



2010 BOOTH APPLICATION

Please Note: This application and the fees paid are for SPACE ONLY; you must provide your own booth structure and everything else necessary to conduct business. Please read all information before calling with questions! Thanks!

NAME OF ORGANIZATION, GROUP OR BUSINESS: _____

NAME OF CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

DAYTIME PHONE NUMBER: _____ **EVENING PHONE NUMBER:** _____

EMAIL ADDRESS: _____

Please check booth space/options you wish to purchase:

All ARTS & CRAFTS work must be MADE and sold onsite by the maker. Please send photos of your work. Acceptance of application is not guaranteed. \$50.00 cash prize will be given to exhibitors juried for BEST OF SHOW, selection is based both on quality of work and creative display & arrangement. Judging will be done on the day of the Fair. Prize will be issued within 30 days.

Arts & Craft \$325: Studios involved in volume production, semi commercial, works produced partially using machines, commercial kits, molds and patterns, prefabricated forms or other commercial methods. Photographers, printmakers and jewelers are all in this category.

Fine Art \$200: Quality fine arts, one-of-a-kind, non-functional, unique and original art pieces created in small studios by the artist. All work process must be done by the artist.

COMMERCIALLY PRODUCED GOODS \$600

All other products for sale, including (but not limited to): t-shirts, sunglasses, Pride souvenirs, imported handicrafts, and any duplicated items (cast jewelry, postcards, prints, etc.).

BUSINESS \$1200

Businesses promoting services or goods. We offer a 50% discount if your business is located within the Fair area.

FOOD AND DRINK

FIRST SPACE \$700 with flame / \$600 without flame/ EACH ADDITIONAL SPACE \$500

CLEAN UP/SECURITY DEPOSIT ADDITIONAL \$150

NO ALCOHOL. Vendors with five years of participation in our show pay flat \$450 for each space.

COMMUNITY GROUPS \$225

Must include copy of non-profit proof-of-status -501(c)(3).

POLITICAL \$400

Candidates, Political Clubs, petitions, etc.

CORNER SPACE \$100 flat fee

A limited number of corner spaces are available on a first-request basis.

PARKING \$25 per vehicle

There are a limited number of offsite parking spaces available to booth vendors on a first-request basis. VEHICLE MUST FIT IN A STANDARD-SIZE PARKING SPACE (NO OVERSIZED VANS, WIDE-LOAD OR EXTENDED-LENGTH VEHICLES). Parking is provided free for FOOD AND DRINK Vendors.

Credit Card Payment: Please provide the following information of the card holder:

Name and last name: _____

Address: _____

Card type & Number: _____

Expiration: _____

Same Space As Last Year

While CSF attempts to honor specific space location requests, no guarantees can be made.

DESCRIPTION: Briefly describe how you will use your booth space (i.e., type of craft, items or services sold, etc. Literature or other items to be distributed (including petitions) must be submitted with application. Food and drink applicants must include a list of ingredients and the method of preparation.

How did you hear about us?

COMMENTS: Anything else you'd like us to know?

Please return this application with the signed vendor agreement and a check for your fees, payable to the Castro Street Fair. Also include photos or representations of your work and other requested documentation as applicable.

MAIL TO:
CASTRO STREET FAIR
P.O. BOX 1440
San Mateo, CA. 94401

FOR FURTHER INFORMATION CALL (415) 841-1824

OPERATOR INSTRUCTIONS (THE FINE PRINT)

DATE: The Castro Street Fair is held annually on the first Sunday in October.

PLACE: The Fair is centered around the intersection of Castro & Market Streets in San Francisco.

SETUP: Vehicles will be allowed to enter the fair area between 6 and 8:30 a.m., and must be removed from the fair area by 9 am. Booth spaces must be claimed by 9 am or your space may be reassigned to another applicant. You will receive a map of the fair area including an entry route into the fair. You must use this route to enter and carry your permit to get past street barricades.

TIME: Sales may begin when booth is set up. Sales must end at 6 pm, except on Market Street. Market street booths must end at 5 pm, due to community and police requests that Market Street be cleaned and re-opened to traffic by 8 pm. If you continue sales after closing time, your application will not be accepted next year.

BREAKDOWN: Booth must be completely disassembled and Operator's area completely cleaned of Operator's materials and debris no later than 8 PM, except for booths on Market Street, which must be completely cleaned of Operator's materials and debris no later than 6:30 PM. Tables and chairs must be left on the curb for pickup.

BOOTH SPACE SIZES: All booth spaces are 10'X10', except food booths which are 10'X20'.

BOOTHS: Operator must provide their own booth structures, tents, tables, chairs, water or electricity. Presentation must be contained within booth space and can not extend beyond their space confinement, also can not place any material outside their booth. Operator may stand in front of booth, but must not interfere with operations of neighboring vendors.

CORNER SPACE: A corner space means two sides of your booth are open. A corner does not mean that your booth is located at a street intersection in the fair. Corner booth spaces are the same size as regular booth spaces. Corner spaces cost 25% extra.

POWER SUPPLY: If you use a generator or battery device to provide electricity, it must be contained within your booth space and neighboring booths must not be disturbed by exhaust fumes or noise. You must indicate your intention to use these devices on your application.

AMPLIFIED SOUND: No amplified sound, including bullhorns, will be permitted.

NOTIFICATION: If your application is accepted, you will receive a permit in the mail two weeks before the fair. If for some reason, your application is not accepted, you will be notified by phone or mail.

DISCOUNTS: 20% discount for persons or businesses located in the 94114 zip code, and 50% for persons or businesses with addresses within the fair area or blocked by the fair gates. Photocopy of PG&E (or other) bill with name of applicant must be provided to prove residency. Discounts do not apply to Community Groups, which is already a discounted rate.

CANCELLATION: There are no refunds for cancellations

INFORMATION FOR ARTS & CRAFTS VENDORS:

You must submit photos or slides of the work you will display at the fair so that we can determine that your work comports with our definition of Arts & Crafts (one-of-a-kind, handmade work sold by the artist). Photos submitted with Arts & Crafts applications will be returned if you enclose a self-addressed, stamped envelope with your application. Judging of Best in Show will take place on the day of the fair. Cash prize of \$50 will be issued within 30 days of the fair.

INFORMATION FOR FOOD VENDORS:

Food and drink applications must be complete and received by September 1st.

All food and drink applications must be approved by the SF Health Department and Fire Department. Health and Fire Department forms will be mailed to applicants and must be returned by September 10th.

Food vendors must comply with San Francisco's requirements regarding compostable and recyclable materials.

No more than three [3] vendors will be allowed selling the same item.
Alcohol may not be sold.

Food and Drink Booths are 10' x 20' which includes a 10' x 10' serving area and a 10' x 10' prep area.

Food and drink vendors must maintain in force a policy of insurance covering injuries to third parties arising from sale or distribution of Operator's products, in an amount reasonable to cover any such injuries. Proof of general liability insurance is required for all food vendors. Please submit a certificate of insurance with your application.

Food and drink vendors must submit a mandatory \$150 cleanup deposit with the booth fee.

The \$150 cleanup deposit will be refunded within 30 days after the fair if the following conditions are met:

- 1) Compliance with all provisions of the application and contract.
- 2) Compliance with Cleanup regulations provided when you receive your permit.
- 3) You serve only the items approved in your application.

