



General Policy Statement

Please Read Carefully

1. **The 21st annual Spring Craft Boutique will be held (rain or shine) on Friday, March 15th from 9 a.m. to 6:00 p.m. & Saturday, March 16, 2019 from 9 a.m. to 4 p.m. at the Brea Community Center, 695 E. Madison Way (corner of Madison Way and Randolph Ave.).**
2. **The following is the Spring Craft Boutique's registration policy. All vendors, returning or new - Please read carefully!** Vendor approval is based upon a series of criteria listed below in #4 and #5. ****Note: Preferred form of payment is a credit card.**
 - All registration forms will be mailed to prospective vendors the mid December.
 - **January 2nd**—Registration will be received from past vendors (Spring Craft Boutique and/or Nutcracker Craft Boutique only) and *Brea* residents (live, work, or attend school in Brea).
 - **January 9th**—Open registration will be accepted from all other participants until the Boutique is full.
 - **Important—If past vendors do not return their application in a timely manner (approx. first two weeks) they will not be given their previous space.**
3. **You will be notified by email** whether or not you have been accepted into the Boutique no later than the end of January. **Note: At the time you are accepted, your check or credit card payment will be processed.**
4. This is a picture juried show, not first come, first served. All applications must include photographs of the majority of merchandise to be sold. No exceptions! **If we do not receive photographs, your application will be returned whether you are a past vendor or not. Please Note: This year pictures will not be returned.** All merchandise must be approved regardless of whether you have participated previously in any City of Brea craft boutique. Approval and potential removal from any City of Brea Boutique is based on a series of criteria: Appearance and quality of merchandise, consumer demand for merchandise, current or past working relationship with Community Services staff, reputation of vendor and/or references, customer service, and locality (live, work, or attend school in Brea). **Upon approval, vendor spaces will be assigned in accordance with the above registration policy. Vendors that have been accepted into the boutique may not sublet or allow their space to be used by anyone else without Boutique staff approval. No exceptions! As the vendor accepted you are expected to have a presence in your space the entire day, however you will be allowed to have "assistance" from friends, relatives or your employees.**
5. In order to ensure a standard of quality and balance to our boutique, our emphasis is on hand-crafted items. A limited number of commercial merchandise and jewelry will be accepted at the discretion of the organizer. Due to the nature of the boutique, any new multi-level marketing vendors will need to be approved based on the particular show and the appropriateness.
6. **There will be a \$15 processing fee on refunds. All entry fees are non-refundable after February 15, 2019.** The event will not be canceled due to the weather. If you would like to pay by check, please make payable to: The City of Brea and mail to: *City of Brea—Spring Craft Boutique, 1 Civic Center Circle, Brea, CA 92821*, or use the enclosed self-addressed envelope.
7. **It is now MANDATORY that all vendors, both returning and new,** enclose a copy of their Seller's Permit with the boutique's address listed as a sub-address (695 E. Madison Way, Brea, CA 92821). For more information visit the State Board of Equalization's web site at www.boe.ca.gov or call the local Irvine office at 949-440-3473 or 949-224-3211. If we do not receive a copy of your Seller's Permit with our address on it your registration form it will be returned
8. **IMPORTANT!** All vendors selling food items (including candy, cookies, drink package mixes that are part of your craft) must obtain an Orange County Environmental Health permit. Information may be obtained at www.ocfoodinfo.com or call 714-433-6000. **All food vendors must apply for a Health Department Permit by March 4, 2019.**
9. **Your space must be open and operating by 9 a.m. and remain open until the Boutique closes at 6 p.m. on Friday and 4 p.m. on Saturday.** No tearing down early! **NO EXCEPTIONS! If you do leave early, your name will be removed from all City of Brea Boutique mailing lists. All vendors should be packed up and ready to go no later than 6:30 p.m. on Saturday.**
10. Thursday night set-up, March 14; will be available from 5 – 9 p.m. for **inside spaces** located in the Community Hall, Art Studio, Meeting Rooms, Children's Activity Rooms, and the Gymnasium. **Please note: Vendors located on the Concourse may not set up Thursday night. This area is open to the public.** Friday morning set-up will be available starting at 6:00 a.m. **for outside**

vendors.

