

Thank you for your interest in the Clovis Chamber of Commerce Events.

Clovis Chamber of Commerce Application Procedure

- All complete applications will be reviewed within 2 weeks
- Applications will not be considered complete until all necessary photos and payment are received
- The 2 week deadline will not begin until the application is complete
- Please leave an email address and a phone number to contact you in case we have questions on the application; questions might include space location, products, omissions on the application, etc., again, we need a good phone number
- If application is not complete within 2 weeks of receipt it will be returned
- Spaces change on a daily bases, e-mail tammiw@clovischamber.com for space availability

Thank you,

Tammi Walton
Events Director

HOW TO APPLY

FREQUENTLY ASKED QUESTIONS: This application is specifically for Arts & Crafts, Commercial Crafter, Business Commercial and Pre-packaged Gourmet Food vendors. If you are interested in becoming a Food Vendor, please contact Fran Blackney at the Clovis Chamber or e-mail fran@clovischamber.com. We do not allow booth sharing.

APPLICATION/CONTRACT: Please follow these criteria instructions or your materials will be returned to you. There are no commission or jury fees. Please fill out the application completely, read and sign Conditions and Guidelines. Sign and keep a copy for your records and mail the original with your full booth fees.

- Each application must have photos of products, Polaroid's and faxes are not acceptable. Send at least four 3x5 current pictures of merchandise and at least one of booth display. *See additional requirements for arts and crafts.*
- Photos will not be returned if you have been accepted.

Incomplete or illegible applications will be returned. Applications missing required photos and payment will not be accepted for jury and will be returned. You will receive a confirmation if you have been accepted and contacted if your choices are not available. Applications are accepted up to two weeks prior to show date unless sold out. **Allow up to 10 business days for acceptance upon receiving all information.** Pre-packaged food exhibitors will incur additional health department fees and an application available through the Clovis Chamber of Commerce.

JURING: If you were a 2010/11 exhibitor and you have not changed your product or presentation, you do not need to supply photos. **All new products added to your booth must be approved.** Any new product added after you are placed in a show could effect your placement due to category limitations and classifications. For example: if your primary craft is not jewelry or floral arrangements, you must receive prior approval to sell these products in our booth. You will be asked to remove any item from your booth that has not been juried and approved. The main factor taken into consideration for acceptance is quality and uniqueness of craft.

SALES TAX/RESALE # (required): All exhibitors are responsible for collecting and paying their California Sales Tax on all sales made during each Festival and need to possess a California Resale License. Even if you are coming to one of the events from another state, you can get a temporary license. If you do not have a resale number, please contact the California State Board of Equalization at 1-800-400-7115 or visit www.boe.ca.gov. The City of Clovis 2010 tax rate is 8.975%.

CONFORMING TO BOOTH SIZE: If you wish to hang or place anything on the outside of your booth, you may do so, as long as it does conform to the size of your space. If you do not have enough room for everything to fit in your space, please purchase a larger one. **Boxes and merchandise may not remain on sidewalks for any reason. Boxes or other storage items may not be visible. Table cloths must be draped to the floor.**

PROFESSIONAL MARKETING AND PROMOTION: The Clovis Chamber of Commerce Events are being aggressively marketed by professional radio and television publicity, statewide print media, websites, multiple crafters websites, VIA Magazine, RV Journal, Chamber Newsletters 30,000 + distribution.

CATEGORY LIMITATIONS! We have category limitations at each event. This helps limit the number of arts and crafts in your category so that each event has a variety of different media for the attendees to choose from. It also helps improve the overall quality of each show. *We strive for a balance and variety of product throughout our shows, making sure those vendors selling the same are spread throughout and not next to one another. This applies to multiple applications from the same company, as well. To assure that there be only one representative per company is an internal issue of a given corporation.*

CLASSIFICATIONS:

Arts and Crafts

- Items that are handmade by the applicant
- Purchased products that are **significantly enhanced** by your personal artistic additions
- Include picture to show item partially constructed along with finished item (shows workmanship and handmade process). Should include photo of crafter at work on partially completed item.
- Picture of partial construction of items that will be sold in the booth. Picture can include project clusters, instead of single items.

