

Instructions and Notes for CSLSR Artisan Craft Faire Vendor Application

- Please print clearly. If we can't read it, we will not accept it. Remember to initial, sign and date the back side (or 2nd page) of the application.
- Submit application on or before September 30, 2015 to be considered as a vendor.
- Applications will only be accepted in paper format with payment and photos attached. No emailed or faxed applications will be accepted.
- Applications must be dropped off or mailed to:
Attn: Georgett Eggel, CSLSR at 2075 Occidental Rd., Santa Rosa, CA 95401.
- Include printed photos and payment with the application. Incomplete applications will be automatically rejected. Photos need not be high quality; just enough to give us an idea of what your products look like is sufficient. It's okay to print photos on a home printer, as long as we can see what you are selling clearly enough. If you want photos of your products returned to you after we complete the jurying process, please include a self-addressed, stamped envelope to mail them back.
- Digital photos of your products may be provided to us, as well, for use in marketing the faire. Vendor photos are used on the website and Facebook page leading up to the faire. This is an option, not a requirement. These may be submitted via email to our faire information email address: **ArtisanFaireCSLSR@gmail.com**.
- Providing us a working email address is important. All vendor communications will be done via email, including acceptance or rejection letters and vendor instructions leading up to the event.
- Please only apply if your products are handmade, locally, by you. We do not accept items that are commercially manufactured or printed (such as books, even if you wrote it or illustrated it.) We are looking for artisan products (handmade, small scale, and local).
- Submitting a complete application on time is not a guarantee of placement or booth size. Since we have limited space, we will choose vendors based on various criteria, including: meeting all qualifications and requirements stated above; perceived quality of products (in the opinion of our jurying team); diversity of products (we will try to avoid too much duplication of offerings); appropriate price points for this type of event; etc. Although it is not a requirement that vendors be members of the CSLSR community, their participation may be considered as a factor in acceptance.
- Only 10x10 booth spaces may have electricity and there are few of them available. We will do our best to accommodate your requests, but you may be asked to step down to a 6x6 booth, or two, if we don't have enough space.
- Jurying will be done during the first three weeks of October and acceptance or decline letters will be sent via email in the second half of October.
- Booth spaces will be assigned by the team up to the day of the event. Although you may request a specific area or being next to another vendor, no guarantees are made. We will do our best to accommodate requests, if possible.
- One table and up to 2 chairs per booth space will be provided for free, according to your request on the application. Please be sure to mark your preference.
- Please note: This event is not only a sales venue, but also a festive holiday event. There will be music and entertainment on the stage throughout the event. The noise level closest to the stage will be louder than at the back. You may request positioning in the room, but we cannot guarantee placement. If you want additional lighting in your booth and we are not able to offer you a 10x10 space with electricity, you are welcome to bring your own battery-operated lighting. There is no public WI-Fi available. If you are using mobile a payment system such as Square, you will need to have cell service on your device.
- If you have questions about the application process or the event, please email the team at:
ArtisanFaireCSLSR@gmail.com.