Mill Valley Recreation
2016 Flea and Makers Market

We are happy to announce and accept applications for our Flea and Makers Market. This year we are excited to be adding special "*Made in Mill Valley"* and "*Made in Marin*" sections to showcase local artisans and their creations as part of our annual market. Our beautiful venue and great southern Marin location will ensure an enjoyable community event that is well attended by eager shoppers. We'd love to have you as part of our market event!

The Flea and Makers Market will be held at the Mill Valley Community Center, 180 Camino Alto, Mill Valley on Saturday, June 18, 2016, 9:00a.m. to 3:00 p.m. The public will be admitted free.

The Flea and Makers Market applications must be returned to the Mill Valley Community Center by Friday, June 3rd, 5:00 p.m. in order to be considered for the market. You will receive further information of the market policies and procedures, upon acceptance of your application.

A booth space will cost $45.00. Booth spaces are approximately 8' wide by 6' deep and two chairs will be provided. Please note that booth spaces may vary slightly depending on location. All displays must be free standing and no taller than 8'. Sorry, double booth spaces are not available.

The City of Mill Valley is required to comply with Sections 6073 and 6073.1 of the California Revenue and Taxation Codes. ***Therefore, all vendors must fill out the 'Swap Meets, Flea Markets or Special Events Certification' for (#BOE-410-D) that is attached.*** The form asks for a valid seller's permit for anyone wishing to sell taxable merchandise in the fair. If you are exempt due to selling exempt products, or because you are an occasional seller (no more than two events per year), you do not need a seller's permit, but please mark the appropriate box on the form. For additional information or to acquire a free seller's permit, call the State Board of Equalization at (707) 576-2100. We will be confirming all permit numbers with the State.

Application Checklist

Please be sure to complete the application requirements; not fulfilling each requirement may disqualify you from the fair.

✓ **To Apply:**

- ❑ Complete Flea **or** Makers Market Application
- ❑ Sign Exhibitor's Agreement and Liability Waiver
- ❑ Complete form #BOE-410-D
- ❑ Include full payment of $45.00 by June 3rd, 2016, 5:00 p.m. **Payments or applications can not be accepted after the deadline.** Check or Cash **only.** Make checks payable to MV Seniors Club.

Send completed application packet to:

Mill Valley Community Center,
180 Camino Alto, Mill Valley, CA. 94941
by June 3rd, 2016, 5:00 p.m.

Thank you for your interest in our Annual Flea and Makers Market. If you have any questions, please contact the event cordinator, Debbie Callaway or The Mill Valley Community Center, Monday through Friday, 9:00 a.m. to 5:00 p.m. at (415) 383-1370.

Mill Valley Recreation & Mill Valley Senior Club

Flea Market Application

Deadline to apply: 5pm, Friday June 3rd

OFFICE USE ONLY
Date Pd:_____
Space #

NAME:(please print)_____

MAILING ADDRESS:_____

CITY:_____**ZIP**_____

PHONE: (HOME)_____**(CELL)**_____

EMAIL:_____

Brief description of items to be sold_____

_____

COST: $45 PER SPACE
NO REFUNDS given for any reason!

Cash, check or money order payable to "*Mill Valley Seniors' Club*",
Mail/drop off application to :

Mill Valley Community Center
Attn: Flea & Makers Market
180 Camino Alto, Mill Valley, CA 94941

Location desired: Inside_____ Outside_____

Spaces are limited and will be assigned based upon jury selection and availability.
Approx. size of spaces: *Inside Space* :10' x 8'; *Outside space* 10' x 10'

Please note that your entire display and items must fit within the space provided.

Vendors must provide their own tables and /or displays. Two chairs will be provided for each space.

Mill Valley Recreation & Mill Valley Senior Club

"Makers Market" Application

Deadline to apply: 5pm, Friday June 3rd

OFFICE USE ONLY
Date Pd:_____
Space #

NAME:(please print)_____

MAILING ADDRESS:_____

CITY:_____**ZIP**_____

PHONE: (HOME)_____**(CELL)**_____

EMAIL:_____

Brief description of items to be sold_____

_____

Please indicate which section applies to you:

☐ "***Made in Mill Valley***" ☐ "***Made in Marin***"

COST: $45 PER SPACE
NO REFUNDS given for any reason!

Cash, check or money order payable to "*Mill Valley Seniors' Club*",
Mail/Drop off application to :

Mill Valley Community Center
Attn: Flea & Makers Market
180 Camino Alto, Mill Valley, CA 94941

Location desired: Inside_____ Outside_____

Spaces are limited and will be assigned based upon jury selection and availability.
Approx. size of spaces: *Inside Space* :10' x 8'; *Outside space* 10' x 10'

Please note that your entire display and items must fit within the space provided.

Vendors must provide their own tables and /or displays. Two chairs will be provided for each space.

Mill Valley Recreation & Seniors Club
Flea and Makers Market

Exhibitor's Agreement

1. All exhibits must be in place and staffed on Saturday at 8:30 a.m, before opening to the public. Exhibits must remain open and staffed during all Market hours (9am-3pm). All exhibit structures and items must be removed by the close of the Market.

