

## SHADELANDS RANCH MUSEUM



# Holiday Faire Vendor Application



Thank you to all the vendors that participated in our 2020 Holiday Faire. Even though we got shut down early due to the Stay at Home Order we still did well.

It is that time to start planning for the 2021 Holiday Faire and Teas. While we are not sure if we will be able to host our Holiday Teas we will definitely have the Holiday Faire as usual. How it is set up will be dependent on the teas.

We hope that you will join us this year and share your artistic talents.

Attached is the application form and faire general rules. Please read through these very carefully as we have made some changes.

We hope that you will be a part of this amazing tradition.

If you have any questions please contact me at [wchistorysr@gmail.com](mailto:wchistorysr@gmail.com)

## HOLIDAY FAIRE

Saturday, November 27 - Sunday, December 12, 2021

Hours: 10:00 AM to 4:00 PM Daily

12/4/2021 & 12/11/2021 Special Hours: 10:00 AM - 5:00 PM

## HOLIDAY TEAS (reservations required)

Saturday, November 27 - Sunday, December 12, 2021

Sittings: 11:00 AM & 1:30 PM Daily

Price TBD

Champagne Teas: Saturday, December 4 & Saturday, December 11 at 4 PM & Friday, December 10 at 1:30 PM

Price TBD

Tickets go on sale Thursday, October 1, 2021 at 9 AM @ 925-935-7871



Walnut Creek Historical Society • Shadelands Ranch Museum  
2660 Ygnacio Valley Rd. Walnut Creek, CA 94598  
925-935-7871 • [wchistorysr@gmail.com](mailto:wchistorysr@gmail.com) • [wchistory.org](http://wchistory.org)

**Shadelands Ranch Museum 2021 Holiday Faire Vendor Contract**  
**November 27—December 12 Vendor Fee: \$150** (checks payable to WCHS)  
**Please return by June 21, 2021** (WCHS, 2660 Ygnacio Valley Rd. Walnut Creek, CA 94598)

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Resale #: \_\_\_\_\_ Email Address: \_\_\_\_\_

New Vendor: Yes No      2020 Returning vendor # \_\_\_\_\_ New Merchandise? Yes No  
 (new vendors must submit photos)      (submit photos of new merchandise only, MUST be juried!)

Are you selling food products? \_\_\_\_\_

Brief Description of all merchandise you intend to offer for sale:

**ALL VENDORS ARE REQUIRED TO WORK THREE (3) SIX-HOUR SHIFTS (18 HOURS MINIMUM).** A \$50 fee will be deducted from your check for each shift not worked and approved replacement obtained.

Please indicate (circle) below a minimum of SIX (6) dates that you can work. A schedule will be mailed out in September with your work dates and job preference. Application will be returned if not completely filled out.

11/27/2021    11/28/2021    11/29/2021    11/30/2021    12/1/2021    12/2/2021    12/3/2021    12/4/2021

12/5/2021    12/6/2021    12/7/2021    12/8/2021    12/9/2021    12/10/2021    12/11/2021    12/12/2021

Please indicate job preferences, 1st, 2nd and 3rd choice:

Bagger \_\_\_\_\_ Floater \_\_\_\_\_ Front Desk \_\_\_\_\_ Tea Server \_\_\_\_\_

**PLEASE READ ALL ENCLOSED GUIDELINES AND INITIAL BELOW.**

\_\_\_\_\_ I have read and agree to the General Holiday Faire Information and Guidelines. (pgs. 3 & 4)

\_\_\_\_\_ I have read and agree to the Holiday Faire Jurying Process and Criteria. (pg. 5)

\_\_\_\_\_ I have read and agree to the Holiday Faire Vendor Work Assignment Guidelines. (pg. 6)

