Mill Valley Parks & Recreation's

2014 HOLIDAY CRAFT FAIR

We are very happy to announce and accept applications for our 10th Annual Holiday Craft Fair. We have mapped out space for 54 vendors throughout the first floor of our Community Center. Our plans include musical entertainment, raffle and more. Warm food and sweet treats will also be available from, Fair Co-sponsor, The Mill Valley Seniors' Club. Our beautiful venue and great southern Marin location, as well as ample parking will contribute to making this a great fair.

The Craft Fair will be held at the Mill Valley Community Center, 180 Camino Alto, Mill Valley on Saturday, December 6, 2014, 10:00a.m. to 5:00 p.m. The public will be admitted free.

Craft Fair applications must be returned to the Mill Valley Community Center by Friday, August 29th, 5:00 p.m. in order to be considered for the Fair.

Vendor acceptance is a juried selection based on category and quality of merchandise. Notification of acceptance will be sent by the end of September along with additional information for participants. No refunds will be given to accepted vendors. If you are not accepted, your check will be returned and your name placed on the waiting list. Past participation does not guarantee you a space this year.

ITEMS MUST BE HANDCRAFTED BY VENDOR/APPLICANT. NO IMPORTS OR RESALE ITEMS WILL BE ALLOWED.

A booth space will cost $80.00. Booth spaces are approximately 8' wide by 6' deep and will include an 8' table and two chairs. 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 this craft 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.

We will have an ongoing raffle during the Fair. We request that each vendor donate an item representative of their booth with a value of no less than $10.00. Staff will collect items on Saturday before the Fair opens. All monies collected from the raffle will be used to defray costs of the event.

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To apply, complete the attached paperwork (application, agreement, form # BOE-410-D). Include no more than three photos representative of your craft items. Do not send sample items. Your photos will be returned to you.

Make checks payable to MVPR or you can pay with your Visa or Master Card by completing the pay by credit card section on the application.

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

✓ **Application Checklist:**

- ❑ Complete Holiday Craft Fair Application
- ❑ Sign Exhibitor's Agreement and Liability Waiver
- ❑ Complete form #BOE-410-D
- ❑ Include full payment, check or Visa/Master Card
- ❑ Include no more than three current photos of items to be sold (Judges will not look at vendor websites.)
- ❑ Above items must be received at the Mill Valley Community Center, Attn. Craft Fair, 180 Camino Alto, Mill Valley, CA. 94941 by August 29, 2014, 5:00 p.m.

Thank you for your interest in our Holiday Craft Fair. If you have any questions, please contact the Mill Valley Community Center, Monday through Friday, 9:00 a.m. to 5:00 p.m. at (415) 383-1370 or email me at pmcculley@cityofmillvalley.org.

Sincerely,

Patty McCulley

Patty McCulley
Recreation Supervisor

2014 HOLIDAY CRAFT FAIR APPLICATION

OFFICE USE ONLY
Date Pd._____
Space # _____

Name _____

Mailing Address _____ City_____ Zip _____

Telephone Home: _____ Work/Cell: _____

E-mail_____

Description of crafts to be sold (Please be specific as this will assist in the selection process): _____

_____

_____

_____

Price Range: _____ Number of photos submitted: _____

Give a description of your set-up. If you have a special set-up such as screens, wall panels, etc., provide a sketch for clarity (include height, width, and length). ***Note that entire display must fit within the space provided; this includes shelving, clothing or display racks, etc.; aisleways must be kept clear at all times.***

_____

_____

_____

_____

Do you need an 8' table for your display? yes no

Do you need electricity for your display? yes no (Number of outlets is very limited)

Any special requests?_____

_____

Booth spaces are approximately 8'x6' for $80.00.
Make checks payable to MVPR or pay by Visa/Master Card.
Mail to: Mill Valley Community Center, Holiday Craft Fair 180 Camino Alto, Mill Valley, CA. 94941.

PAY BY MASTERCARD OR VISA

Cardholder Name (as it appears on card):_____
MasterCard or Visa #:_____
Expiration Date:_____ **V-code:**_____Last 3 digits of number found on signature line of card.
Billing Address:_____**Billing Zip Code:**_____

(See the back of this page for Exhibitor's Agreement)

Mill Valley Parks & Recreation's Holiday Craft Fair

Exhibitor's Agreement

1. All exhibits must be in place by Saturday at 9:30 a.m. Exhibits must be staffed no later than one half hour before the opening to the public. Exhibits must be open and staffed during all Fair hours. All exhibit structures must be removed by the close of the Fair.

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 Fair. The Mill Valley Parks & Recreation Department reserves the right to ask any exhibitor to leave show if not acting in the best interest of the Fair, or who does not meet vendor requirements.

5. Exhibitor confirms that all items to be sold have been handcrafted by vendor/ applicant, and no items have been imported or have been commercially produced for resale.

6. Exhibitor agrees that application fee is non-refundable once accepted to the Mill Valley Holiday Craft Fair.

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 mine or my child's photograph in 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
Holiday Craft Fair, Mill Valley Community Center

EVENT DATE(S)	TABLE/BOOTH/LOCATION ID#
December 6, 2014	Mill Valley Community Center

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, *Inspecting and Correcting Your Records.* You may order a copy from our Information Center: 800-400-7115 or download it from the Internet: *www.boe.ca.gov* (look under "Forms and Publications").

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 at the address shown.

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