

December, 2007

Dear Craftsperson:

This coming spring, California State University, Fresno will celebrate its 33rd annual Vintage Days Crafts Faire. Enclosed you will find an application and an information sheet. Applications will be due by January 25, 2008. This early deadline allows for confirmations far in advance of the Faire. Please be sure to mail your application early to ensure a timely delivery.

This year's Crafts Faire will be held April 18th, 19th, and 20th, 2008 at the California State University, Fresno campus on the lawn area adjacent to Maple Avenue. The times for the Crafts Faire will be 10 a.m. to 5 p.m. each day. The booth size is 12' deep x 10' wide. Overnight security will be available, however, California State University, Fresno and Vintage Days will not be responsible for lost, stolen, damaged, or misplaced items. All crafters must make their own business decision on whether to leave items of value on site overnight. Detailed maps and additional information will be sent after an application has been accepted. Sorry, but no pets are allowed at the faire site.

If you have any questions or concerns, please do not hesitate to call us at (559) 278-2741. Hope to see you at the Faire!

Sincerely,

A handwritten signature in blue ink that reads "Vanessa Pombo". The signature is fluid and cursive, with a large loop at the end.

Vanessa Pombo
Crafts Faire Coordinator
Vintage Days 2008

Enclosure

CALIFORNIA STATE UNIVERSITY, FRESNO
VINTAGE DAYS CRAFTS FAIRE 2008
APRIL 18th – 20th

INFORMATION SHEET

Eligibility

The goal of the 2008 Vintage Days Crafts Faire committee is to produce a high quality and innovative craft event that appeals to the community and complements and promotes California State University, Fresno. It is for this reason that eligibility is limited to artists and craftspeople whose work is original and of high quality. All items must be originally produced by the exhibitor. **No mass-produced, manufactured, or imported items will be permitted.**

All applications must include a Sales Tax Permit number, which allows for the legal sale of your work. If you do not have a permit, contact your local State Board of Equalization Office for a temporary permit.

Application Process/Fees

Applications must be received by January 25, 2008. Five photographs of your craft/exhibit/work station must be included with the application. Photographs must show: 1) work station; 2) craft materials when beginning work; 3) craft at half completion stage; 4) completed craft; and 5) exhibit. We are also requesting a written description of how you make your craft(s). These photographs and your written description are the only means we have of jurying your craft, so be sure that the five photographs are of a quality that best represents your work and your written description is easy to read.

Please send only five photographs. Slides, samples or additional pages will not be accepted or reviewed. **Only items handcrafted by the attending craftspeople may be sold. Only those items listed on your application and approved by the committee can be sold.** Some craftspeople may be selected to sell only some of the items on their application.

An entry fee of \$270.00 for each 12 feet deep x 10 feet wide space will be charged and covers all three days. Double spaces are allowed for \$540.00.

If you would like a corner space, please indicate your desire by selecting the appropriate box on the application and paying the additional fee of \$75 per corner space. Please issue a separate check if you want a corner space. This will ensure a timely return of your check if you don't get a corner space.

Since there are a limited number of corner spaces, selection will be made on a first-come, first-served basis for those applicants that are selected for the Faire. All separate checks for a corner space will be returned to those indicating a desire for a corner space, paying the appropriate fee, being selected for the Faire, but not selected for a corner space.

Checks should be made payable to "CSUF Vintage Days" and will be held until after the jurying process (to be completed no later than February 15, 2008). Checks for those selected for the Faire will be cashed. Checks and photographs for those not selected will be mailed back immediately following the jurying process. Photographs for those selected for the Faire will be retained and may be retrieved on Sunday, April 20, 2008 at the Information Booth.

Special requests and preferred set up time will be considered but cannot be guaranteed. Applications will not be considered without proper payment, appropriate Sales Tax Permit number, and a self-addressed, stamped envelope of sufficient size to return your photographs.

A processing fee will be charged for all crafters who withdraw from the Faire after being accepted. Before March 10, 2008, the fee is \$30.00. After March 10, 2008, the fee is \$85.00. After March 28, 2007, no refunds will be given.

Judging Criteria

All applications are juried at one time with decisions based on the following criteria:

1. Quality of product
2. Uniqueness of product
3. Price range
4. Quality of booth/exhibit
5. Written description of how craft(s) is made

The committee reserves the right to select/reject applications based on the criteria above, in addition to how the product serves the best interests of the event. No special consideration is given to any application for any reason (i.e., students, local artists, past participation, etc.).

All Decisions Are Final

Decisions are based on the criteria described, your description of the craft(s), and on the photographs you submit. All decisions of the Crafts Faire committee are final. Due to the large number of applications we receive, we regret that we simply cannot accept everyone.