The undersigned ("Releasor") hereby agrees to comply with all Faire rules (copy attached). Releasor hereby releases, indemnifies and agrees to defend with counsel of the Walnut Creek Historical Society's choice, the Walnut Creek Historical Society, its officers, directors, employees and agents (hereinafter "Releasees" or "WCHS"), from any and all claims, obligations, costs, losses, damages, injuries, attorney's fees, penalties, fines, liabilities, causes of actions, and all other legal responsibilities of any form whatsoever, in law or in equity, arising from or connected with Releasor's participation as a vendor or exhibitor at WCHS's Holiday Faire. This Agreement does not waive rights or claims under federal or state law that cannot be waived by private agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Check #/CC: \_\_\_\_\_ Amt. Paid: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_ Inventory Form: \_\_\_\_\_ Vendor #: \_\_\_\_\_

# GENERAL HOLIDAY FAIRE EVENT INFORMATION & GUIDELINES

## VENDOR INFORMATION

**VENDOR APPLICATION:** Submitted to Shadelands by **Monday, June 21, 2021**

- Vendor contract must be completely filled out.
- \$150 Entry fee paid via check (payable to WCHS) or contact with CC information.
- Inventory Sheet listing all merchandise that will be sold. New Vendors: submit photos for all merchandise. Returning Vendors: submit photos for new product only.

**GROSS SALES:** 15% of Gross Sales will be paid to Shadelands Ranch Museum

### MERCHANDISE:

- Handcrafted items only
- Resale License Numbers must be indicated on application
- Food vendors must provide Health Department Certification
- Non-juried or duplicate products will be removed from the floor immediately

### CANCELLATION POLICY:

- If your items are not approved for participation in the Faire your full Entry Fee will be refunded.
- Deadline to withdraw with a full refund of Entry Fee is August 1, 2021.
- Deadline to withdraw with a 50% refund of Entry Fee is October 1, 2021.
- Entry Fee will be forfeited if you withdraw after October 1, 2021.

### REFERRAL:

- For each new vendor that you refer, who contracts to participate at this year's faire, you will receive a referral reward of \$20, up to a maximum of three (3) referrals (\$60).
- The referral must be a vendor who did not participate in any of our shows during the past 3 calendar years.
- If the same referral is given by multiple vendors, credit will be given to the first vendor who provides referral information.

### ADVERTISING:

- The Walnut Creek Historical Society will provide publicity, and all vendors will be given flyers to distribute. We also have a computerized database for mailings to previous attendees.

### SECURITY:

- The Shadelands Ranch Museum is secured by a Denalect Security alarm during closed hours
- Floaters are responsible for watching over all merchandise for both theft and damage.

## EVENT INFORMATION

### TAGS:

- All merchandise must be properly and securely tagged with the Shadelands tags. A copy of the tags is provided in this packet.
- Use only white or ivory colored tags. **FOOD ITEMS MUST USE GREEN TAGS**
- All items are to be tagged prior to bringing them to Shadelands.
- Vendor number and item price **MUST** be included on each tag, as the tag is our only tracking for payment at the end of the event.
- If a price change becomes necessary, make a new tag. Do not cross out the old price. Merchandise with missing or altered tags will not be sold until you can be contacted.
- You may make your own tags if they contain all the same information as the Shadelands tags and meet all the requirements. **If your tag is not similar we will pull the items until tags are fixed.**

**SET UP:**

- **October 1st will open the online set up/take down sign ups.**
- **Each vendor will be allowed to sign up for two (2) two hour shifts for set up.**
- **An email with sign up link will be sent out by 9 AM on October 1st.**
- There will be several times and dates for vendors to set up with the week prior to the Faire's commencement date. Dates are indicated on Page 7
- **All display items (racks, baskets, containers, bust, hangers, etc.) should be prominently mark with your vendor number and NFS (Not for sale).**
- **No merchandise may be delivered and set up outside of the designated dates and times without prior arrangement with the Event Coordinator.**
- The Event Coordinator may move and reorganize merchandise and displays to best utilize space and market merchandise. **VENDORS MAY NOT** move the merchandise of another vendor and **MAY NOT** place their merchandise to obstruct viewing another vendor's items.
- Please plan your merchandise quantity so that you have ample for the entire show. Do not stop stocking towards the end as that results in holes and gaps in displays. We have full capacity customers shopping through the last day of the faire.
- Once items or displays are brought into the museum for sale, they may not be removed prior to the end of the event in order to be used for sale at another show.
- **ABSOLUTELY NO NAILS, TAPE OR OTHER MEANS OF AFFIXING ITEMS MAY BE USED ON THE WALLS.**

