



Arts & Crafts Festivals

VENDOR QUESTIONNAIRE INFORMATION

Sugar Plum welcomes in the seasons featuring the best in seasonal gifts and decorations. An inspiration to decorative and gift giving needs... we pride ourselves in offering the best in handcrafted items, antiques and collectibles. While we do offer a limited amount of imported merchandise, we are currently only accepting handcrafted vendors.

Sugar Plum P.R.O.U.D. recognition

Proudly Represents Own Unique Design / Delicacy

We recognize handcrafted vendors with a P.R.O.U.D. certificate. This is our way of "SHOWCASING" the craftsmanship and creativeness of our talented artisans, bakers, chefs and confectioners.

Currently, our shows are held indoors at the Orange County Fair and Event Center in Costa Mesa and the Buena Park Downtown Mall. We offer free admission at all our festivals. We encourage you to attend one of our shows before submitting the enclosed Vendor Questionnaire Form.

Sugar Plum Festivals is a tagged show with a central checkout area. We use the CVR (Central Vendor Registration) numbering system and uniform price tags. If you do not have a CVR#, we will obtain one for you at no charge. Once you have your own CVR#, you can participate in any show that uses this system without having to retag your merchandise. A sample sheet of price tags will be provided with the Entry Form, together with information on purchasing or printing more.

Required Licenses... All vendors are required to provide us with a copy of their **Seller's Permit (State Board of Equalization Tax ID#)**. If you do not have a Sales Tax Permit, you can visit the State Board's website, www.boe.ca.gov for information. All vendors participating in the Buena Park shows are required to obtain an annual **Business License**. The initial application will be provided to you with your entry form. All food vendors are required to obtain an annual **Health Permit** and work out of a licensed kitchen. The initial application will be sent to you with your entry form.

Booth Requirements... You must have a booth (self-supporting back and side(s).... wire grids, lattice, wood fencing, pipe and drape, etc.) to participate in our festivals. We encourage all who participate to decorate their booths to reflect the season or holiday. Be sure to **include a picture of your booth** and displays **with your application**. Metal poles/PVC pipes need to be covered; all tables must be draped to the ground. All booths/displays must meet fire regulations. We do not provide tables or chairs. You may share a space with another vendor, but if they use their own CVR#, they will be responsible for submitting their own paperwork and fulfilling the work obligation.

Lighting... Your lights must have hoods and point in at your merchandise. Only Energy Saver light bulbs are acceptable. **Timers are required at the Costa Mesa shows**. Please be prepared for hooking up to electrical outlets by bringing several sizes of extension cords and a multiplex (power strip).

Entry Fees...The entry fee is based on square footage and configuration (*number of sides open to an aisle*). Generally, widths range from 8-12 feet and depths range from 3-6 feet. There is a minimum entry fee of \$75. On the entry form you will be asked to choose from the following configurations for booth space...

Front Space (inline booth - aisle at front of booth)	\$4 per sq. ft
Front with one end open (aisle at front and one side of booth)	\$5 per sq. ft
Three sided space (aisle at front, back and one side of booth)	\$7 per sq. ft
Walk around space (limited on spaces / no electricity)	\$9 per sq. ft

We do our best to accommodate space size requests, but there are times when this isn't possible. Because of this, we recommend that you design a booth (back and sides) that is flexible, so that you will still be able to participate if we cannot give you your 1st. choice on space size.

The OC Fair & Event Center charges a parking fee to everyone entering the property. Our vendors can purchase a discounted pass on setup day. **These passes are ONLY AVAILABLE on setup day.** You can prepay with your entry fees or pay by cash or check on Setup Day. There is a designated vendor parking area across from our building which makes it easy for restocking during the show. **Parking is free on setup day.**

20 % Commission... Our commission is 20%. A check for merchandise sold, less our commission, will be sent approximately 1-2 weeks after the show. A statement will be included which also indicates the sales tax that was collected and paid on your behalf. Keep this statement for your records: you will need this information when filing your sales tax return and renewing your Buena Park Business License.

Work Shift Obligation... Because we have a central checkout area, your attendance at your booth is not required during the show. However, it is your responsibility to restock and maintain your booth. Part of participating in our show is to meet a workshift obligation of 12 hours. The work shift does not include time you spend at your booth. The work shift is a task you perform for the show, such as a cashier, bagger, greeter, will call attendant (we will hold merchandise for a customer for up to 3 hours while they shop), etc. The 4 or 6 hour shifts can be filled by you, a family member or a friend. Shifts can also be worked simultaneously; for example, you can bring a friend and work 6 hours together to fulfill the 12 hour obligation. Workers must be at least 18 years of age and capable of performing the task assigned. If you are unable to work the 12 hours you may pay out of the obligation at \$9 per hour, but we encourage you to help us staff the show by working the hours required. If your merchandise necessitates you being at your booth throughout the show, we do have security shifts available on setup day and during breakdown.

For your information:

♥ Buena Park: setup is the Monday and Tuesday before the show: Costa Mesa: setup is the day prior to the opening day of the festival. No one is allowed to set up the morning we open. All new vendors are required to check out with us before leaving on setup day.

♥ Restocking is allowed from ½ hour before we open, throughout the day until we close our doors in the evening. Once the show opens, all boxes and merchandise must be carried in by hand. No wagons or hand carts are allowed during show hours.

Please fill out...



The Questionnaire form and the Product Review Sheet

We are a juried show. We need to know who you are and what you do! **Include with your Questionnaire Form, or attach to your email, a selection of pictures** of your merchandise that best showcase what it is you sell. We do not need a picture of every item you make. We want to see a few pictures of your product line to be sure you are unique in what you are making to bring to the show. We prefer color photocopies; original pictures will not be returned. Write your name on each picture and number them. When you fill out the **Product Review Sheet**, please indicate the picture #, the item price, and a description of the item. If you have a website where we can view your merchandise and prices, you do not need to submit pictures or fill out the Product Review Sheet. **We do not accept faxed photos or paperwork.**

If you have any questions, you can email or call 562 598-0857.

Office hours are Tuesday thru Thursday from 10am to 3pm.

This is not an Entry Form. Do not send MONEY.

We will send Entry Forms for participation once your merchandise has been accepted.

Please allow 4 – 6 weeks for processing.

We look forward to hearing from you.

Camilla