



Novato Parks, Recreation and Community Services
Margaret Todd Senior Center

2020 Spring Craft Market

The 2020 Spring Craft Market will be held at the Margaret Todd Senior Center, 1560 Hill Road, Novato on Saturday, April 18th, 2020 from 10:00am to 3:00pm. Admission is free to the public.

In order to be considered for the Market, vendor applications must be returned to the Margaret Todd Senior Center by 5pm on Monday, February 3rd.

Vendor acceptance is a juried selection based on category and quality of merchandise. **Past participation in this faire does not guarantee you a space for this year.** Jury members are not members of the Margaret Todd Senior Center staff. They are volunteers and will remain anonymous. Notification of acceptance will be sent to participants in mid-February along with additional information. **No refunds will be given to accepted vendors.** If you are not accepted, your check(s) will be returned, and your name will be placed on the email list for the 2020 Holiday Crafts Faire and the 2021 Spring Craft Market.

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

A limited number of double booth spaces may be available. If you would like a double booth space, please specify this on your application and include **two** checks for either **\$63** each or **\$73** each, depending on your residency status. Double booths are not guaranteed. If you request a double booth and are assigned a single booth, one of your checks will be returned. If a single booth is unacceptable, please note this on your application.

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 (#CDTFA-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 1-800-400-7115. We will be confirming all permit numbers with the State.

To apply, complete the attached paperwork (application, agreement, form #CDTFA-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 faire.

Application Checklist:

_____ Complete Spring Craft Market Application

_____ Sign Exhibitor's Agreement **and** Liability Waiver

_____ **Complete** form #CDTFA-410-D

_____ Include full payment for requested booth space(s)

- Submit **two** checks if you are requesting a double booth

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

_____ Above items must be received at the Margaret Todd Senior Center,
1560 Hill Road, Novato, CA 94947 between **January 6 and February 3, 2020 by 5pm.**

Thank you for your interest in the City of Novato Spring Craft Market. If you have any questions, please contact the Craft Market staff Monday through Friday, 9:00am to 5:00pm at 415-899-8290.



2020 Spring Craft Market Application

VENDOR INFORMATION –

Name _____

Address _____ City _____ Zip _____

Telephone Numbers- Home _____ Cell _____

*E-mail _____

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 faire.

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 – Please check **one** of the following:

_____ **Single Booth** - 6' x 5' or 5'x 5' (booth width depends on location) - Includes a 6' or 5' table and two chairs
Novato Resident: \$63 Non-Resident: \$73 Checks payable to City of Novato

-OR-

_____ **Double Booth** - 12' x 5' - Includes a 12' table and two chairs
Novato Resident: \$126 Non-Resident: \$146 Include two checks (\$63 or \$73 each depending on residency)

Is a single booth acceptable if a double booth is not available? YES NO

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

- Electricity _____ I need electricity _____ I'd like electricity, but it is not necessary _____ I do not need electricity
- Clothing or display racks
- Screens – please describe (no higher than 8') height, width, length _____
- Shelving – please describe _____
- Other – please describe _____

*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 –

If you have a booth location preference or any other special request, please let us know here. We do our best to accommodate special requests, but please realize that we cannot accommodate all of them.

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

BOOTH VENDORS SELLING FOOD PRODUCTS –

In order to participate in this event, food vendors must be covered under a current County of Marin Health Permit License. Please submit a copy with your application.

OFFICE USE ONLY:

Accepted: YES NO

Booth # _____

Table Size Assigned _____

Electricity YES NO

Check # Processed _____

Check # Returned _____

Photos Returned _____

Notes: _____

Craft Market Exhibitor's Agreement

1. All exhibits must be in place by Saturday at 9am. 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 Market. 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

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

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 a seller's permit at no cost to you by visiting our website at www.cdtfa.ca.gov. To find a California Department of Tax and Fee Administration (CDTFA) 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 CDTFA 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 NUMBER

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 (*type or print*)

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 California Department of Tax and Fee Administration (CDTFA) to notify you each year of your privacy rights.

The CDTFA 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 CDTFA to maintain your information for the administration of its programs is available on our website at www.cdtfa.ca.gov/formspubs/cdtfa324gen.pdf.

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 CDTFA 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 CDTFA office or responsible official listed below. For a complete listing of our locations or a copy of the publication [58A](#), *How to Inspect and Correct Your Records*, visit us at www.cdtfa.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 CDTFA's Disclosure Office at:

Disclosure Office, MIC:82
California Department of Tax and Fee Administration
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

California Department of
Tax and Fee Administration
Field Operations Division, MIC:47
PO Box 942879
Sacramento, CA 94279-0047
1-916-322-4899

Special Taxes and Fees

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

Property Tax

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