

# Sweet Pea's 3rd Annual Spring Fling Craft Fair Festival

## Saturday May 18th, 2019

### 9am-3pm

Hello Fellow Craftspeople!

You are invited to apply to "Sweet Pea's 3rd Annual Spring Fling Craft Fair Festival", held at Sweet Pea's Boutique at 891 Alamo Drive in Vacaville, California. The Fair is open to craftspeople, artists, as well as some non-handmade vendors.

All applicants will be reviewed by submitting **2-4 photos of your work**, and one of your booth's set up with your **application**. Our deadline for your application is March 29th, 2019 or until full, whichever comes first. Spaces are 10x10 and smaller, all outside. You will be notified within one week with an application decision.

All participants must provide their own display set up. EZ-Ups are allowed and recommended, either with or without curtains/ backdrops are optional, but having them do make booths have a more professional look. Spring decorations are strongly encouraged!

Entry fee is \$75 for all vendors as well as a donation raffle valued at a minimum of \$25, proceeds of the raffle funds go to the animal care fund. There are absolutely **NO REFUNDS** under any circumstances. We strongly recommend vendors to set up Friday May 17th from 12pm-6pm. This Fair is outdoors and we encourage pop up tents. Vendors must be present for entire Fair May 18th from 9am-3pm. If you do not set up the night before, you will be able to come set up Saturday morning from 6:30am-8am. You must have your items in your area no later than 8:00am and set up by 8:30am Vendors will not have access to bring any items through

entry area after 8:30 am. **If you arrive at or after 8:30 am you will not be permitted to enter or set up, there are no refunds.**

We do extensive social media advertising, posters and flyers around Vacaville and surrounding areas as well as magazine ads, and more.

Please note that all booth fees are **non-refundable, for any reason.** Fair is rain or shine.

Please send your application form and photos to [sweetpeasnurseryboutique@gmail.com](mailto:sweetpeasnurseryboutique@gmail.com), you may also bring your applications in person to Sweet Peas Boutique by March 29th, 2019.

We are so excited to see you all at the Fair!

## **All Vendors:**

Please include on application the following information:

- Day and time you will be setting up.
- Facebook Page link or name /Instagram / Website

This letter explains booth set up for the Sweet Peas Craft Fair, We welcome you and look forward to your participation.

*Please keep this page, as it contains all the information you will need to reference.*

## **Space Assignments:**

All spaces are 10'x 10' OR Table Space 8x8. Your booth space on the map will be provided the day of event. If there are any special requests, all information must be submitted on application.

## **Vehicles cannot be driven to booth area.**

## **To Find Your Booth Assignment Number:**

Come to the check in table at the Fair entrance and give them your name – they will give you your space number.

*Do Not Double Park In The Parking Lot:* Pull up, unload, and move your vehicle across the street. You will bring your items to your booth space and complete setup once you have moved your vehicle. Please be efficient and fast. *No tents will be allowed to be setup while your vehicle is parked in the Sweet Peas parking lot.*

## **Parking:**

There are a number of parking lots in the area. One is across the street from Sweet Peas named “Alamo Plaza”. *Please do not park next door at Vaca Valley Vets Lot.*

## **Booth Setup:**

You can set up your booth beginning Friday, May 17th from 12:00pm-6:00pm. Saturday set up is from 6:30am to 8:00 am. Booths *must* be set up and ready for the Fair no later than 8:00am on Saturday, May 18th, 2019.

## **Booth Construction:**

Each vendor is responsible for providing his/her own booth. The booth must be freestanding. Do not attach nails or screws to any fencing. It is advised that you bring sandbags or other weights for your booth legs. All participants must provide their own display set up. Pop up tents are allowed and recommended, Curtains/backdrops are optional.

### **Raffle:**

You will drop off your item at the check in table upon arrival. Raffle item must be a minimum of \$25 and will be showcased to all attendees. This is a perfect time to showcase your business. Raffles must be in a basket. Raffles must include your businesses business card, there are no gift card's allowed unless attached to a basket raffle. You will be given a letter for tax purposes regarding your donation to raise funds for the animals.

