



## 2023 San Clemente Village Art Faire Policies and Procedures

The San Clemente Village Art Faire (VAF) is owned and operated by the San Clemente Downtown Business Association (SCDBA) for the express purpose of enhancing and promoting Downtown San Clemente. The goals of the Village Art Faire are:

- To attract weekend visitors to the Historic Downtown San Clemente.
- To increase awareness of the Downtown as a unique retail, dining and entertainment district.
- To promote Downtown Businesses and the rich cultural environment and history.

It is your responsibility to read through the 2023 Policies & Procedures as there are changes/additions from 2022.

- The number of Vendors selling a particular item/product may be limited at the discretion of the Art Faire Director. However, there may be artists selling similar (not identical) work.

**Location:** The San Clemente Library/Community Center Lawn located at 242 Ave Del Mar

**Dates:** Jan 7, Feb 4, Mar 4, Apr 1, May 5, June 3, July 1, Aug 5, Sept 2, Oct 7, Nov 4, **Dec 9**

**Art Fair Hours:** 10:00 am – 4:00 pm

**Space Fees: \$75**

Each space provides enough room for a 10'x10' canopy/booth (mandatory) and approximately 4' of physical distance between each booth.

**Payments Due:** Payments are due on or before one week prior to show date. Late payments may result in a \$10 late fee.

**Payment Methods:** We accept PayPal and Venmo. You may call/email with your credit card info (number, exp date, cvs number, zip code. If you have a PayPal account, you may send your payment to [info@scdba.org](mailto:info@scdba.org), and we now offer VENMO payments @scdba. Please tag your payment with the month of the show, example "October VAF".

**Returned Checks:** \$35.00 fee for returned checks. Future payment must be by cashier's check or money order. You will not be allowed to sign up for another event until a new payment is received.

**Late Payment Fee: \$10 LATE FEE** for payments received after the payment due date or paid on day of the event. If paying late, there will be no assurance that the artist will still be able to secure their space. So, please pay on time if you want to ensure a specific space assignment. No exceptions.

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WEB: [WWW.SCDBA.ORG/VILLAGE-ART-FAIRE](http://WWW.SCDBA.ORG/VILLAGE-ART-FAIRE)

EMAIL: [INFO@SCVILLAGEARTFAIRE.ORG](mailto:INFO@SCVILLAGEARTFAIRE.ORG)

**Set up/Tear down:** Show runs from 10am to 4pm. Setup begins at 8:00 am and must be completed by 9:45 am. Vendors must not pack up and leave their space prior to 4:00 p.m. Tear down begins at 4pm and we must be off the lawn by 5:45 pm. Any trash must be disposed of before you leave.

**Late arrivals:** You must arrive for set up no later than 9am or it will be assumed you are a “no-show” and your space may be given to another artist. Vendors may be excluded from future Art Faires at the discretion of the Art Faire Director for consistent late arrivals.

**No Show: A Vendor that has not arrived by 9:15 am will be considered a “no show” and there will be no credit towards another Art Faire.** Additionally, your space may be reassigned to another artist for the day. Vendors who fail to show up and do not give proper notice shall be deemed to have withdrawn from all future Village Art Faires.

**Cancellations:** Vendors **must cancel two business days prior to the date of the Art Faire** to receive a credit towards another date. This means you will need to contact VAF Director by phone, text, or email by Thursday morning prior to the Saturday VAF. Post cancel date illness does not qualify for a credit.

**Weather: The Village Art Faire is a “Rain or Shine” event.** It is the sole responsibility of the Vendor to be aware of weather conditions and take necessary and appropriate precautions. Vendors/Participants are responsible for providing protective covers, weights, tie-downs, etc. Shoppers look forward to, and still attend the VAF in bad weather. However, if on the day of the event, the weather proves to be such that it would be damaging to your products, you may cancel and we will credit your payment to a future month. You must call, text, or email your cancellation no later than 8:00 am on the day of the show; simply not showing up will be considered a “no show”. Each vendor will be allowed one such weather cancellation per year. If you are using a weather credit to cover payment on a new show date and the weather on that day is such that you choose not to attend, your weather credit will be forfeited and not re-credited.

**Space Assignments:** All spaces are assigned by the Art Faire Director. Your space assignment will be sent via email on Friday prior to the show. Vendors may not request specific spaces.

### **Display Spaces:**

- The Village Art Faire is located on the San Clemente Community Center/Library lawn areas. Vendors are required to use a weighted 10'x10' booth/canopy (ground stakes are prohibited).
- Vendors shall provide their own equipment: canopy, structures, tables, tablecloths, chairs, easels, and any other support required to display their products. Vendors may not attach anything to the ground, trees or any city property, ie products, signs, mirrors etc.

### **Communications:**

- You must have an email account. All notifications are sent out by email. Payment reminders, space assignments and general information are sent out by email. All VAF questions should be sent to [info@scvillageartfaire.org](mailto:info@scvillageartfaire.org).

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**Application Process:** It takes approximately 3-5 days to process an application. All items to be sold must be reviewed by the Art Faire Director and will be approved based on creativity, authenticity, and uniqueness. Acceptance for a particular date or multiple dates, does not guarantee admission to future Art Faires.

**To maintain the integrity and intent of the Village Art Faire, you may be asked, at any time, to authenticate the products you sell as being your own creative work.**

**Please include the following items with your completed application:  
(Applications missing any of the items below will NOT be processed)**

- Copy of California Seller's Permit and San Clemente City Business License\*.
- Photos/images (3-4) representative of the items you are planning to sell.
- Photo, sketch and/or written description of your booth set-up.
- email your application to: [info@scvillageartfaire.org](mailto:info@scvillageartfaire.org)

**Permits & License Requirements:**

- All VENDORS must possess a Sales and Use Tax number issued by the California Board of Equalization. (California Board of Equalization: General Questions 1-800-400-7115 <http://www.boe.ca.gov> )
- A copy of your California Seller's Permit MUST accompany your application.
- \*A San Clemente City Business License will be required after you have been accepted into the show. Please contact the city office at 949-361-6166.

**Eligible Participants:** It is the express intent of the San Clemente Downtown Business Association that the Village Art Faire feature and represent the creative output of artists & crafters. **Products offered/displayed must be hand-made and created by the Vendor and the artist/crafter must be the applicant and participant/exhibitor at the Art Faire.** Occasionally, in case of illness, vendors, with prior approval from the Art Faire Director, may designate a replacement representative to work a specific Art Faire. The number of Vendors of a particular item/product may be limited at the discretion of the Art Faire Director. Only items listed on the application & approved by the SCDBA may be displayed and sold.

**Wholesale/Retail:** Strictly prohibited. Any wholesaling or persons acting as sales representatives for other businesses disqualifies you from being an exhibitor/participant/vendor. The products sold at the Village Art Faire are to be produced, modified, or crafted by the artist. Additional processes involved with the creation needs to be of substantial value, and added to the product; therefore, proof of production will be required.

**Noncompliance:** Noncompliance with these policies and procedures will result in forfeiture to participate in future Village Art Faires. **All vendors must be properly permitted and paid in full prior to the show.**

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