Commercial Crafter

- Items that are ordered/carried through another company and not handmade by the applicant

Business Commercial

- Life Insurance/Loans, Satellite/Internet Communications, Wireless Phones and Accessories, Water/Purification, etc.
- Party Plans/Catalog Sales/Health Products

SPACE SELECTIONS: Prime = 2 Selling sides * End Cap = 2 Selling sides at end of section **

20' Spaces are available-Deduct 10% on second booth, second booth being the *least* of the two.



Saturday, April 14th
9AM-6 PM
Sunday, April 15th
9 AM-5 PM



PLEASE TYPE or PRINT CLEARLY

Last Name _____ First Name _____ Business Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone(____) _____ Cell(____) _____ Fax(____) _____

**** E-MAIL** _____

Web Site _____
CA Sellers Permit Number _____ Years Participating in Clovis Chamber Events _____

Electricity is not available, Request approval for generator (generators will not be approved in sections A or F)
Make/Model _____ Number of Watts _____

(BE VERY EXPLICIT) Please list the items you will have for sale. All NEW items must be juried. _____

COMMERCIAL CRAFTER
AND
BUSINESS COMMERCIAL
2012 APPLICATION TO EXHIBIT

SPACE SELECTIONS:
Prime = 2 Selling sides anywhere within section
End Cap = 2 Selling sides at end of section

Larger spaces are available-Deduct 10% on second booth,
second booth being the *least* of the two.

***BUSINESS COMMERCIAL
MUST USE
Sections F & G ONLY***

___ 10x10 Inline	\$455.	
___ 10x10 Prime	\$575.	
___ 10x10 End Cap	\$725.	SOLD

***Sections F and G must take down on Saturday
and set back up on Sunday
to reopen streets.***

SECTION A

___ 10x10 Inline	\$455.	
___ 10x10 Prime	\$575.	
___ 10x10 End Cap	\$685.	

SECTION I

___ 10w x12 Inline	\$490.	
___ 10w x12 Prime	\$610.	SOLD
___ 10w x12 End Cap	\$720.	SOLD

SECTION H

___ 15w x12 Inline	\$625.	
___ 15w x12 Prime	\$725.	SOLD
___ 15w x12 End Cap	\$925.	SOLD

SECTION J

___ 10w x12 Inline	\$455.	
___ 10w x12 Prime	\$575.	
___ 10w x12 End Cap	\$685.	SOLD

Section Choice: Please indicate 1st & 2nd choice, I will make all attempts to accommodate your choice.

1st choice—Section _____ 2nd choice—Section _____

*****RETURN THIS PAGE ALONG WITH YOUR REGISTRATION TALLY SHEET AND YOUR SIGNED CONDITIONS AND GUIDELINES. I MUST HAVE CURRENT PHOTOS OF YOUR MERCHANDISE, ALL NEW ITEMS MUST BE APPROVED. NON RETURNABLE PHOTOS MAY BE MAILED ALONG WITH YOUR APPLICATION OR EMAIL TO TAMMIW@CLOVISCHAMBER.COM, EMAILED PHOTOS MUST INCLUDE APPLICANTS NAME.**



Saturday, April 14th
9AM-6 PM
Sunday, April 15th
9 AM-5 PM



PLEASE TYPE or PRINT CLEARLY

Last Name _____ First Name _____ Business Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone(____) _____ Cell(____) _____ Fax(____) _____

**** E-MAIL** _____

Web Site _____
CA Sellers Permit Number _____ Years Participating in Clovis Chamber Events _____
Permission to release information for merchandise inquires: Yes No Initial _____

Electricity is not available, Request approval for generator (generators will not be approved in sections A)
Make/Model _____ Number of Watts _____

(BE VERY EXPLICIT) Please list the items you will have for sale. All NEW items must be juried. _____

****ARTS AND CRAFTS ONLY****

2012 APPLICATION TO EXHIBIT

SPACE SELECTIONS:

Prime = 2 Selling sides anywhere within section

End Cap = 2 Selling sides at end of section

Larger spaces are available-Deduct 10% on second booth, second booth being the *least* of the two.