Please retain the back copy of the application for your records and return the rest to us. Further information about the Faire and the status of your application will be sent after the jurying process has been completed. If you have any questions, please do not hesitate to call (559) 278-2741.



VINTAGE DAYS LIABILITY INSURANCE

The California State University, Office of the Chancellor, has issued an executive order No. 829, which requires all vendors to show evidence of adequate insurance coverage by furnishing to the University a certificate of insurance that includes additional insured endorsements. Our Risk Management Office has asked that we comply with this executive order.

Because of the nature of the Vintage Days Crafts Faire, the Risk Management Office is willing to work with us regarding insurance requirements. Therefore, we ask that you send us your application and our Risk Manager will review the application and determine, based on the products to be sold, if the insurance requirements can be waived.

Most products offered for sale in our previous Vintage Days Crafts Faires will fall into the category of "little risk" and the insurance requirements will be waived. We only had one artist that was required to provide proof of insurance last year. If any vendor's product is determined to be "risky" by the Risk Manager, those vendors will be notified and will be required to provide a certificate of insurance as described below prior to the deadline date for submitting applications which is January 25, 2008.

Insurance Requirements:

Business or homeowner's insurance is acceptable as long as all certificates of insurance have the following:

- Provide for thirty days advance written notice to the University of cancellation of any of the insurance coverage.
- Provide for Acceptability of Insurers rating, AM Best – AVII or equivalent unless otherwise agreed by the University.
- Name the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers and agents of each of them as additional insureds, except for professional liability and workers' compensation insurance.
- General Liability: comprehensive or commercial form minimum limits each occurrence \$1,000,000, General Aggregate \$2,000,000.
- Workers' Compensation: as required under California law.

It is suggested that all vendors submit their application as soon as possible so that we can resolve any issues before the deadline date to submit applications, which is January 25, 2008. Any application which has unresolved issues past the deadline date will not be included in the jurying process.

Thank you for your cooperation in this matter.



DAILY AND OVERNIGHT PARKING DURING VINTAGE DAYS 2008

All crafters will be required to display, on the dashboard of their vehicle, the Crafts Faire pass issued by Vintage Days which indicates your load-in time.

Any crafter wishing to remain overnight in a motor home, trailer, van, or other vehicle in the parking lots on campus, will be required to pay a \$10 per night fee to the Parking and Transportation Office. Contact the Parking and Transportation Office to pay fees and to receive additional information for staying overnight. Call 559-278-2950 for directions and additional information.

Disabled parking stalls and red zone areas will be enforced by campus police throughout the campus. Metered parking is enforced Thursday-Friday and relaxed on Saturday-Sunday. Parking in all other lots will be relaxed Thursday through Sunday.



VINTAGE DAYS
Crafts Faire Application
April 18-20, 2008: 10 a.m.—5 p.m.

Description of Crafts: _____

(Please type or print. Include price range. Only those craft items listed and approved will be permitted to be sold at the event.)

Special Requests: (electricity, shade, sun, corner, etc. Will be considered but cannot be guaranteed.) _____

Sales Tax Permit Number: (mandatory) _____

Preferred Set-Up Time: (Circle only one. Request will be considered but cannot be guaranteed.)

Wednesday, April 16 th :	3 p.m.	5 p.m.			
Thursday, April 17 th :	9 a.m.	11 a.m.	1 p.m.	3 p.m.	5 p.m.
Friday, April 18 th :	6 a.m.	7 a.m.			

I am enclosing 5 (five) photographs (no slides or sample merchandise) of my craft with this application, a written description of how I make my craft(s), a self-addressed stamped envelope, and a check or money order (no cash) made payable to **CSUF Vintage Days**. I have included a sales tax permit number and certify that all items to be sold were made by me. I understand that in the event of rain, no refunds will be given.

I have included a check or money order for: (Check one)

RATES:

- \$270.00 Single booth space \$540.00 Double booth space
(Submit additional check for \$75.00 to apply for a corner space, or \$150.00 for a double space on two corners)
- \$75 Single Corner \$150 Double Corner

Signature _____ Date _____

Vendor Name _____
(Please print) (First) (Last) (Company name)

Email Address: _____

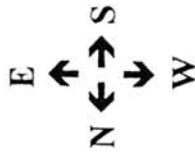
Address _____ City _____

State _____ Zip _____ Phone (_____) _____

Please sign your name in the box above, keep the back copy for your files and mail the rest to:

Fresno State Vintage Days
5280 N. Jackson
Fresno, CA 93740-8023
<http://www.csufresno.edu/vintagedays>

VINTAGE DAYS 2008 CRAFTS FAIRE BOOTH SPACES



NOTE: Number of spaces and locations are subject to change. Dots represent corner spaces.

SATELLITE
STUDENT
UNION

KID'S
AREA

Open Friday, Saturday and
Sunday

AGRICULTURE

