



Spring Craft Sale 2017
ASI Craft Center, UU Plaza, Cal Poly
Monday-Wednesday, May 1-3

ARTISTS

The Spring Craft Sale is the perfect time to sell your crafts in the University Union Plaza. Whether you're a veteran or have never sold your work before, the sale is an enjoyable and friendly experience. Join us. Please read this packet **CAREFULLY!** It is your responsibility to return all required forms.

OUR MISSION

The mission of the ASI Craft Center's Spring Craft Sale is to promote the ASI Craft Center and to provide a location for talented artists to sell their work.

WE SHOWCASE HANDMADE CRAFTS

We only showcase crafts that are made by the artists themselves. If you are unsure about the status of your crafts, it is your responsibility to contact us. Food and drinks are not considered craft items and therefore may not be sold. If you have any questions about this policy please contact us for clarification.

VENDORS

Student vendors will be subject to a commission of 15% and non-students a commission of 25% to be paid to the ASI Craft Center on all sales. The ASI Craft Center cashier booth will collect sales on each sales day and a check will be issued to each vendor once the sale is over, minus the commission fee. A \$12.00 application fee is required by all vendors to reserve a space. This fee must be paid at the time you turn in your completed application. For any cancellations, a \$5.00 processing fee will be deducted. No refunds will be given after April 21, 2017. As a volunteer, you are expected to work a minimum of four hours at the event. Sign-ups for volunteer hours can be found on the Doodle calendar web page which will be made available to you after your application has been processed. Each vendor will receive a Craft Sale T-Shirt that we encourage you to wear to support the event.

SECURITY

The vendors will overlook all artwork during show hours. However, the ASI Craft Center is not responsible for lost or stolen merchandise during the sale or while stored in the ASI Craft Center overnight.

VENDOR APPLICATION, W-9, AND SERVICES AGREEMENT: DUE ON 4/21/17

It is your responsibility to complete the information in this packet and complete the ([W-9](#))¹ taxpayer identification form.

Please read and complete the Application and Services Agreement to participate in the Craft Sale. By sending in your payment and paperwork, you are signifying that you have read the information and will adhere to all the policies and guidelines herein. Return all paperwork to the ASI Craft Center front desk with your \$12.00 deposit check. Applications are due by April 21, 2017 at 5:00 p.m.

Vendors will be able to choose their own table space based on the order in which completed paperwork and payments are received by the ASI Craft Center.

Thank you for reading and adhering to our mission and Craft Sale policies. We are confident these guidelines will keep the artisan spirit on which the ASI Craft Center was founded alive. We hope that you will enjoy being a part of the Spring 2017 Craft Sale. If you have any questions, please contact me at (805) 756- 1119 or Email Craft Center².

Sincerely,

Student Manager – ASI Craft Center

¹ W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

² Email Craft Center - craftcenterinfo@asi.calpoly.edu



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TIMELINE

April 3-April 21

VENDOR PACKETS AVAILABLE

Vendor application packets are available in the ASI Craft Center at the front desk.

April 3-April 21

SCHEDULE VOLUNTEER HOURS

Vendors are required to volunteer for four hours during the Craft Sale.

Sign up on the ASI Craft Center Doodle calendar starting April 3. Each vendor will be invited to participate in the Doodle calendar after they submit their completed paperwork to the ASI Craft Center.

Friday, April 21

PAPERWORK AND PAYMENT DUE DATE

Submit your application, W-9, Services Agreement and payment to the ASI Craft Center front desk by Friday, April 21 at 5:00 p.m.

Sunday April 30, 6-8pm

MANDATORY VENDOR MEETING

All vendors will meet with the ASI Craft Center staff to discuss the Craft Sale. Vendors will have the opportunity to organize their items in the Craft Center for the following week.

Monday-Wednesday, May 1-3

CRAFT SALE!

Monday, Tuesday, and Wednesday, 10:00 a.m.-4:00 p.m.

Set up begins at 8:45 a.m.; take down ends at 5 p.m.

Each vendor is responsible for the set up and take down of their crafts.

Monday, June 5

PICK UP YOUR CHECK

Checks will be available for pick up at the ASI Business Office located in room 212 on the second floor of the University Union.



VENDOR APPLICATION

NAME: _____ Student _____ Non-Student _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE NUMBER: _____ Best time to reach you: _____
PRIMARY E-MAIL ADDRESS: _____
CAL POLY EMAIL (if applicable): _____
TYPE OF CRAFTS: _____ # items: _____

The ASI Craft Center reserves the right to remove any craft deemed offensive or objectionable by ASI Craft Sale Staff. If you are unsure if you fit this definition, please enclose photos of your work. No food products allowed.

THIS CONTRACT IS BINDING, PLEASE READ IT!

The ASI Craft Center agrees to provide a display space at the sale.

1. As a Cal Poly student or member of the community at large, I the under signed, do hereby commission the ASI Craft Center to act on my behalf and receive payment for my products. For this service, I agree to pay the ASI Craft Center 15% of the listed selling price of all products sold. If I am not a Cal Poly student, I understand that 25% of the listed selling price will be paid to the ASI Craft Center. With this application I will submit a NON-refundable \$12.00 application fee for a space reservation. Application and deposit need to be dropped off at the ASI Craft Center by April 21, 2017 at 5:00 p.m. No exceptions will be made.
2. I understand that every item must be individually priced.
3. Set up time will start no earlier than 8:45 a.m. Clean up time will start no later than 4:15 p.m. Selling times are Monday, May 1, Tuesday, May 2, and Wednesday, May 3 from 10:00 a.m. to 4:00 p.m. I understand that I am responsible for ALL set up and cleanup of my crafts each day. If my items are not cleaned up by 5:00 pm, they may not be put out for sale the next day. Absolutely nothing (merchandise or displays) can be left in the ASI Craft Center past May 12, 2017.
4. I understand that I am responsible to volunteer at the Craft Sale for a minimum of four hours beyond the required set up and clean up time and will wear the provided ASI staff T-shirt. Sign-ups for these hours will be done on the Doodle calendar web page, beginning April 3, 2017.
5. I understand that the ASI Craft Center will not be held liable for any damages or losses occurring before, during, or after the sale.
6. I understand that cancellation past the beginning of the event may result in a loss of opportunity to sell at a future Craft Sale.
7. I understand that leaving the Craft Sale before 4:15 p.m. on May 3 will result in not being permitted to return to future Craft Sales.
8. If the previously stated requirements are not fulfilled, an additional 5% will be taken from my sales.
9. Absolutely NO late applications will be accepted.



INDEMNIFICATION

The PROVIDER (any subcontractor, anyone directly or indirectly employed by anyone whose acts any of them may be liable) shall defend, indemnify, hold harmless and protect the State of California, the Trustees of the California State University, the California State University, California Polytechnic State University, San Luis Obispo, Associated Students, Inc., the officers, employees, representatives, agents, students and volunteers of each of them (the "University"), from and against any and all liability, loss, damage, expense, cost (including without limitation costs and fees of litigation) of every nature arising out of or in connection with PROVIDER'S, except to the extent of any loss, damage, claim, injury, or liability arises out of the sole negligence or willful misconduct of the State of California, the Trustees of the California State University, Associated Students, Inc. and their officers, employees, agents, and/or contractors.

Vendor Signature

Date

ASI Program Coordinator Signature

Date

ASI Executive Director Signature

Date