### **Fair Hours:**

The hours of operation are: 9:00am to 3:00pm. Vendors remain setup and open for business until closing time. If you breakdown earlier than closing you will not be asked to return. If you are sold out of product, the tent must remain up until after close of fair.

### **Security:**

There is no overnight patrol of the grounds, or of items left in your booth. Use caution when securing your booth at night. We recommend you leave only your table set up and bring your items Saturday morning and put them on display. *Sweet Pea's is not liable for theft or vandalism.*

### **Cash And Coin:**

Vendors are responsible for their change. There are very few banks open on Saturday morning in Vacaville, and unfortunately, we will not have change available for our vendors. Please be sure to bring a sufficient amount of change for the entire day.

### **Breakdown:**

*Do not break down your booth prior to 3:00 PM.* You are expected to complete your break down of everything in your assigned space, before bringing your vehicle to the front of the building and our loading/unloading area – *you must be ready to load into your vehicle prior to retrieving vehicle.* No vendor vehicles will be allowed into the parking area prior to the close of the Fair at 3:00.

## **Directions:**

***Via I80 West*** ... Follow I-80 W to Merchant St. Take exit 53 for Merchant St/Alamo Dr, Turn left on Alamo Dr, Sweet Peas is on the right side of the road directly behind the Shell gas station.

***Via -I80 East*** ... Follow I-80 E Take exit 53 for Alamo Dr toward Merchant St. Keep left at the fork, follow signs for Alamo Dr N/Merchant St and merge onto Alamo Dr. Sweet Peas is on the right side of the road directly behind the Shell gas station.

Let's work together to resolve any challenges and have a peaceful, positive Spring Fair .Most importantly, have fun and happy selling. I am looking forward to seeing everyone and meeting our newcomers at the Fair!

**Sweet Peas Boutique | 891 Alamo Drive | Vacaville, CA | 707-447-9807**

**[sweetpeasnurseryboutique@gmail.com](mailto:sweetpeasnurseryboutique@gmail.com)**

If you received this email please respond by email. Thank you!

**Sweet Pea's 3rd Annual Spring Fling Craft Fair  
Festival & Farmers Market**

**Saturday May 18th 2019 9am-3pm**

*Application Deadline: March 29th, 2019*

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

Website: \_\_\_\_\_

Instagram: \_\_\_\_\_

Facebook: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Resale No.(If applicable) \_\_\_\_\_

Complete Description of Crafts or Full Menu, any items not listed may not be allowed & you will be asked to put away.

\_\_\_\_\_  
\_\_\_\_\_

I use an EZ-Up or "Fixed Frame" Canopy: \_\_\_ Yes \_\_\_ No

Number of spaces: \_\_\_\_\_ \$75(10x10 Space with POP UP tent)

Number of spaces: \_\_\_\_\_ \$75 (10x10 Space with NO tent)

Number of spaces: \_\_\_\_\_ \$75(8x8 Table Space No Pop Up)

Food Truck/ Food Vendor Space: \_\_\_\_\_ \$75

*Liability Waiver:* By my signature below, I hereby agree to hold harmless My Pet Inc., Sweet Pea's Boutique, and it's owners from any loss, injury, or damages that I or anyone in my party may cause / incur while participating in Fair or on property of same. I also understand this is an outdoor event and I am encouraged to bring a pop up tent.

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

Applicant's Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

**Please send Signed Application & Photos To Sweet Peas or  
Bring Them to Sweet Pea's at 891 Alamo Dr.  
Fees May Be Paid via Card or Check at Sweet Pea's Boutique.**

**Sweet Peas Boutique | 891 Alamo Drive | Vacaville, CA | 707-474-9807**

[sweetpeasnurseryboutique@gmail.com](mailto:sweetpeasnurseryboutique@gmail.com)

Sweet Peas Team Member:

Approved Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Payment Date: \_\_\_\_\_ Ck # or CC Approval: \_\_\_\_\_ Vendor #: \_\_\_\_\_