

# Terms & Conditions for the Yorba Linda Woman's Club 2020 Spring Craft Fair

## CRAFT FAIR HOURS

SATURDAY (3/14/20) - 9:00 a.m. - 4:00 p.m.

SUNDAY (3/15/20) - 10:00 a.m. - 4:00 p.m.

## BOOTH SETUP – You may setup on both Friday and Saturday during designated hours.

FRIDAY (3/13/20) - *OPTIONAL*

- 4:00 p.m. - 6:00 p.m., vendor setup hours.
- NOTE: There will be **NO** outside security Friday night; Outside Vendors are encouraged to set up **Saturday morning**.

SATURDAY (3/14/20)

- 6:00 a.m. – 8:45am, vendor setup hours.
- All Vendors - **Booth setup must be completed by 8:45 a.m. Saturday.**

SUNDAY (3/15/20)

- The YL Community Center building opens at 8:00 a.m.

**ON SATURDAY/SUNDAY** – After you have unloaded your merchandise, **immediately relocate your vehicle(s) off Community Center property.** (See “Parking” below from more info).

## TERMS & CONDITIONS

### 1. Booth space requests

- a. Yorba Linda Woman's Club (YLWC) makes every effort to place you in your requested room/space after receiving your completed application by the stated deadline, but we make no guarantee that we will be able to honor your request.
- b. Please **remember to write a space number on your application.** Otherwise, you will be placed by your inside/outside preference.
- c. New vendor applicants must email photos of their setup and merchandise to be sold to [ylwccraftfair@gmail.com](mailto:ylwccraftfair@gmail.com).

### 2. Safety and Liability

- a. For safety purposes, you must set up and remain within your allotted space. You may NOT remove or move designated safety and control partitions.
- b. Canopy or canopy-like structures are NOT allowed within Inside spaces.
- c. If you signed up for “**Electricity**”, please bring a safe, working extension cord or contact us if you do not have one.
- d. As a vendor, you are responsible for the safety and security of your booth and merchandise. You are responsible for having the appropriate liability insurance to cover your booth and merchandise.
- e. The City of Yorba Linda and Yorba Linda Woman's Club assumes no responsibility for any damage, theft or loss of personal property or loss of merchandise at your space or during the Craft Fair.

### 3. Licenses and Permits

- a. The City of Yorba Linda requires a Business License for vendors participating in our fair. **It is your responsibility to obtain this license**; YLWC is not involved in the process. [Click here](#) to access the city's licensing page.
- b. If you are selling or sampling any type of food product, **you must have a permit from the Orange County Health Care Agency**. The process can take up to three weeks; please plan accordingly. [Click here](#) for more information.

### 4. Parking - **ON SATURDAY & SUNDAY** – After you have unloaded your merchandise, **immediately relocate your vehicle(s) off Community Center property to provide parking spaces for your customers.**

- a. As a vendor, you will be directed to an unloading area located near your space(s). Please unload your merchandise prior to the opening of the fair, then **immediately relocate your vehicle(s) off Community Center property**. There is public parking on Casa Loma and surrounding streets.
- b. We will mark cars with booth numbers as a way to monitor the parking situation, and we will strictly enforce this policy. The only exception will be for vendors displaying a handicap permit.
- c. There are designated handicap parking spaces at the Community Center. If you are able, please utilize the parking spaces facing Casa Loma on the east end of the parking lot or the spaces at the far west end, depending on where your booth is located. *This will leave handicap parking spaces available for your customers.*

### 5. Cancellation

- a. This a two-day event, RAIN OR SHINE. Vendors are expected to attend both days for the duration of the event.
- b. Non-attendance, late start or early leaving may result in cancellation from future events.
- c. Registration fee refunds are subject to a \$25 processing fee plus any PayPal/Credit card fees.
- d. Bounced checks may result in immediate cancellation of vendor booth space.
- e. Registration fees are **non-refundable after 2/1/20**.

### 6. Other

- a. YLWC reserves the right to make any and all changes, including room/space assignments, that benefit the event. All decisions are final.
- b. I agree to defend, indemnify and hold harmless the City of Yorba Linda and Yorba Linda Woman's Club, its officers, agents, employees and volunteers, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgements, including legal and attorney fees arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the undersigned.