are applying for in 2008:

Sep Oct Nov Dec

Number of Months _____
Space Fee per month \$ 45.00

SJC Business License Single Use Fee \$5 /month (or copy of current SJC Business License) _____

Total Enclosed: _____

Please mail application & make checks payable to:

SJC Chamber of Commerce
P.O. Box 1878 San Juan Capistrano, CA 92693-1878

Also Enclosed:

Description of Work with Photos

Copy of CA BOE Sales Permit *

* SSAF Location listing SJC on your BOE Sales Permit
must be received 30 days prior to 1st show.

COMPLIANCE AGREEMENT

I have read and understand the SJC Chamber of Commerce Art Show information, policies, and guidelines. I agree to abide by the rules stated. My arts and crafts are not mass produced, manufactured and / or imported. I further understand that the San Juan Capistrano Chamber of Commerce, the City of San Juan Capistrano, and their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after the SJC Monthly Art & Craft Show as a result of the display of my work, equipment, or materials. I understand that there are no refunds due to inclement weather or space assignment. Decisions to credit the event due to extreme weather or unanticipated issues will be made by the Chamber, under advisement of the staff on site.

I understand that spaces are approximately 100 square feet. Spaces may not be square and some spaces are on the grass. Power is not available. EZ Ups will not fit on most spaces.

I further understand that I will be removed from the show and receive no refund if I am selling work of lesser quality, or differing from that shown in the entry photos submitted and approved.

Signed: _____ Date: _____

San Juan Capistrano Second Saturday Art Fair



Policies & Procedures

Location: Downtown San Juan Capistrano
Artists will be placed around the downtown walking area
in minimum groups of 4

Date: Second Saturday of every month

Check In / Set Up: 9:00 am – 11:00 am
Art Show Hours: 11:00 am – 5:00 pm

Application Process: All items to be sold must be approved by the Art Fair Review Committee. Artists will be reviewed and accepted on the basis of the information contained in the application and it's included documentation. Acceptance to the show for a particular date does not guarantee admission to future Art Fairs. Artists must be present to show their work and may be asked to authenticate the work they are selling. Anyone declined will have their check returned to them undeposited.

Eligible Participants & Products: Work accepted to the SJC Second Saturday Art Fair must be hand-made and created by the applying artist. The Artist must be present to be represented in this show. Only items listed on the application and approved by the SSAF Review Committee can be displayed and sold. All work displayed must be family appropriate.

The City of San Juan Capistrano specifically requires that all participants' work being displayed be family appropriate. No obscene, illegal, or inappropriate items may be displayed. Inappropriate items restricted from this show include, but are not limited to, nudity, drug paraphernalia, and depictions of sex, violence, or illegal or inappropriate activity in any form. Display of items deemed inappropriate will result actions up to and including immediate release from the show.

Permits / Licenses:

Board of Equalization: All vendors must have a valid sales and use tax number issued by the California Board Of Equalization. The Second Saturday Art Show is requiring artists to list the show as a sub location with the CA BOE. This process is free to Sales Tax ID holders and can be accomplished by following the instructions attached below.

NEW ARTISTS: Once you are accepted, a copy of your BOE Form with the SJC sub location listed MUST be received by the SJC Chamber of Commerce before the day of the show or you will not be permitted to participate and will forfeit your booth fee. This applies only to new artists; this document only needs to be submitted once.

SJC Business License: Artists are required to have an SJC business license. Artists planning on exhibiting multiple months and do not have a SJC business license may purchase an annual license for \$60 1st year and \$35 annual renewal. Artists also have the option of purchasing a daily (single use) SJC business license. Monthly \$5 fee or proof of SJC Business License required with application.

Check In: The SSAF Information Booth is located at the corner of Yorba Street and Camino Capistrano. Los Rios Artists Check in with Frank Ritenour (photography) at the train platform.

Set Up / Clean Up: Check in / Set up begins at 9:00 am and must be completed by 10:45 am. Clean up begins at 5:00 pm. Vendors must not pack up and leave their space prior to 5:00 pm and must be off the street by 6:00 pm. All trash must be disposed of before you leave. Artists are requested to be courteous to all other artists and downtown visitors and residents. Please do not block streets, driveways, or each other while loading and unloading.

Parking: All SJC downtown street parking is limited to 3 hours most other SJC parking lots are limited to 5 hours. **All day Artists parking is free on the lower level of the Verdugo Street parking structure.** (below street level) Oversize vehicles may pick up parking permits for the Los Rios and Walnut Grove lots the day of the show at the registration table. Parking permits for the Los Rios and Walnut Grove lots must be displayed in the vehicles front window and include the artists name and space location. The event organizers and the City of SJC are not responsible for parking tickets received by vendors parking outside their designated areas.

Booth Space: \$45 a month plus \$5 SJC Business License Fee if applicable.

