

# 2017 Spring Craft & Gift Market Vendor Application

Please join us for the 2017 Spring Craft & Gift Market will be held at the Novato City Hall, 901 Sherman Ave., Novato on Saturday, April 1<sup>st</sup>, 9:00am to 2:00pm. Admission is free to the public.

This is the perfect opportunity to sell your handmade Spring crafts, décor, and gifts related to Easter and Mother's Day! Craft & Gift Market Staff will be hosting a small snack bar with delicious treats and beverages available for purchase.

To be considered for the Spring Craft & Gift Market, vendor applications must be returned to the Special Events Coordinator by e-mail to [kbaccei@novato.org](mailto:kbaccei@novato.org) or to the Margaret Todd Senior Center, 1560 Hill Road Novato, CA 94947 by 5pm on Friday, February 24<sup>th</sup>.

Vendor acceptance is a juried selection based on category and quality of merchandise. Notification of acceptance will be sent to participants by March 3<sup>rd</sup> along with additional information. **No refunds will be given to accepted vendors after March 10<sup>th</sup>.** If you are not accepted, your check will be returned and your name will be placed on the email list for the 2018 Spring Craft & Gift Market.

Applications from individual crafters and Marin non-profit organizations are welcome. **Individual crafter's items must be personally handcrafted by the vendor/applicant. No imports, resale items, or food items will be allowed.**

Please note -

- Booth and table sizes may vary depending on location.
- All displays must be free-standing and no taller than 8'.
- Three booths will be designated for Marin non-profit organizations. If these booths are not filled, they will be reallocated to individuals. Non-profit organizations are not restricted to handcrafted items. We reserve the right to reject any item(s) which we deem unsuitable.

The City of Novato is required to comply with Sections 6073 and 6073.1 of the California Revenue and Taxation Codes. **Therefore, all vendors must fill out the Swap Meets, Flea Markets or Special Events Certification form (#BOE-410-D) that is included in this packet.** The form asks for a valid seller's permit for anyone wishing to sell taxable merchandise in this crafts faire. If you are exempt due to selling exempt products (food items), or because you are an occasional seller (no more than two events per year), you do not need a seller's permit, but please **mark the appropriate box on the form.** For additional information or to acquire a free seller's permit, call the State Board of Equalization at 800-400-7115. We will be confirming all permit numbers with the State.

**To apply,** complete the attached paperwork (application, agreement, form #BOE-410-D). Please be aware of the photo limits listed on the application and **do not exceed the limit.**

**Make check(s) payable to the City of Novato.**

Please be sure to complete the application requirements; not fulfilling each requirement may disqualify you from the market.

## **Application Checklist:**

\_\_\_\_\_ Complete Spring Craft & Gift Market Application

\_\_\_\_\_ Sign Exhibitor's Agreement **and** Liability Waiver

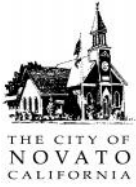
\_\_\_\_\_ **Complete** form #BOE-410-D

\_\_\_\_\_ Include full payment for requested booth space

\_\_\_\_\_ Include current photos of items to be sold (do not exceed limit)

\_\_\_\_\_ Above items must be received by e-mail to [kbaccei@novato.org](mailto:kbaccei@novato.org) or at the Margaret Todd Senior Center, 1560 Hill Road, Novato, CA 94947 between **January 27<sup>th</sup> and February 24<sup>th</sup> 2017 by 5pm.**

Thank you for your interest in the City of Novato Spring Craft & Gift Market. If you have any questions, please contact the Craft & Gift Market staff, Monday through Friday, 8:00am to 4:30pm at 415-899-8236 or via email to [kbaccei@novato.org](mailto:kbaccei@novato.org).



Novato Parks, Recreation and Community Services

# 2017 Spring Craft & Gift Market Vendor Application

## VENDOR INFORMATION –

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Numbers- Home \_\_\_\_\_ Cell \_\_\_\_\_

\*E-mail \_\_\_\_\_

\* We will only use your email address for Craft & Gift Market related outreach.

## DESCRIPTION OF CRAFT – Please be specific as this will assist in the selection process:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are all items personally handcrafted by you?    YES                      NO                      Price Range: \_\_\_\_\_

## PHOTOGRAPHS - The photographs submitted must be representative of the craft items that would be sold at the Market.

Please check only one of the options below:

\_\_\_\_\_ I am submitting **no more than** 3 photos (4x6 or smaller).

\_\_\_\_\_ I am submitting **one** 8.5”x11” sheet displaying digitally printed photos of my craft.