**RE-STOCKING:**

- **Re-stocking may only be done from 9:00 AM—9:45 AM and 4:15 PM—4:45 PM daily.**
- There will be no re-stocking on the following Saturday afternoons due to Champagne Teas: December 4th & December 11th.
- **Absolutely no re-stocking or inventorying is allowed after 10 AM**
- **Absolutely no re-stocking or inventorying during show hours,**
- **Absolutely no re-stocking or inventorying before 4:15 PM until ALL customers have left the museum and cashiers have confirmed its all clear.**
- You are responsible for keeping your merchandise stocked. If you are unable to do it yourself, you are free to make arrangements with another vendor or a family member to do it for you. Museum or Faire staff will not be available to re-stock for you. Likewise, Museum or Faire staff will not be able to contact you to let you know that re-stocking is necessary.
- You **MAY NOT** store extra merchandise at the Museum; you must bring new merchandise with you at the time you come to re-stock and take any extra back with you when you have finished.
- If you are observed re-stocking or inventorying outside of the designated times or while customers are present, you may be asked to leave the Faire.
- Items brought in during re-stocking time must have been juried and approved.
- If merchandise space or display is left empty for more than two days, your display may be moved.

**TEAR-DOWN**

- **Vendors will sign up for one (1), 2 hour shift to come and remove items from the faire. Dates are listed on Page 7.**
- On the last day of the faire, only the vendors who are scheduled to work that day will be allowed to remove their own items after **4:30 PM!**
- **There are no exceptions to early removal of items.**

# HOLIDAY FAIRE JURYING PROCESS AND CRITERIA

## JURYING PROCESS

- Items will be juried: **Sunday, July 18**
- Items will be juried by a committee of Museum Board members and volunteers. In order to prevent any perception of favoritism or bias, the Event Coordinator will NOT serve as a member of the Jurying Committee although will be available to the Committee to respond to any inquiries.
- Drop off items at the house between 9:00 AM - 10:00 AM. Items will be available for pick up from 12:00 PM – 1:00 PM. Items will also be available for pick up Monday, July 19th 9:00 AM – 3:00 PM. Please let Event Coordinator know at drop off if you will come on Monday.
- Please clearly mark each item you leave with your name. If you are leaving more than one item please bundle into a package/container so they can be kept together.
- Because we must plan space requirements, jury process will include display set-up. Please provide photos or examples of how you plan to display your items at the show. Displays will also be approved by the Event Coordinator and this year displays may be limited per vendor.

## JURYING CRITERIA

- We are looking for originality, quality, non-duplication and suitability (compatibility with standards of show and items being sold by other vendors)
- All items must be hand-crafted by the vendor.
- No items crafted by an individual other than the vendor applicant will be accepted.
- **NO COMMERCIAL OR IMPORTED ITEMS WILL BE ACCEPTED!**
- **SIMPLE EMBELLISHED ITEMS WILL NOT BE ALLOWED.**
- No jurying will be done from patterns, books or purchased samples.
- No partially completed items will be juried.
- **All food items MUST be prominently labeled with ingredients. It is the vendor's responsibility to abide by all health code and safety requirements**
- Items are screened on a first-come, first served basis, according to the following priority:
  - Current members – done by seniority (years with the show without a gap of more than two years)
  - Potential new vendors or returning vendors with a gap of participation of more than two years
- Items approved and ultimately brought to the Faire and offered for sale must match or exceed the quality of the original item juried. Poor quality items will be removed from the sales floor.
- If, between the time of application/jurying and the actual start of the Faire, you decided to eliminate an approved item, please let the Event Coordinator know immediately. Another vendor may want to offer that item for sale.
- We attempt to avoid duplication as much as possible.
- **Selling items not juried and approved is a serious infraction of the rules. Items found on the floor that have not been juried and approved, are commercially produced or crafted by someone other than the applicant vendor will be removed from the sales floor and will result in your dismissal from the Faire.**
- You will be notified immediately if your items are not approved by the Jurying Committee. If your items are not approved for participation in the Faire your full application fee will be refunded.