SECTION A

___ 10x10 Inline **\$300.**
___ 10x10 Prime **\$405.**
___ 10x10 End Cap **\$495.**

SECTION H

___ 15w x12 Inline **\$445.**
___ 15w x12 Prime **\$535. SOLD**
___ 15w x12 End Cap **\$795. SOLD**

SECTION E

___ 10w x12 Inline **\$340.**
___ 10w x12 Prime **\$455. SOLD**
___ 10w x12 End Cap **\$550. SOLD**

SECTION I

___ 10w x12 Inline **\$340.**
___ 10w x12 Prime **\$455. SOLD**
___ 10w x12 End Cap **\$550. SOLD**

SECTION J

___ 10w x12 Inline **\$300.**
___ 10w x12 Prime **\$405.**
___ 10w x12 End Cap **\$495. SOLD**

Section Choice: Please indicate 1st & 2nd choice, I will make all attempts to accommodate your choice.

1st choice—Section _____

2nd choice—Section _____

*****RETURN THIS PAGE ALONG WITH YOUR REGISTRATION TALLY SHEET AND YOUR SIGNED CONDITIONS AND GUIDELINES. I MUST HAVE CURRENT PHOTOS OF YOUR MERCHANDISE, ALL NEW ITEMS MUST BE APPROVED. NON RETURNABLE PHOTOS MAY BE MAILED ALONG WITH YOUR APPLICATION OR EMAIL TO TAMMIW@CLOVISCHAMBER.COM, EMAILED PHOTOS MUST INCLUDE APPLICANTS NAME.**



ClovisFest

Saturday and Sunday
September 15th & 16th
8AM to 5 PM



PLEASE TYPE or PRINT CLEARLY

Last Name _____ First Name _____ Business Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone() _____ Cell() _____ Fax() _____

**** E-MAIL** _____

Web Site _____
CA Sellers Permit Number _____ Years Participating in Clovis Chamber Events _____

Electricity is *not* available, Request *approval* for generator (generators will not be approved in sections A)
Make/Model _____ Number of Watts _____

(BE VERY EXPLICIT) Please list the items you will have for sale. All NEW items must be juried. _____

****COMMERCIAL CRAFTER**** **AND** ****BUSINESS COMMERCIAL**** **2012 APPLICATION TO EXHIBIT**

SPACE SELECTIONS:
Prime = 2 Selling sides anywhere within section
End Cap = 2 Selling sides at end of section

Larger spaces are available-Deduct 10% on second booth, second booth being the *least* of the two.

<u>SECTION A</u>	
___ 10x10 Inline	\$350.
___ 10x10 Prime	\$450.
___ 10x10 End Cap	\$550.
___ 15w x10 Inline	\$410.
___ 15w x10 Prime	\$510.

<u>SECTION I</u>	
___ 10w x12 Inline	\$350.
___ 10w x12 End Cap	\$550.

<u>BUSINESS COMMERCIAL</u>	
<u>MUST USE</u>	
<u>SECTION B ONLY</u>	
<u>SECTION B</u>	
___ 10w x12 Inline	\$350.
___ 10w x12 Prime	\$450.
___ 10w x12 End Cap	\$550.
<i>Does not have to take down.</i>	

<u>SECTION H</u>	
___ 15w x12 Inline	\$425.
___ 15w x12 Prime	\$525.
___ 15w x12 End Cap	\$695.

Section Choice: Please indicate 1st & 2nd choice, I will make all attempts to accommodate your choice.
1st choice—Section _____ 2nd choice—Section _____

*****RETURN THIS PAGE ALONG WITH YOUR REGISTRATION TALLY SHEET AND YOUR SIGNED CONDITIONS AND GUIDELINES. I MUST HAVE CURRENT PHOTOS OF YOUR MERCHANDISE, ALL NEW ITEMS MUST BE APPROVED. NON RETURNABLE PHOTOS MAY BE MAILED ALONG WITH YOUR APPLICATION OR EMAIL TO TAMMIW@CLOVISCHAMBER.COM, EMAILED PHOTOS MUST INCLUDE APPLICANTS NAME.**



a Clovis Chamber of Commerce Event

ClovisFest

Saturday and Sunday
September 15th & 16th
8AM to 5 PM



PLEASE TYPE or PRINT CLEARLY

Last Name _____ First Name _____ Business Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone(____) _____ Cell(____) _____ Fax(____) _____