2. Exhibitor agrees to confine all display and selling activity within the assigned booth space, refraining from placing signs and goods or other materials within or over public aisle space, vendor aisle space, or in other vendors' space.

3. Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permit.

4. Exhibitor agrees to maintain the dignity and integrity of the Market. The Mill Valley Recreation Department reserves the right to ask any exhibitor to leave the event if not acting in the best interest of the Market, or who does not meet vendor requirements.

5. Mill Valley Recreation/Senior's Club is not responsible for any lost, stolen or damaged items prior, during or after the event.

6. Exhibitor agrees that the application fee is non-refundable once it has been accepted for the Mill Valley's Flea and Makers Market.

7. This agreement constitutes the entire contract between parties, and no charges shall be valid unless agreed to by both parties in writing.

Be sure to read and sign below: I hereby agree to indemnify and hold harmless the City of Mill Valley and its officers and employees from and against any and all liabilities for any injury which I may suffer arising out of or in any way connected with participation in the program noted above. In case of emergency, I may be treated by a qualified physician. I give permission to use my photograph in the Mill Valley Recreation brochures or publicity.

Signature: _____

Date: _____

SWAP MEETS, FLEA MARKETS, OR SPECIAL EVENTS CERTIFICATION

STATE OF CALIFORNIA
BOARD OF EQUALIZATION

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

Seller's permits can be obtained at any local Board of Equalization office at no cost to you. To find a Board office near you, call our Information Center at 800-400-7115 or check our website at *www.boe.ca.gov.* Permit applications can also be found online at *www.boe.ca.gov/sutax/sutprograms.htm.* If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales - Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers - Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a Board approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (e.g., Avon, Tupperware).

Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.

1. EVENT INFORMATION

EVENT NAME AND PLACE
Flea and Makers Market - Mill Valley Recreation 180 Camino Alto Mill Valley, CA 94941

EVENT DATE(S)	TABLE/BOOTH/LOCATION ID#
June 18, 2016	

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME

MAILING ADDRESS *(street number or P.O. box)*

(city, state and zip code)	TELEPHONE NUMBER ( )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

3. STATUS — *Check appropriate boxes, and provide requested information*

☐ I hold a valid seller's permit. My number is: S

☐ No sales of tangible personal property are being made or solicited at this event.

☐ I am not required to hold a seller's permit because:

- ☐ My retail product sales are not subject to tax
- ☐ My sales are exempt occasional sales
- ☐ I sell on behalf of a section 6015 retailer _____

4. CERTIFICATION — *Partners/additional sellers, complete a separate copy of this form*

The above statements are certified to be correct to the best knowledge and belief of the undersigned.

NAME *(typed or printed)*	TITLE
SIGNATURE	DATE

See reverse for disclosure information.

CLEAR PRINT

Sales and Use Tax Privacy Notice

Information Provided to the Board of Equalization

We ask you for information so that we can administer the state's sales and use tax laws (Revenue and Taxation Code sections 6001-7176, 7200-7226, 7251-7279.6, 7285-7288.6). We will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all of the information we request, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]).

What happens if I don't provide the information?

If your application is incomplete, we may not issue your seller's permit or use tax certificate. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you don't provide other information we request or that is required by law, or if you give us fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you don't provide information we request to support your exemptions, credits, exclusions, or adjustments, we may not allow them. You may end up owing more tax or receiving a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, we may share information regarding your account with certain government agencies. We may also share certain information with companies authorized to represent local governments.

Under some circumstances we may release to the public the information printed on your permit, account start and closeout dates, and names of business owners or partners. When you sell a business, we can give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, we can release information regarding your account to anyone you designate.

We may disclose information to the proper officials of the following agencies, among others:

- United States government agencies: U.S. Attorney's Office; Bureau of Alcohol, Tobacco and Firearms; Depts. of Agriculture, Defense, and Justice; Federal Bureau of Investigation; General Accounting Office; Internal Revenue Service; Interstate Commerce Commission
- State of California government agencies and officials: Air Resources Board; Dept. of Alcoholic Beverage Control; Auctioneer Commission; Dept. of Motor Vehicles; Employment Development Department; Energy Commission; Exposition and Fairs; Dept. of Food and Agriculture; Board of Forestry; Forest Products Commission; Franchise Tax Board; Dept. of Health Services; Highway Patrol; Dept. of Housing and Community Development; California Parent Locator Service
- State agencies outside of California for tax enforcement purposes
- City attorneys and city prosecutors; county district attorneys, police and sheriff departments.

Can I review my records?

Yes. Please contact your closest Board office (see the white pages of your phone book). If you need more information, you may contact our Disclosure Officer in Sacramento by calling 916-445-2918. You may also want to obtain publication 58-A, *How to Inspect and Correct Your Records.* For a copy, go to *www.boe.ca.gov* or call our Information Center at 800-400-7115.

Who is responsible for maintaining my records?

The deputy director of the Sales and Use Tax Department, whom you may contact by calling 916-445-6464 or writing to the address shown.

Deputy Director
Sales and Use Tax Department, MIC:43
450 N Street
Sacramento, CA 95814