# HOLIDAY FAIRE VENDOR WORK ASSIGNMENT GUIDELINES

## WORK ASSIGNMENTS

- All crafters **MUST** work a minimum of three (3) six-hour shifts (18 hours).
- Please circle six (6) dates on the application that you are available to work, however vendors are only required to work three (3) shifts.
- Applications will be returned back to vendor if six (6) shift choices are not made.
- Applications will be date stamped once received.
- Work shifts and job preferences will be honored as much as possible, scheduling is completed based on the needs of the Faire and when your application is submitted.
- \$50 fine will be deducted for any work shifts missed.
- Any vendor who works more than the required shifts will receive \$25 for each additional 6 hour shift worked.
- Shift hours: 9:45 AM—4:15 PM (depending on when shoppers leave) Vendors will work together to give each other breaks.

## WORK ASSIGNMENT SUBSTITUTIONS

### **UNFORESEEN ILLNESS:**

- You must notify the Event Coordinator as soon as possible, by phone 925-935-7871. Arrangements will be made to cover the missed shift.
- You will be required to make up your missed shift (schedule with Event Coordinator)
- If shift is not made up you will be charged the \$50 fee.

### **ANTICIPATED ABSENCE:**

- You are responsible for finding your replacement utilizing other vendors or family/friends.
- Replacement must be over the age of 18.
- You must provide the Event Coordinator with the name and number of the person who will be working your shift.
- If you do not work the full 18 hour commitment, whether or not a replacement was scheduled, a \$50 fee will be deducted from your check for each shift not worked.

## JOB DESCRIPTIONS

**BAGGER:** Support cashiers by greeting customers and cutting tags, wrapping and bagging purchases.

**FLOATER:** Most important task is SECURITY. Monitoring the rooms, greeting and assisting shoppers.

**FRONT DESK:** Greeting guests and shoppers as they come in. Showing Tea Customers to their table.

**TEA SERVER:** Assisting the kitchen and serving food to Tea Customers.

<b>HOLIDAY FAIRE IMPORTANT DATES</b>
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- June 21, 2021: Vendor Application with entry fee and inventory sheet due.**
- July 18, 2021: Jurying Day at the museum**
- August 1, 2021: Last day to withdraw with full refund**
- October 1, 2021: Online Signs ups for Set up/Take Down Dates open.  
Last day to withdraw and get 50% refund**
- November 20, 2021: Vendor Drop Off slots 9:00 AM - 5:00 PM (2 hour slots)**
- November 21, 2021: Vendor Drop Off slots 9:00 AM - 3:00 PM (2 hours slots)**
- November 22, 2021: Vendor Drop Off slots 9:00 AM - 3:00 PM (2 hours slots)**
- November 24, 2021: Vendor Drop Off slots 9:00 AM - 3:00 PM (2 hours slots)**
- November 26, 2021: Vendor Drop Off slots 9:00 AM - 3:00 PM (2 hours slots)**
- November 27—December 12, 2021: Holiday Faire and Victorian Teas**
- December 4th & December 11th: NO RE-STOCKING AFTER 4 PM due to Champagne Teas**
- December 12, 2021: Final Day of Holiday Faire and Victorian Teas**
  - **Only vendors that are scheduled to work the last day of the faire will be allowed to remove their items after 4:30.**
- December 13, 2021: Vendor Pick up slots 10:00 AM - 4 PM (2 hours slots)**
- December 14, 2021: Vendor Pick up slots 10:00 AM - 4 PM (2 hours slots)**
- December 15, 2021: Vendor Pick up slots 10:00 AM - 4 PM (2 hours slots)**
- December 16, 2021: Vendor Pick up slots 10:00 AM - 4 PM (2 hours slots)**