**** E-MAIL** _____

Web Site _____
CA Sellers Permit Number _____ Years Participating in Clovis Festivals _____

Electricity is *not* available, Request *approval* for generator (generators will not be approved in sections A)

Make/Model _____ Number of Watts _____

(BE VERY EXPLICIT) Please list the items you will have for sale. All NEW items must be juried. _____

**** ARTS AND CRAFTS ONLY ****

2012 APPLICATION TO EXHIBIT

SPACE SELECTIONS:

Prime = 2 Selling sides anywhere within section

End Cap = 2 Selling sides at end of section

Larger spaces are available-Deduct 10% on second booth, second booth being the *least* of the two.

SECTION H

___ 15w x12 Inline \$295.
___ 15w x12 Prime \$395.
___ 15w x12 End Cap \$595.

SECTION I

___ 10w x12 Inline \$195.
___ 10w x12 End Cap \$350.

SECTION A

___ 10x10 Inline \$195.
___ 10x10 Prime \$275.
___ 10x10 End Cap \$350.

___ 15w x10 Inline \$255.
___ 15w x10 Prime \$355.

SECTION E

___ 10w x12 Inline \$220.
___ 10w x12 Prime \$295.
___ 10w x12 End Cap \$395.

Section Choice: Please indicate 1st & 2nd choice, I will make all attempts to accommodate your choice.

1st choice—Section _____

2nd choice—Section _____

*****RETURN THIS PAGE ALONG WITH YOUR REGISTRATION TALLY SHEET AND YOUR SIGNED CONDITIONS AND GUIDELINES. I MUST HAVE CURRENT PHOTOS OF YOUR MERCHANDISE, ALL NEW ITEMS MUST BE APPROVED. NON RETURNABLE PHOTOS MAY BE MAILED ALONG WITH YOUR APPLICATION OR EMAIL TO TAMMIW@CLOVISCHAMBER.COM, EMAILED PHOTOS MUST INCLUDE APPLICANTS NAME.**

