



## ARTS & CRAFTS FAIRE APPLICATION - 2011

Dear Artists, Craftspeople & Luthiers:

You are invited to submit your application for the ARTS AND CRAFTS FAIRE at the **FALL EQUINOX FOLK MUSIC, DANCE AND STORYTELLING FESTIVAL, September 10<sup>th</sup> and 11<sup>th</sup>, 2011**. The Festival is held at the Rancho Cordillera del Norte, 9015 Wilbur Ave, Northridge, California.

The Arts And Crafts Faire, will be located on the walkway central to the entire Festival, with **very** easy unloading access.

The fee for a 12'x12' booth space is **\$100 for the weekend** or \$75 for a single day. CTMS takes no commission from craft vendor sales.

**Your application must be postmarked by August 1, 2011.**

The Arts And Crafts Faire is only open to people who personally *hand craft* their items. Our past shows have been a tremendous success and a great deal of fun for the artists and craftspeople participating. We have an excellent advertising committee and we guarantee extensive publicity and promotion. We do not, however, guarantee sales for our vendors; ultimately the buying public will decide what they wish to purchase.

**We DO NOT accept swap meet or buy/sell items  
NO booth sharing!  
Each vendor must submit a separate application for their booth space**

### REQUIREMENTS:

1. Complete the attached application. Be sure to fill out and sign 1) The insurance release & independent contractor statement, and 2) The hand made certification. Incomplete applications will not be processed.
2. Include at least 3 photos of your current work that you plan to display and sell at the show. Note that the photos must be representative of the items to be sold. Photos (or link to images on your website) may be emailed to [julie@ctmsfolkmusic.org](mailto:julie@ctmsfolkmusic.org). Sale of items not represented in the photos or non hand-made items will result in closing your booth and forfeiting your entry fee.

CALIFORNIA TRADITIONAL MUSIC SOCIETY  
4924 Balboa Ave #637, Encino, CA 91316

Phone: (818) 817-7756

Email: [info@ctmsfolkmusic.org](mailto:info@ctmsfolkmusic.org)

Website: [www.ctmsfolkmusic.org](http://www.ctmsfolkmusic.org)

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3. Exhibitors MUST provide their own tables, stands, chairs, title cards and any other materials needed for their display. For your convenience and for an additional fee, we can provide the following equipment: 8 Foot Table - \$15.00; Market Umbrella & Base - \$40.00. Please include your request and payment for the above equipment with your application.
4. Include a check with your entry fee (see above) made out to the California Traditional Music Society, (*INCLUDE ANY FEES FOR RENTAL EQUIPMENT WITH THIS CHECK!*). You may cancel any time prior to August 15, 2011 for a full refund less a \$10 processing fee. There are NO refunds after this date. Send to:

**CTMS, 4924 Balboa Ave #637, Encino, CA 91316**

*Applications must be postmarked by August 1<sup>st</sup>, 2011.*

5. Please provide us with a current and accessible email address. Letters of commitment and other Festival correspondence will be conducted primarily via email.

**Also note the following:**

1. Each exhibitor is responsible for monitoring their own booth.
2. Each exhibitor must have a current seller's license and is responsible for their own money, taxes and licenses.
3. The Festival site is open at 7:00 a.m. for set up, and the site will be opened to the public at 10:00 a.m. Official Festival times will be from 10:00 a.m. until 5:00 p.m. on Saturday, September 10<sup>th</sup> and 10:00 a.m. until 5:00 p.m. on Sunday, September 11<sup>th</sup>, 2011.
4. Set up begins at 7:00 a.m. and all vehicles must be off the festival grounds by 9:30 a.m.
5. SPECIAL ARRANGEMENTS CAN BE MADE FOR THOSE WHO WISH TO SET UP ON FRIDAY, SEPTEMBER 9<sup>th</sup>. Call 818-817-7756 to arrange for a Friday set-up.
6. For safety reasons, vehicles may **NOT** be brought onto the festival site between the hours of 9:30 a.m. and 5:30 p.m. on Saturday or Sunday.
7. Space assignments will be given out when you arrive at the Festival.
8. Your fee includes entrance to the Festival for yourself and **ONE** working member of your booth. Additional passes must be purchased.
9. This year we will create a directory of craft faire participants on our website. This will include a description of your craft, a link to your website and a photo of a representative item. CTMS can create the photo from the photographs of your current work that you submit with your applications, or you may submit a photo that you want to be used. This photo should feature a single representative item and be against a light colored background

If you have any questions, we can be reached at **818-817-7756** or [julie@ctmsfolkmusic.org](mailto:julie@ctmsfolkmusic.org)

Check [www.ctmsfolkmusic.org/equinox](http://www.ctmsfolkmusic.org/equinox) for more information on the Festival.

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The FALL EQUINOX FOLK MUSIC, DANCE & STORYTELLING FESTIVAL  
SATURDAY AND SUNDAY, SEPTEMBER 10<sup>TH</sup> AND 11<sup>TH</sup>, 2011

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ARTS & CRAFTS FAIRE APPLICATION

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Name of Seller: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Resale License #: \_\_\_\_\_

Telephone/Business: \_\_\_\_\_ Home: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Description of your craft: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Price Range: \_\_\_\_\_

Any Special Booth Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXACT Size of Your Booth: \_\_\_\_\_

-----FOR OFFICE USE-----

Received:

Approved:

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**Optional - RENTAL EQUIPMENT REQUIRED:**

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8 foot table (\$15/each) - How many: \_\_\_\_\_ Total \$ \_\_\_\_\_

Umbrella & Base (\$40/each) - How many: \_\_\_\_\_ Total \$ \_\_\_\_\_

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**INDEPENDENT CONTRACTOR STATEMENT AND LIABILITY RELEASE**

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In consequence of the California Traditional Music Society, its board of directors and its employees permitting seller \_\_\_\_\_ to participate in the Fall Equinox Folk Music, Dance and Storytelling Festival, and for other good and valuable consideration, SELLER agrees to hold the California Traditional Music Society, its board of directors and its employees and the Rancho Cordillera del Norte and its employees, harmless from and indemnify them for the total amount of any judgment, compromise or settlement based on the death of, injury to, or damage to the property of any person including seller and its agents, or employees arising from the participation of seller in the Fall Equinox Folk Music, Dance and Storytelling Festival, Saturday and Sunday, September 10<sup>th</sup> and 11<sup>th</sup>, 2011, commencing and terminating.

It is hereby acknowledged that seller is an independent contractor and that the responsibility for reporting earnings and paying any government taxes and union dues or fees that may be due, is the sole responsibility of the seller. Seller is responsible for withhold payroll taxes as well as worker's compensation insurance for all his/her employees.

I (We) have read, fully understand, and agree to abide by the rules set forth in the accompanying letter, regarding participation in the Festival. I (WE) FULLY UNDERSTAND THAT THERE IS ABSOLUTELY NO BOOTH SHARING & THAT I MAY NOT BRING MY VEHICLE ONTO THE FESTIVAL SITE BETWEEN THE HOURS OF 9:30 a.m. AND 5:30 p.m. SEPTEMBER 10<sup>th</sup> or 11<sup>th</sup>, 2011.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**HAND MADE CERTIFICATION**

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I certify that the items shown in the enclosed photographs are an accurate depiction of all the items I will sell at the Fall Equinox Folk Music, Dance and Storytelling Festival, *and that those items have been hand made by me.* I fully understand that CTMS has the right to examine the tools/raw materials of any item, and that they may ask me to leave the Festival grounds, resulting in the forfeiture of the entry fee, if it is determined that the above is not true of all the items for sale at our booth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_