11. Each vendor will be assigned an unloading/loading area, located closest to their space(s), either in the front driveway, rear entry to kitchen, or west entrance.
12. Gym Vendors: Please do not scratch the floors. Please pay attention as you wheel your merchandise in and out. Also you must have some sort of protective covering (rubber pads, carpet squares, etc.) under your tables, chairs and display props to protect the gym floor. If you have questions, call Kristin at 714-990-7771.
13. When you're finished unloading your merchandise into your space, **IMMEDIATELY** move your car to the Embassy Suites Hotel or Brea Civic & Cultural Center parking structure located at the corner of Randolph Ave. and Birch Street. The parking structures are underneath the building. There will be directional signs taking you to this location. This will make room for other vendors who still need to unload. We will have a van available to take you back to the Community Center.
14. **Most spaces are 10' x 10', but may vary.** Inside spaces are \$175 and outside spaces are \$140. For safety purposes, all participants must setup within the space allotted them. Areas between spaces may not be used as additional space or an added charge will be incurred.
15. No enclosed canopies will be allowed inside. You may have sides to your space, however they must be see-through (examples: lattice, lace, etc.). Inside canopies must not be taller than 7½ feet. If you have an outside space and need an overhead covering or canopy, you will need a freestanding unit, as all outside spaces are located on concrete or asphalt.
16. A limited number of spaces are available with electrical outlets for an additional charge of \$17 each. If you are renting a space with an electrical outlet, you will need to bring your own extension cords and/or power plug. Participants using a heating element (i.e., glue gun) must provide heating insulation between the element and table; such as plywood covered in heavy-duty aluminum foil. You will be responsible for repairing or replacing any damaged property.
17. Table rentals will be available on a first come/first served basis, at a cost of \$17 each. Vendors may not staple or nail anything to the rental tables. Tables are 8' x 3' and 29" to the floor. You must bring your own chairs. We do not provide them.
18. In keeping with the festive atmosphere, all spaces should be decorated accordingly. Each vendor is responsible for their own decorations and signage. Table coverings need to reach the floor.
19. Each vendor is responsible for their own starting change, money aprons, and storage of money.
20. All spaces must have adult supervision at all times. Experience has shown that adult participation is essential for a profitable operation. **No animals, other than Service Dogs are allowed in your booth.**
21. Individual use of portable P.A. systems is prohibited. Controversial pamphlets, fliers, buttons, posters, or displays will not be allowed.
22. The City of Brea will not assume responsibility for any damage, theft, or loss of personal property, damage, theft to your space, or loss of items offered for sale. Vendors may not staple or nail anything to the surrounding foundations.
23. **Please no smoking allowed in the boutique area (inside or outside).** All vendors are responsible for cleaning up their space and surrounding area. Please remove all trash and other items from your area each day.
24. **IMPORTANT! Vendors may not park in the Community Center parking lot or on Madison Way. Vendors parking in this parking lot will not be asked back.** The parking lot is for unloading only. These areas need to be available for Boutique customers... your customers. This will be strictly enforced. The only exception is vendors with a handicap permit displayed in their window. These vendors may park in the Community Center parking lot, but are asked not to take the marked handicap parking spots. We need to save these for boutique handicap customers. *Vendor parking will be available near the Boutique at the Embassy Suites Hotel parking structure located on the corner of Randolph Ave. and Birch Street. The parking structure is on Level 2 underneath the Hotel. There will be directional signs taking you to this location. This will make room for other vendors who still need to unload. We will have a van available to take you back to the Community Center.*
25. **WARNING:** If you are uncooperative before, during or after the boutique you will not be invited back to participate in other City boutiques. The City of Brea Community Services staff reserves the right to close any space that is not being conducted in conformance with the Boutique General Policy Statement, or is not being managed properly.