**CLOVIS FESTIVALS CLOVIS CHAMBER OF COMMERCE
EXHIBITOR CONDITIONS AND GUIDELINES**

1. There will be **NO REFUNDS** due to bad weather or other occurrences beyond the control of the Clovis Chamber of Commerce. Due to the nature of the event and potential conflicting dates, there is **NO RAIN DATE**. In the event the festival is cancelled for other reasons, the Chamber of Commerce will be responsible only to refund prepaid space fees, less processing fee and has no other liabilities with regard to these shows. Refunds for cancellation by application by applicant will be at the sole discretion of The Clovis Chamber of Commerce.
2. Participants must provide their own display table, chairs etc.; awnings are encouraged. Autos, RV's and trailers will not be allowed to set up in the show area. Electricity and water are not available. Generators used must be registered on the application and receive prior approval from the Chamber. Only a limited number of generators are allowed. This is for the convenience for other exhibitors. **Do not drive stakes or otherwise deface the selling area which you occupy. Damage to the structure of any part of the property or premises will be paid for by the exhibitor in full as determined by the Clovis Chamber of Commerce.**
3. There will be no subleasing or sharing of spaces. No one shall occupy the space other than the juried exhibitor except by prior consent of the Clovis Chamber of Commerce. Exhibitor will leave the condition of the premises equal to or better than found. This includes the sweeping and removal of all rubbish from leased space.
4. No drug or political related items will be exhibited or sold. All products including attire and exhibits must be appropriate for family viewing. Alcoholic beverages are prohibited in booths. No pets of any kind are allowed at the event without prior permission from the Chamber.
5. The Chamber has the right to limit the amount of similar crafts/commercial exhibited at the event. *We strive for balance and variety of product throughout our shows, making sure those vendors selling the same are spread throughout and not next to one another. This applies to multiple applicants from the same company, as well. To assure that there be only one representative per company is an internal issue of a given corporation.*
6. Arts and crafts displays may include only hand-made items made only by artisans selling them. Displays judged to be "too" commercial and those containing a mixture of craft commercial items may exhibit at the event only as a commercial craft entry. Shows are juried to assure quality of products offered and in compliance with show policies.
7. Business/commercial displays include commercially made items and products and professional services. Commercial participants may display, advertise and take orders. The right to sell the product at the event requires the prior approval of the Chamber. Commercial products may not compete directly with arts and crafts exhibited at the event or with merchants in Old Town.
8. All participants are responsible for, and must have their own liability insurance coverage for any claims that might arise within their booth or from their activities at the event. The Clovis Chamber of Commerce, the City of Clovis nor the Event Co-Sponsors shall have any liability for loss or damage to property belonging to participants. Vendor is solely responsible for all items left in booth at all times and should not leave them unattended. If you need to obtain insurance, we have listed a few agencies that might be of service to you. Shahinian Insurance Services at 1-800-457-2231 (daily & yearly programs), K & K Insurance at 1-800-328-2317 (6 month & yearly programs) and Mackie Insurance Brokerage at 916-933-9213 (yearly programs).
9. Participants shall sell, display and demonstrate from their designated areas only. Roving for advertisement with brochures/fliers, use of megaphones etc. or blocking isles is not permitted. No one may have give aways without prior approval from Chamber (i.e. balloons, etc.)
10. Booths must conform to size and restrictions of the event and not infringe on walkways, sidewalks, fire lanes or neighboring booths. No items may be placed outside designated space. Tablecloths must be draped to the floor. Neither boxes or other storage items are allowed to be showing. Exhibitor will provide a booth identification sign, which should include Personal or Business name/s. No sale, clearance, or show special signs are allowed. NO EXCEPTIONS!
11. Participant must conform to event set up opening and closing times and all parking and entry/exit patterns. All participants must participate both days of the show when event is two days. Under no circumstances will early packing or leaving be allowed.
12. Neither food nor drink may be offered for sale or on a complimentary basis. All food and drink concessions are controlled under separate concession agreement.
13. Participant agrees to respond quickly to, and satisfactorily resolve, all questions and concerns related to their products/services exhibited and sold at the event. Only items listed on entry form may be sold.
14. The Clovis Chamber reserves the right, and participants acknowledges Chamber's right, to have and make final decision on all matters regarding event. Chamber reserves the right to remove, without compensation, participants for noncompliance to these **Conditions and Guidelines**, and/or to Chamber's request. Your use of the space must be in compliance with all Federal, State, City of Clovis and Fresno County ordinances.
15. Participant understands and agrees that participant name, product information and photos may be used in informational and promotional efforts for the events.

Liability Release: In consideration of being permitted to participate in Clovis Chamber of Commerce Festivals, I agree to assume all risks connected therewith and will not make a claim against, sue or attach the property of the Clovis Chamber of Commerce, it's employees, directors and volunteers for injury, or loss, however caused, even if by negligence, as a result of my participation.

I hereby release the Clovis Chamber of Commerce, it's employees, officers, directors and volunteers from actions, claims, or demands, that, I, my assignees, heirs distributes, guardians and legal representatives now have, or may hereafter have, for injury or damage resulting from my participation in Clovis Chamber Festivals.

Cooperation with event officials and other participants reserves The Clovis Chamber of Commerce the exclusive right to exclude/remove any participant whose conduct violates the purpose of policies of the event and participant will not receive a refund.

I HAVE READ THE CONDITION AND GUIDELINES AND THE REFUND POLICY AND AGREE TO ABIDE BY ALL OF THEM. FAILURE TO ABIDE BY ALL RULES COULD RESULT IN MY REMOVAL FROM THE EVENT AND MY EXCLUSION FROM FUTURE PARTICIPANTION IN ANY EVENT OF THE CHAMBER.

