

# 2018 SWS Craft Vendor Agreement Form

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

E-Mail \_\_\_\_\_ Website\* \_\_\_\_\_

What sorts of items do you plan to sell\*? Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*If you don't have a website with pictures, please submit a few pictures of your products with your application.*

Have you sold at a previous SWS Harvest Faire? YES  NO  (If Yes, list Years: \_\_\_\_\_ )

Booth Fee Options (see page 2 for details; must choose one):  Flat Fee  Percentage of Sales Fee  Split Booth Fee

I would like to join in creating a day of celebration at the Sacramento Waldorf School's Harvest Faire on Saturday, October 13, 2018 between 10:00 a.m. and 4:00 p.m. as a Craft Vendor.

I understand that this signed agreement and my booth payment must be received no later than 5pm on September 29<sup>th</sup>, 2018. Make checks payable to "**SWS Parent Guild**". No Refunds of booth fees available after September 29<sup>th</sup>.

**I will be prepared to do business by 9:45 a.m. in my assigned space and will remain open until 4:00 p.m.  
I will have completely cleaned up this space by 5:30 p.m.**

I understand that this application is subject to review and approval by the SWS Harvest Faire Committee.

I understand the terms of this agreement and will abide by all conditions herein.

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

**We thank you in advance for helping to make our Harvest Faire a wonderful event for all involved.**

# SWS Harvest Faire

## and Children's Festival

10/13/2018 • 10am – 4pm

SACRAMENTO  
WALDORF SCHOOL



The Sacramento Waldorf School's Annual Harvest Faire & Children's Festival is a community event organized by the Parent Guild and made possible with the many helpings hands of our entire parent body, student body, faculty, and staff. We attract about 2500 attendees from neighboring Waldorf schools and the surrounding community. We welcome Crafters and Artists who provide high-quality handmade goods and services.

### Important Information:

- Booth Spaces are 10x10. Vendors must supply their own booth structure including shade, tables and equipment.
- Shade and rain coverage, cannot be guaranteed. There is no access to electricity.
- The right to sell food & drink is not allowed. This is reserved for Food Vendors only.
- All non-compostable or non-recyclable waste is to be taken with you at the end of the day.
- This is a rain or shine event. No refunds will be given due to inclement weather.
- Cancellations of this agreement must be received by the Harvest Faire Vendor Coordinator in writing no later than 5pm on Saturday, September 29<sup>th</sup> (2 weeks prior to faire date). No refunds will be given after that date.

### Craft Vendor Fee Options:

#### FLAT FEE

**\$125** per booth if payment received by 5pm on Friday September 7<sup>th</sup>.

**\$150** per booth if payment from September 8<sup>th</sup> through Saturday September 29<sup>th</sup> by 5pm.

#### PERCENTAGE OF SALES FEE (new for 2018!)

**\$0** booth fees paid up front. 15% of gross sales or \$75 shall be due, whichever is greater. At the end of event, Harvest Faire staff will verify sales receipts and collect payment (cash or check). *The Honor System is expected for vendors with this option; an initial inventory list for review is requested prior to event day.*

#### SPLIT BOOTH FEE

Small vendors may wish to split one booth space with another small vendor (2 vendors total). Just let us know and we will try to pair you up with someone. *This arrangement is NOT guaranteed and will be considered on a case-by-case basis.*

**\$90** per split booth vendor if payment received by 5pm on Friday September 7<sup>th</sup>.

**\$110** per split booth vendor if payment received from September 9<sup>th</sup> through Saturday September 29<sup>th</sup> by 5pm.

### Submit your Application via mail, email or fax to:

Sacramento Waldorf School, Attention: Harvest Faire Vendor Coordinator

3750 Bannister Road, Fair Oaks, CA 95628

Email: [parentguild@sacwaldorf.org](mailto:parentguild@sacwaldorf.org) or Fax: (916) 961-3970

**Questions?** Contact Mike Malena, 2018 HF Vendor Coordinator at: [parentguild@sacwaldorf.org](mailto:parentguild@sacwaldorf.org) or cell: (916) 932-6798