## BOOTH REQUEST

\_\_\_\_\_ **Booth Space** - 6' x 5' (booth width depends on location) - Includes a 6' table and two chairs  
**Novato Resident: \$80    Non-Resident: \$90**    Checks payable to City of Novato

## DESCRIPTION OF BOOTH SET-UP\* – Please check all that apply:

- Clothing or display racks
- Screens – please describe (no higher than 8') height, width, length \_\_\_\_\_
- Shelving – please describe \_\_\_\_\_
- Other – please describe \_\_\_\_\_

\* No Electricity will be available to vendors.

\* Entire display must fit within the booth space; aisle ways must be kept clear at all times; all displays must be free standing.

**-OVER-**

**SPECIAL REQUESTS** –

**ADVERTISING** –

If accepted, would you like us to email you a digital version of the event flyer to distribute to your email list?      YES      NO

**OFFICE USE ONLY:**

Accepted:      YES      NO

Booth # \_\_\_\_\_

Check # Processed \_\_\_\_\_

Check # Returned \_\_\_\_\_

Photos Returned \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

**Spring Craft & Gift Market Exhibitor's Agreement**

1. All exhibits must be in place by Saturday at 8:00am. Exhibits must be staffed no later than one-half hour before the opening to the public. Exhibits must be open and staffed during all Market hours. All exhibit structures and debris must be removed by the close of the Market.
2. Exhibitor agrees to confine all display and selling activity within the assigned booth space, refraining from placing signs and goods or other materials within or over public aisle space, vendor aisle space, or in other vendors' space.
3. Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permit.
4. Exhibitor agrees to maintain the dignity and integrity of the Faire. The PRCS Department reserves the right to ask any exhibitor to leave who is not acting in the best interest of the Market, or who does not meet vendor requirements.
5. Exhibitor confirms that all items to be sold have been handcrafted by vendor / applicant, and no items have been imported or have been commercially produced for resale.
6. This agreement constitutes the entire contract between parties, and no changes shall be valid unless agreed to by both parties in writing.

**Signature**

**Date**

## **City of Novato Parks, Recreation & Community Services Liability Waiver/Medical Treatment Consent**

(In order for us to process your registration(s), you must sign the Liability Waiver/Medical Treatment Consent after you have read and agreed to the terms. Registrations where the waiver/consent has been altered will not be processed.)

In consideration for my and/or any of my family members' participation in the City of Novato's recreation program(s) that I wish to register for, I voluntarily RELEASE the CITY OF NOVATO, CITY OF NOVATO SUCCESSOR AGENCY TO THE DISSOLVED NOVATO REDEVELOPMENT AGENCY, CITY OF NOVATO PUBLIC FINANCE AUTHORITY AND THEIR RESPECTIVE OFFICIALS, OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS (hereinafter referred to as "RELEASEES") from any and all liability for injuries or death or property damage to me and/or my family members resulting from, arising out of, or in any way connected with my and/or any of my family members' participation in the City of Novato's recreation program(s) or use of the RELEASEES' facilities in connection with this/these program(s). I understand that this WAIVER and RELEASE is applicable even though the negligent activities of the RELEASEES may have contributed to the injury or death or property damage suffered by me or any of my family members participating in this/these program(s). I further agree to DEFEND, INDEMNIFY and HOLD HARMLESS the RELEASEES from and against any and all liability, claims, causes of action, and/or losses of any nature or kind (including litigation-related expenses such as attorney and expert witness fees) resulting from, or in connection with, participation in this/these program(s) whether caused by any negligent act or omission of the RELEASEES.

I further understand that serious accidents may occur in the City of Novato recreation program(s) that I am registering for, that participants in this/these program(s) may sustain mortal or serious personal injuries, and/or property damage, as a consequence of their participation in this/these program(s). Knowing the risks of said event, nevertheless, I HEREBY AGREE TO ASSUME THOSE RISKS AND TO RELEASE AND HOLD HARMLESS TO THE FULLEST EXTENT ALLOWED BY LAW ALL OF THOSE PERSONS MENTIONED ABOVE WHO THROUGH PASSIVE OR ACTIVE NEGLIGENCE OR CARELESSNESS MIGHT OTHERWISE BE LIABLE TO ME FOR DAMAGES.

It is further understood and agreed that this waiver, release, hold harmless and indemnification agreement is to be binding on me, any of my participating family members, and all of our heirs, representatives, and assigns.

I hereby authorize qualified physicians to render medical treatment or care that they may deem necessary for me or my family members in case of illness or accident during such program(s). In the event of injury of a child participant, and if a parent cannot be reached, the Novato Fire District will be contacted to transport the injured to:

- Novato Community Hospital or
- Kaiser Permanente

(Please check one. If none are checked, the injured will automatically be transported to Novato Community Hospital.)