Print Name _____ Signature _____ Date _____

REMINDER: PLEASE RESPECT YOUR NEIGHBORS CRAFTS, THIS IS A NON-SMOKING EVENT



a Clovis Chamber of Commerce Event

RETURN THIS SHEET ALONG WITH YOUR APPLICATION/S

Last Name _____ First Name _____

Business Name _____

Big Hat Days	\$ _____
ClovisFest	\$ _____
Event Fee Subtotal	\$ _____
<i>DISCOUNTS APPLY ONLY TO EVENTS IN THE SAME CALENDAR YEAR AND MUST BE PAID IN FULL TO QUALIFY</i>	
Two Show Discount (-10%)	\$ _____
Event Subtotal Discount	\$ _____
Clovis Chamber Member (-10%)	\$ _____
Net Amount Due	\$ _____
TOTAL ENCLOSED	\$ _____
<i>NO REFUNDS 8 WEEKS PRIOR TO EVENT PRIOR CANCELLATIONS WILL BE ASSESSED A \$25.00 SERVICE FEE.</i>	

**PLEASE MAKE CHECK OR MONEY ORDER IN THE FULL AMOUNT
TO THE CLOVIS CHAMBER OF COMMERCE
325 POLLASKY AVENUE, CLOVIS, CA 93612-1139**

For your convenience we accept Visa, Master Card and Discover

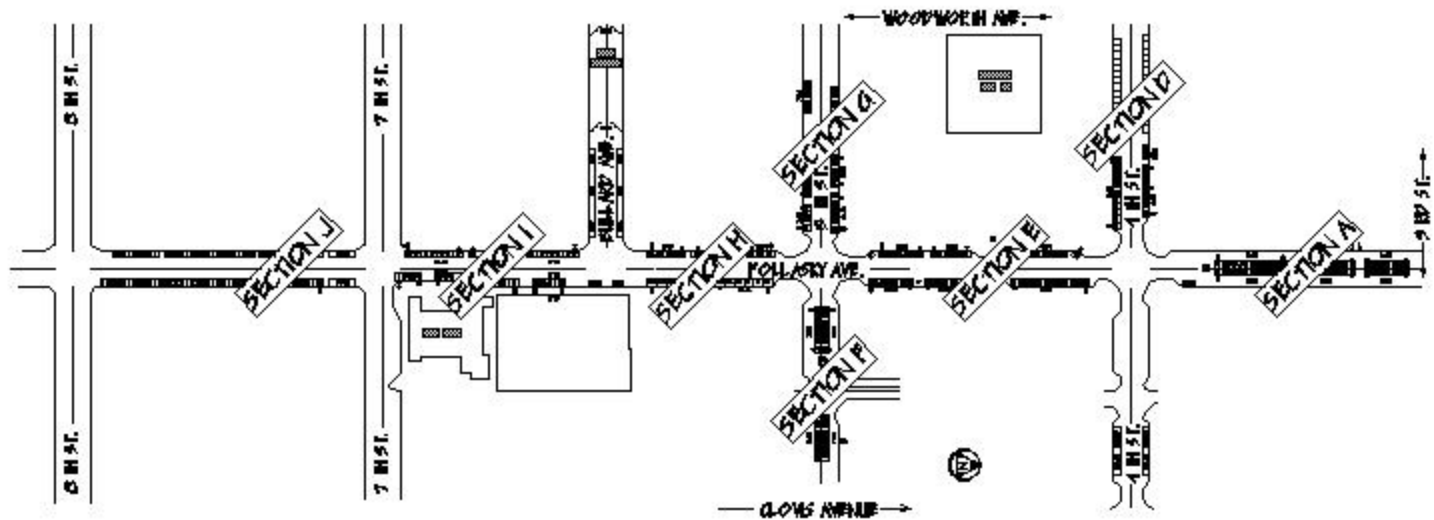
Account Number _____

Exp. Date Month _____ Year _____

Billing Zip Code _____

Signature _____

OR CONTACT SUSANA AT (559) 299-7363
YOU MAY GIVE HER YOUR CREDIT CARD INFO
SHE WILL SEE THAT I RECEIVE IT FOR PROCESSING



BIG HAT DAYS

