



Dear Friend & Craftsperson,

The Dance Palace Artisan Craft & Holiday Market is coming up soon and we invite you to participate! Our 51st holiday fair is back and is sure to be another wonderful fair that our local community treasures. The Fair will be held Friday, Saturday, and Sunday, December 1, 2 and 3. Set-up time will be on Friday from 12:30 p.m. to 3:30 p.m., and the Fair will be open to the public on Friday evening, from 4 to 9 p.m. On Saturday the Fair will be open 10 a.m.– 5 p.m. and Sunday 10 a.m. – 4 p.m.

This year we will again be jurying participants to ensure that we have the best balance of numbers of certain types of crafts. The success of our fair also depends on all of us helping to spread the word. Here are ways the Dance Palace Artisan Craft & Holiday Market is promoted:

The Dance Palace promotes the fair through:

- *Advertising in the Marin IJ and Point Reyes Light
- *Postcards mailed to over 3000 local addresses
- *Share via social media
- *Postcards given to local lodging and B&Bs.
- *Posters and postcards in town.

All vendors are strongly encouraged to promote the fair through:

- *Share via social media
- *Send out postcards (We will provide)
- *Help putting up poster

You will be expected to provide your own booth set-up (including table and display rack) and to decorate it in a holiday manner. We will have chairs available for you. Please note that this fair is reserved for handcrafted items. ***We do not allow commercially produced items.***

We have three booth sizes available: Large (6' x 9') - fee \$295; Medium (6' x 7') - fee \$245; Small (6' x 5') - fee \$190. Some booths will be along the walls, others in the center of the room. We will do our best to give you the location you request. No booth space can be reserved without the minimum deposit. Booths may be shared.

Enclosed is a fair application; you can also download an application from our website and mail it in with your deposit. Application with deposit deadline is October 20 and on a first come, first served basis as we often sell out. If you have any questions, please call Elizabeth Hollis at (415) 858-2034.

Sincerely,

Bonnie Guttman

Bonnie Guttman, Executive Director



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Dance Palace Artisan Craft & Holiday Market Application

December 1, 2 & 3, 2023

Hours: Friday 4-9 PM, Saturday 10 AM-5 PM, Sunday 10 AM-4 PM

NAME: _____

ADDRESS: _____

CITY/ZIP: _____

EMAIL: _____

PHONE: _____

WEBSITE: _____

CRAFT MEDIUM: _____

Please describe your work:

Is your work handcrafted? Yes No

Please note we do not allow booths with commercially produced items.

BOOTH INFORMATION:

Booth size **request:** _____ 6' x 9' (\$295) *due to space limitations only 2 available by
pre-approval _____ 6' x 7' (\$245)
_____ 6' x 5' (\$190)

Do you need electrical outlets? Yes No Will you be bringing lighting? Yes No

Do you need wall space for hanging items?

Preference for booth location? Church Space Main Space

Note: Due to the nature of the room, booth size in the Church Space is more flexible. The Dance Palace will try to assign spaces as requested but cannot guarantee locations in advance. Are there any particulars about your booth that might limit/determine where your space is located (i.e. height of display panels, need for natural light, etc.)?

Will you be sharing a booth with someone else? If so, please provide their name and craft medium: _____



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How many postcards shall we provide for you to mail to your clients (maximum is 50)?

Can you help out by putting up posters? If so, where and how many? _____

Do you have a social media account? Please list here: _____

If you are a new vendor you will need to show us your work so we can review it. If you do not have a website please email photos to: Elizabeth Hollis at elizabeth.a.love@gmail.com

- I have a website or link to Instagram, Etsy, etc. List all applicable addresses below:

- I do not have website but I will send photos to Elizabeth Hollis at elizabeth.a.love@gmail.com

- I am a return vendor, please review based on my past work /entries.

Vendor Agreement

I agree that I have read, fully understand, and agree to the terms and conditions written below.

I understand that the Dance Palace reserves the right to deny any vendor's application if her or his work does not meet the criteria, we have too many of the same types of crafts, or is considered inappropriate for sale at the Dance Palace Craft Fair. My booth fee will be non-refundable once I am selected as a vendor and have paid in full. I understand that I am agreeing to operate my booth as a seller for the entire duration of the fair. I agree to keep my booth set up on Friday and stay until the event is over at 4:00pm on Sunday. I agree to clean up after myself and leave my space free of all garbage at the end of the event. I understand that the Dance Palace is not responsible for loss, theft, or damage of any items.

Vendor signature:

Date:



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PLEASE ENCLOSE OR EMAIL:

1. Completed and signed application and Vendor Agreement
2. A brief description/resume of your work for publicity purposes.
3. A picture and/or diagram of your booth (required for new applicants).
4. Three photographs of your work (required for new applicants only). Please email a digital photo to Elizabeth.a.love@gmail.com.
5. **If you are selling food products**, a current Marin County Environmental Health Services permit is required. All food sales must comply with County regulations: commissary kitchen required, ingredient list, sampling guidelines, etc. Food vendors will be charged an additional fee to cover the Marin County Environmental Health Services Special Event Permit. The cost will be determined once the County totals the permit fees.
6. Signed Hold Harmless Agreement

EMAIL TO: Elizabeth Hollis
elizabeth.a.love@gmail.com

OR MAIL TO: The Dance Palace
Attn: Craft Fair
PO Box 217
Point Reyes Station, CA 94956



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**Dance Palace
Artisan Craft Fair & Holiday Market
Hold Harmless Agreement
2023**

I am participating as a vendor in the Dance Palace Artisan Craft & Holiday Market at the Dance Palace Community & Cultural Center.

I acknowledge that I am selling my products with the knowledge and acceptance of the fact that no persons or entities, including the Dance Palace Community & Cultural Center and its agents and employees, are insured for any risks of loss or injury due to the use or consumption of my products and I agree to hold the Dance Palace harmless and release the Dance Palace from liability for the products that are being sold at the Dance Palace Artisan Craft & Holiday Market.

Printed name of
Vendor _____

Vendor
Signature _____

Date _____