Spaces are all approximately 100 square feet. They are not all square and some are on the grass. Only half of our spaces can accommodate an EZ Up. (Booth fees will rise for EZ up spaces in 2009)

Spaces are assigned by the Art Fair Jury Committee. If you have any special needs for you space, please enclose all requests with your application. It is the vendor's responsibility to review their assigned space prior to the day of the Art Fair to insure the space will be adequate for their display.

Vendors are responsible for providing their display including, tables, chairs, umbrellas, easels, and other support required to display their artwork. All vendors are encouraged to skirt their tables and hide their boxes out of sight. No electricity is available.

Displays must stay within the designated booth boundaries and are not permitted to encroach sidewalks, walkways, or streets. Umbrellas are permitted in all non EZ-up spaces. Any questions during set-up should be brought to the attention of the check in staff located on Yorba Street at Camino Capistrano. Artists will be sent their space assignment at least 1 week prior to the show via e-mail.

Booth Decorating Contest: A monthly award will be given for the best booth display.

The winner will receive a certificate good for a complimentary booth fee for a future SSAF show.

Weather: *This is a "rain or shine" event. There will be no refunds for inclement weather.*

If the Art Show Committee determines that the show cannot be held due to extreme weather (thunder, lightening, typhoon, etc) or other hazardous conditions, booth space credit will be given for a future show.

Cancellation: Vendors must cancel with at least 3 business days notice prior to the event date in order to receive a refund or credit towards another date.

No Show: A vendor that has not checked in by 10:00 am will be considered a no-show. There are no refunds or credits given for no-shows. Vendors who fail to show up without giving proper notice will be excluded from all future Second Saturday Art Fairs.

Late Arrivals: The SSAF Committee reserves the right to exclude late arrivals from future shows. If you have an emergency the day of the show and are going to be late, please call Randi's cell at (949) 422-4959. (day of show only, please!)

Checks Payable To: SJC Chamber of Commerce
P.O. Box 1878
San Juan Capistrano, CA 92693-1878

Notification Process: Artists will be notified of their acceptance no later than 60 days prior to the event. No applications will be processed without the following items:

- 1) Completed Application
- 2) Copy of valid BOE Sales Tax permit *
*Copy of SJC sub location must be submitted to the SJC Chamber of Commerce before event
- 3) Check for booth space (may pre pay for up to 3 months)
- 4) Photos and description of work to be displayed

Payment due: All booth fees are due 30 days prior to the show date. Reserved vendors whose payment has not been received by the 1st of the month will have their space offered to the next artist on the wait list.

Communication: All communications will be primarily by e-mail.

E-mail all questions to event coordinator Randi Peshkin : sjcartfair@theblackcatgallery.com

If you have an emergency or question on the day of the Art Fair; please call Randi's cell at (949) 422-4959 (abuse of this number at any other time may result in removal from future shows)

Etc: Admission into the Second Saturday Art Fair does not guarantee sales. Booth space locations are not guaranteed month-to-month. The SSAF Committee reserves the rights to re-assign vendor spaces. Non-compliance with the above policies and procedure will result in forfeiture to participate in this and future fairs.

Survey: We at SSAF recognize that new shows can always be improved. We welcome and encourage your input. Please put all suggestions in writing and e-mail them to sjcartfair.com or mail them to the SJC Chamber Of Commerce. We will also be distributing an occasional survey to encourage your suggestions and comments.

Please mail application & make checks payable to:

SJC Chamber of Commerce
P.O. Box 1878
San Juan Capistrano, CA 92693-1878
949 493-4700

Questions??? Please e-mail

sjcartfair@theblackcatgallery.com

UPDATE

Sales Tax Forms / Board of Equalization

The Board of Equalization web site listed on your application packet no longer contains the correct form. The Laguna Nigel Office has moved to Irvine. Please follow the new procedures below.

To add the Second Saturday Art Fair location to your Sales Tax form:

Use this address:

Second Saturday Art Fair
SJC Chamber of Commerce
31421 La Matanza Street
San Juan Capistrano, CA 92675

You can make the addition with BOE any of the following ways:

CA BOE – Irvine Office (NEW LOCATION)

16715 Von Karman Avenue, Suite 200,

Irvine, CA 92606

949-440-3473

Fax: 949-440-3482

More BOE office phone numbers: www.boe.ca.gov/info/phone.htm

- 1) Call your local BOE office and request the addition over the phone. They will add it for you and fax or mail you a copy.
- 2) Visit your local office in person
(It's fairly quick and painless, I've done it)
- 3) Write AMMENDED APPLICATION (in BIG red letters) on top of a sales tax application form, fill in your name, Sales Tax number, and then add our location in the additional locations section. This may be faxed to BOE

Once you receive the amended copies, please mail or fax a copy to:

Second Saturday Art Fair
SJC Chamber of Commerce
PO Box 1878
San Juan Capistrano, CA 92675

Fax: (949) 489-2695 - if you fax, please call to make sure it was received.
Some faxes have come in so light they can't read them well enough to call the sender.