

College of the Siskiyou Foundation

Country Christmas Holiday Craft Fair

2017 Guidelines for Participation



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1. **All crafters / vendors who wish to participate in the COS Holiday Craft Fair must have a current California Seller's Permit Number.** If you already have a seller's permit, please include it on the registration form where noted. If you do not have a seller's permit you will need to apply for one as soon as possible. Visit the Board of Equalization Office in Redding, CA to apply in person or go to their website: www.boe.ca.gov and search for CA seller's permit. **There is no cost to apply for a seller's permit.**

All vendors registered for the COS Craft Fair must have their seller's permit number on file in the Foundation Office no later than November 20, 2017 and should bring their permit with them to the Craft Fair.

1. Spaces are **\$70** per 10' x 10' space. **Refunds will be made on any cancellation prior to November 10, 2017.** Crafters on waiting list will be notified if a space becomes available on a first-come, first-served basis.
2. All vendors will be notified as to whether or not they have been accepted to participate in the Craft Fair.
3. All items sold must be handcrafted, handmade or homegrown by the vendor. Commercially produced products may not be sold. **Crafters are asked to submit an example of their work** when submitting registration forms. Photographs will not be returned, but will be kept on file in the Foundation Office for publicity purposes. If a vendor has previously participated in the Craft Fair, photos are not necessary unless new items have been added. ***Please note: The Foundation reserves the right to deny crafter participation if there is question regarding the validity of the product(s).***
4. Limited tables are available for crafter use. As they are limited, reservations are required with your application, and are limited to one table per crafter. Tables will be reserved on a first-come, first-served basis. (No guarantee of a table provided). **Chairs are not provided. Please bring your own chairs.**
5. Crafters are asked to check in with the craft fair manager when arriving so they may be shown to their space.
6. Crafters may set up between 1:30 and 4:30 p.m. on Friday afternoon. Set up **must be completed** prior to the doors opening to the public at 5 p.m.
7. Due to the unpredictable weather conditions in Siskiyou County, we ask that you take into consideration the weather forecast and be prepared for any conditions that may arise.

8. Crafters must attend both days and keep their booths open until the market closes (Friday, 5 to 8 p.m. / Saturday, 9 a.m. to 3 p.m.). If an emergency arises or weather becomes a safety issue for you, and you need to leave, please notify the market manager that you are leaving.
9. Crafters must stay within the 10-ft. by 10-ft. space.
10. Crafters may not change or trade spaces with other crafters unless authorization is received from the craft fair manager.
11. **We do not offer/provide electricity.** If you need electricity, you need to provide your own battery-operated devices.
12. ***Crafters are asked to donate a gift to the COS Foundation at the beginning of the day. Gifts are used by the Foundation as auction items at the Foundation's Scholarship Dinner and Auction as well as the Volunteers Appreciation Dinner. Funds raised from the sale of these gifts are used to support student-centered programs, scholarships and campus renovation projects.***
13. The COS Public Relations Office will advertise the event with:
 - Weekly display ads in all local newspapers for three weeks prior to event
 - Press releases and ads in Klamath Falls & Medford, OR; Redding, CA, newspapers
 - Radio announcements on Siskiyou County stations throughout the months of October and November
 - Advertising on public access TV channels
 - Flyers will be placed on campus, and sent to libraries, chambers, local motels and restaurants.
 - All crafters are sent a packet of flyers to post in places in which you frequent and shop.

We sincerely hope you will join us for a day of fun!