I understand and agree that photographs may be taken of participants during recreation programs and by my signature below am giving my permission for photographs of me and/or my child(ren) participating in the program to be used and reproduced by the City of Novato for such purposes as display in advertisements and promotions in City and recreation program publications, brochures, and on the City's website.

**By my signature below, I signify that I have read, understand, and voluntarily agree to be bound by each of the terms stated above.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SWAP MEETS, FLEA MARKETS, OR  
SPECIAL EVENTS CERTIFICATION**

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at [www.boe.ca.gov](http://www.boe.ca.gov). To find a Board of Equalization (BOE) office near you, call our Customer Service Center at 1-800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

**Occasional and Nontaxable Sales**—Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

**Section 6015 Retailers**—Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

**Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.**

**1. EVENT INFORMATION**

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

**2. VENDOR/EXHIBITOR INFORMATION**

OWNER'S NAME

MAILING ADDRESS (*street number or P.O. box*)

(*city, state and zip code*)

TELEPHONE NUMBER  
(       )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

**3. STATUS**—*Check appropriate boxes, and provide requested information*

- I hold a valid seller's permit. My number is: **S** \_\_\_\_\_
- No sales of tangible personal property are being made or solicited at this event.
- I am not required to hold a seller's permit because:
  - My retail product sales are not subject to tax       My sales are exempt occasional sales
  - I sell on behalf of a section 6015 retailer \_\_\_\_\_

**4. CERTIFICATION**—*Partners/additional sellers, complete a separate copy of this form*

*The above statements are certified to be correct to the best knowledge and belief of the undersigned.*

NAME (*typed or printed*)

TITLE

SIGNATURE

DATE

## Annual Privacy Notice – No Action Needed

**Your account records are covered by state laws that protect your privacy. The Information Practices Act (Civil Code §1798.17) requires the Board of Equalization (BOE) to notify you each year of your privacy rights.**

The BOE administers many of the state's tax and fee laws. We ask you for your information (when you apply for your permit, certificate, license or renewal, relief request, payment plan, offer in compromise, settlement, or other applications) that is either required by law, or is used for our registration records. We will use the information to determine whether you are paying the correct amount of taxes and fees, or to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code section 405(c)(2)(C)(i)]). A complete list of the California Revenue and Taxation Codes authorizing the BOE to maintain your information for the administration of its programs is available on our website at [www.boe.ca.gov/pdf/boe324gen.pdf](http://www.boe.ca.gov/pdf/boe324gen.pdf), then scroll to the second page.

### What happens if I don't provide the information?

Your application for a permit, certificate, license, relief request, payment plan, or other programs may not be processed if your information is incomplete. If you are not able to file your required returns, you may have to pay penalties and interest. You may owe more taxes or fees, or receive a smaller refund, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments.

If you provide fraudulent information, civil penalties may apply and you may be subject to criminal prosecution.

### Can anyone else see my information?

Yes; while your records are covered by state laws that protect your privacy, the BOE may share information regarding your account with specific local, state, and federal government agencies, or companies contracted and authorized to represent the government agencies.

We may release the information printed on your permit, certificate, or license, such as your account type, start and closeout dates, and the names of business owners or partners (unless otherwise protected from disclosure), to the public. When you sell a business, we may give the buyer or other involved parties information regarding any of your outstanding tax liabilities.

With your written permission, we can release some or all of the information regarding your account to anyone you designate.

### Can I review my records?

**Yes. Requests should be made in writing to your closest BOE office or responsible official listed below.** For a complete listing of our locations or a copy of the publication [58-A, How to Inspect and Correct Your Records](#), visit us at [www.boe.ca.gov](http://www.boe.ca.gov), or call our **Customer Service Center at 1-800-400-7115 (TTY:711)**, Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. You may contact the BOE's Disclosure Office at:

Disclosure Office, MIC:82  
State Board of Equalization  
PO Box 942879  
Sacramento, CA 94279-0082  
1-916-445-2918

### Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

#### Sales and Use Tax

Board of Equalization  
Field Operations Department, MIC:47  
PO Box 942879  
Sacramento, CA 94279-0047  
1-916-322-4899

#### Special Taxes and Fees

Board of Equalization  
Business Tax and Fee Department  
Deputy Director, MIC:57  
PO Box 942879  
Sacramento, CA 94279-0057  
1-916-445-1441

#### Property Tax

Board of Equalization  
Property Tax Department  
Deputy Director, MIC:63  
PO Box 942879  
Sacramento, CA 94279-0063  
1-916-274-3372