

**The 9<sup>th</sup> Annual Excelsior Arts & Music Festival**  
**Sunday, October 9<sup>rd</sup> 2011, 11am to 5pm**



The Excelsior Arts & Music Festival aims to engage our community through the arts and arts related activities. **We are accepting applications from artists, vendors, organizations, and agencies that will sell or display artwork such as handmade or artisan crafts, photography, paintings, etc. or who will provide a creative or educational activity.** Vendors will be selected by the Festival Vendor Committee. Not all who apply will be selected. Please submit a photograph of the goods you plan to sell at the event as well as a price list. Vendors will be notified by mail or e-mail. Deposits are required with your application. If you are selected we will notify you before we cash your check. All payment for rental equipment must be received with the application.

**Vendor Application Form:**

Contact Name		Title
Company		Telephone
Street Address		Fax
City	State	Zip
E-mail		Website

Please provide a brief description of table/booth to be erected & how you will use the space. Attach photos of merchandise and/or describe the activity you will lead including who will staff the activity.

**Rental Fees: There is an additional fee to rent a tent/canopy, table and 2 chairs. Please see the next page for rental fees and enter the corresponding amount here.**

Equipment fees (see price list on page 3)	\$
Total fees due for space and equipment (if applicable) [Checks payable to Community Initiatives]	\$

**Method of Payment:**

<input type="checkbox"/>	Check or Money Order payable to: <b>Community Initiatives</b> enclosed
<input type="checkbox"/>	Pay in Person (Cash, Check or Money Order (payable to Community Initiatives): Excelsior Action Group 4702 Mission Street San Francisco CA 94112 (Mission between Persia and Leo)

**Return to:** Vendor Committee - Excelsior Festival  
 4702 Mission Street  
 San Francisco, CA 94112  
 (415) 585-0110, Fax (415) 585-0170

# VENDOR AGREEMENT

- ❑ After the Vendor Committee of the Excelsior Festival receives your application, you will be sent a letter to confirm receipt of your application and its status. If your application is incomplete, you will be informed what steps you must take. If your application is accepted, you will receive a **VENDOR PERMIT** by mail before the festival, with a **MAP** of the festival area, your **BOOTH LOCATION, ENTRY ROUTE & TIME** into the festival. **YOU MUST USE THIS ROUTE TO ENTER AND CARRY YOUR PERMIT TO GET PAST STREET BARRICADES.**
- ❑ If you cancel or withdraw your application on or before 09/26/2011 at 5:00 pm, you will be refunded all fees paid except for a \$50 processing fee. All cancellations must be in writing to the Excelsior Festival before 09/26/2011 at 5:00 pm. Refunds will be processed no later than 4 weeks after notification of cancellation. **If you cancel or withdraw your application after 10/3/2011 at 5:00 pm, you are not eligible for a refund.**
- ❑ You agree that if you provide your own booth or table, and if the booth or table exceeds the space that is discussed in the pricing structure, you will either a) Surrender the booth space and forfeit any refund; b) Pay for an extra, adjoining space to fit your equipment; c) Adjust your equipment to suitably and safely fit the space, as judged by the Vendor Coordinator of the Excelsior Festival in charge of site management. **NO EXCEPTIONS!**
- ❑ The Excelsior Festival will take place rain or shine.
- ❑ You agree to indemnify, hold harmless and defend the Excelsior Action Group, its officers, employees and agents, and Community Initiatives from any liability from loss, damage, or injury to persons or property in any manner arising out of or incident to the performance of this agreement.
- ❑ You will be pre-assigned a time for arrival between 7:00 am to 9:00 am & vehicles will be allowed into the festival area from 7:00 am to 9:30 am. **VEHICLES WILL NOT BE ALLOWED TO ENTER AFTER 9:30 am and must be removed from the festival area by 10:00 am.**
- ❑ Vendor space must be claimed by 10:00 am or your space may be re-assigned to another applicant and your **REGISTRATION FEE FORFEITED.**
- ❑ Sales may begin when booth is set up. **Sales must end at 5:00 pm, NO EXCEPTIONS. BOOTH MUST BE COMPLETELY DISASSEMBLED AND CLEANED OF MATERIALS AND DEBRIS NO LATER THAN 5:45 PM.** You agree that failure to comply with this regulation will result in forfeiture of clean up/security deposit.
- ❑ **The San Francisco Health Department strictly regulates the sale of food. If you plan to sell food, do not submit this application. Instead request a food vendor permit, as you must pass fire and health department inspections and pay additional permit fees to the City of San Francisco.**
- ❑ **We reserve the right to shut down any vendor who does not comply with the above regulations on the day of the Festival.**

By signing below, I confirm that I have read and agree to all of the terms stated within this application. If I do not follow these terms, I understand that I will be asked to surrender my booth or table and forfeit any refund.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Organization \_\_\_\_\_

# VENDOR SPACE & EQUIPMENT FEES

Select a category below

## BOOTH sized SPACES (10x10 spaces)

No equipment is included, this is for space only!

		Regular Registration (postmark 9/29 or earlier)	Late Registration (postmark 9/30 or later)
<input type="checkbox"/>	<b>Merchant / Business</b>	\$80	\$105
<input type="checkbox"/>	<b>Artist</b> Must be on-of-a-kind handmade work sold onsite by the maker. A photo of you making your craft must be provided.	\$65	\$90
<input type="checkbox"/>	<b>Non-profit / Community Group</b> Must provide an activity that engages the community, not just distribute information. Organizations without activities will not be accepted.	\$65	\$90
<input type="checkbox"/>	<b>Political Candidates</b> Must provide an activity that engages the community, not just distribute information. Candidates without activities will not be accepted.	\$250	\$275

## MINI SPACES (6x6 spaces)

No equipment is included, this is for space only!

		Regular Registration (postmark 9/29 or earlier)	Late Registration (postmark 9/30 or later)
<input type="checkbox"/>	<b>Merchant / Business</b> Must work with EAG business assistance program. You will be contacted by EAG staff for an appt.	\$50	\$75
<input type="checkbox"/>	<b>Artist</b> Must be on-of-a-kind handmade work sold onsite by the maker. A photo of you making your craft must be provided.	\$30	\$55
<input type="checkbox"/>	<b>Non-profit / Community Group</b> Must be able to provide proof of non-profit (501c3) status and must provide an activity that engages the community.	\$30	\$55
<input type="checkbox"/>	<b>Political Candidates</b> Must provide an activity that engages the community, not just distribute information. Candidates without activities will not be accepted.	\$125	\$150

**Please check any additional equipment you would like to rent**

\_\_\_ \$25- 1 set of 2 chairs and 1 table

\_\_\_ \$140- 10x10 canopy rental and set-up

**Please note:** Equipment will not be available the day of the festival unless you have pre-ordered it. Equipment must be reserved and paid for ahead of time, as we must also reserve and order it ahead of time. We highly encourage you to bring your own equipment to ensure you have everything you need to properly operate your booth activity.

FOR OFFICE USE ONLY

Space #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Confirmation: \_\_\_\_\_