

The Dance Palace Community & Cultural Center

Dear Friend & Craftsperson,

The 54th Dance Palace Artisan Craft & Holiday Fair is coming up, and you are invited to apply! The Fair will be held on Friday, Saturday, and Sunday, December 4, 5, and 6. Set-up time will be from 12:30 p.m. to 3:30 p.m. on Friday; the Fair will open to the public Friday evening at 4 p.m. with food, music and vending until 8 p.m. On Saturday, the Fair will be run 10 a.m. – 4 p.m. and Sunday 10 a.m. – 4 p.m.

As always, we'll be carefully selecting participants to achieve a well-balanced mix of different types of craft. Sending in an application with a registration fee *does not* guarantee that you will be chosen as a vendor. Unfortunately, we may not be able to include everyone who applies and must sometimes choose between similar crafts/vendors due to space, and in order to keep the Fair multi-dimensional. As much as possible, however, vendors will be chosen on a first-come, first-served basis, so send in your application with a deposit as soon as you can! The deadline for consideration is October 19.

If chosen to participate, you will be expected to provide your own booth set-up (including table and display rack) and to decorate it in a festive manner. We will supply chairs. Please note that this market is reserved for handcrafted items: We do not allow commercially produced items, unless they promote environmentalism through re-use, such as vintage clothing and housewares. The Dance Palace reserves the right to use our discretion when choosing vendors to ensure they are a good fit and fall within the spirit of the Fair.

We have three booth sizes available: Large (6' x 9') fee \$305; Medium (6' x 7') fee \$255; Small (6' x 5') fee \$200. 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. Booth space can only be reserved with the proper deposit. Booths may be shared! An application is enclosed and may also be found on our website.

The success of our Fair relies on everyone's efforts to help spread the word! Here is how that happens:

The Dance Palace promotes the Fair through:

- Advertising in the Marin IJ and Point Reyes Light
- Social media (Instagram, Facebook, West Marin Commons)
- Postcards given to local lodging and B&Bs
- Posters and postcards displayed in town
- Listing in the Point Reyes Calendar

All vendors are strongly encouraged to promote the fair through:

- Sharing via social media and any mailing lists you may have
- Sending out postcards (we will provide)
- Helping put up posters

If you have any questions, please email the Dance Palace Craft Fair Organizer Caitlin Sullivan at craftfair@dancepalace.org or call the Dance Palace at 415-663-1075.

Sincerely,

A handwritten signature in black ink that reads "Claire Burns". The script is cursive and fluid, with the first name "Claire" and last name "Burns" clearly distinguishable.

Claire Burns
Executive Director

Artisan Craft Fair & Holiday Market

VENDOR APPLICATION • 2026

December 4–6, 2026 | *Fri 4–8 PM · Sat 10 AM–4 PM · Sun 10 AM–4 PM*

VENDOR INFORMATION

NAME

ADDRESS

CITY / ZIP

PHONE

EMAIL

WEBSITE

CRAFT MEDIUM

Please describe your work:

Is your work handcrafted regionally? ☐ Yes ☐ No

BOOTH INFORMATION

Booth size request (fee includes all 3 days)

☐ 6' × 9'

\$305

☐ 6' × 7'

\$255

☐ 6' × 5'

\$200

Need electrical outlets?

☐ Yes ☐ No

Bringing your own lighting?

☐ Yes ☐ No

Need wall space for hanging items?

☐ Yes ☐ No

Booth location preference

☐ Church Space ☐ Main Space ☐ Either

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 or determine placement (e.g., height of display panels, need for natural light)?

SHARING A BOOTH? NAME & CRAFT MEDIUM OF CO-VENDOR

POSTCARDS REQUESTED (UP TO 50)

CAN YOU POST FLYERS? WHERE / HOW MANY?

SOCIAL MEDIA ACCOUNTS

WORK SAMPLE REVIEW

New applicants (or vendors whose craft has changed) must submit work samples for review. If you don't have a website, email photos to Caitlin at craftfair@dancepalace.org.

- ☐ I have a website or Instagram / Etsy shop — listed below:
- ☐ I don't have a website — I will send photos to craftfair@dancepalace.org
- ☐ I am a returning vendor — please review based on my past work

VENDOR AGREEMENT

By signing below, I confirm that I have read, understand, and agree to the following terms:

- The Dance Palace reserves the right to deny any application if the work does not meet criteria, is deemed inappropriate for the fair, or duplicates too many existing vendors.

- My booth fee is non-refundable once I am selected as a vendor and payment is made in full.
- I am committing to operate my booth for the entire fair — set up by Friday and remain until the event closes at 4:00 PM Sunday.
- I will clean up after myself and leave my space free of trash at the end of the event.
- The Dance Palace is not responsible for loss, theft, or damage of any items.

ATTENTION FOOD VENDORS

Beginning in 2026, all food vendors must apply for a Temporary Food Facility (TFF) permit through Marin County. If your Craft Fair application is accepted, the Dance Palace will collect your completed TFF application and submit it to Marin County Environmental Health Services on your behalf. Vendors are responsible for 100% of the TFF permit cost.

VENDOR SIGNATURE

DATE

THE DANCE PALACE

Hold Harmless Agreement

Artisan Craft Fair & Holiday Market · 2026

I am participating as a vendor in the Dance Palace Artisan Craft Fair & Holiday Market at the Dance Palace Community & Cultural Center. I acknowledge that I am selling my products with the knowledge and acceptance that no persons or entities — including the Dance Palace Community & Cultural Center and its agents and employees — are insured for any risk of loss or injury due to the use or consumption of my products. I agree to hold the Dance Palace harmless and release it from liability for the products sold at the Dance Palace Artisan Craft & Holiday Market.

PRINTED NAME OF VENDOR

VENDOR SIGNATURE

DATE

PLEASE ENCLOSE OR EMAIL

- ☐ Completed, signed Vendor Application and Agreement
- ☐ A brief description / resume of your work, for publicity purposes
- ☐ A picture and/or diagram of your booth (required for new applicants)
- ☐ Three photographs of your work (required for new applicants only)
- ☐ Signed Hold Harmless Agreement
- ☐ Food vendors only: your Temporary Food Facility (TFF) permit paperwork, per the terms above

All food sales must comply with Marin County regulations — commissary kitchen, ingredient list, sampling guidelines, and related requirements.

EMAIL TO

Caitlin Sullivan, Craft Fair Organizer
craftfair@dancepalace.org

MAIL TO

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