

## FALL CRAFT SALE NOV. 18-20, 2019, UNIVERSITY UNION PLAZA

### ARTISTS

The Fall Craft Sale provides an opportunity for artists to showcase and sell their crafts to Cal Poly students and community members in the Julian A. McPhee University Union Plaza. Any artist is welcome to participate in the biannual sale, whether they are a seasoned veteran or have never sold their work before. Participating artists must read this packet and submit all required forms to the ASI Craft Center.

### OUR MISSION

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

### 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 the Craft Center. Food and drinks are not considered craft items and therefore may not be sold. If you have any questions about this policy, please contact the Craft Center for clarification.

### VENDORS

Student vendors will be subject to a commission of 15 percent and non-student vendors a commission of 25 percent to be paid to the Craft Center on all sales. The 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 application fee is required by all vendors to reserve a space. This nonrefundable fee must be paid when the completed application is submitted. Vendors are expected to volunteer a minimum of four hours at the event. Sign-ups for volunteer hours can be found on the Doodle calendar which will be made available after applications have been processed. Each vendor will receive a Craft Sale T-shirt which they are encouraged to wear to promote and support the event.

### SECURITY

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

### VENDOR APPLICATION, W-9, AND SERVICES AGREEMENT

All vendors must complete the information in this packet, including the ([W-9](#))<sup>1</sup> taxpayer identification form.

Please read and complete the Application and Services Agreement to participate in the Craft Sale. By submitting your payment and paperwork, you are signifying that you have read the information and will adhere to all policies and guidelines herein. Return all paperwork to the Craft Center front desk with your \$12 deposit by Monday, Nov. 11 at 5 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 Craft Center.

Thank you for reading and adhering to Craft Sale policies. For questions, please contact the Craft Center at (805) 756-1266 or [Email ASI Craft Center](mailto:asicraftcenter@calpoly.edu)<sup>2</sup>.

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

<sup>2</sup> Email ASI Craft Center - [asicraftcenter@calpoly.edu](mailto:asicraftcenter@calpoly.edu)

## FALL CRAFT SALE TIMELINE

**Oct. 14 – Nov. 11**

### **Vendor Packets Available**

Vendor application packets will be available online and at the Craft Center front desk.

**Nov. 1 – Nov. 11**

### **Schedule Volunteer Hours**

Vendors are required to volunteer for four hours during the Craft Sale. Sign up on the Craft Center Doodle calendar starting Wednesday, Nov. 1. Each vendor will be invited to participate in the Doodle calendar after they submit their completed paperwork to the Craft Center.

**Monday, Nov. 11**

### **Paperwork and Payment Due Date**

Submit Vendor Application, W-9, Services Agreement, and payment to the Craft Center front desk by Monday, Nov. 11 at 5 p.m.

**Sunday, Nov. 17, 5-7pm**

### **Mandatory Vendor Meeting**

All vendors will meet with the 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.

**Nov. 18-20**

### **Craft Sale**

The sale will run each day from 10 a.m. to 4 p.m. Set up begins at 8:45 a.m. Takedown ends at 5 p.m. Each vendor is responsible for the set up and takedown of their crafts.

**Monday, Dec. 9**

### **Checks Available for Pick Up**

Checks will be available for pick up at the ASI Business Office located 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: \_\_\_\_\_  
Email: \_\_\_\_\_  
Type of crafts: \_\_\_\_\_ Number of items: \_\_\_\_\_

**The ASI Craft Center reserves the right to remove any craft deemed offensive or objectionable by Craft Sale staff. If you are unsure if your crafts fit this definition, please enclose photos of your work. No food products allowed. The Craft Center agrees to provide a space of display at the sale. Please review the below contract before providing your signature.**

1. As a Cal Poly student or member of the community, I the under signed, do hereby commission the Craft Center to act on my behalf and receive payment for my products. For this service, I agree to pay the Craft Center 15 percent of the listed selling price of all products sold. If I am not a Cal Poly student, I understand that 25 percent of the listed selling price will be paid to the Craft Center. With this application, I will submit a nonrefundable \$12 application fee for a space reservation.
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 Nov. 18-20 from 10 a.m. to 4 p.m. I understand that I am responsible for setting up and cleaning up my crafts each day. If my items are not cleaned up by 5 p.m., they may not be put out for sale the next day. No merchandise or displays can be left in the Craft Center past Nov. 22.
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 and will wear the provided ASI staff T-shirt. Sign-ups for these hours will be done on the Doodle calendar beginning Nov. 1.
5. I understand that the 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 Nov. 20 will result in not being permitted to return to future Craft Sales.
8. If the previously stated requirements are not fulfilled, an additional 5 percent will be taken from my sales.

## INDEMNIFICATION

The provider 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 (any subcontractor, anyone directly or indirectly employed by anyone whose acts any of them may be liable), 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