

**San Juan Capistrano**  
**Second Saturday Art Fair**  
2012 Artist Application



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

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

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

City / State / Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_  I read my e-mail regularly

Web Site: \_\_\_\_\_

Contact Phone # : \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ (for day of show / emergency use only)

State Board of Equalization Permit Number (Copy Required): \_\_\_\_\_

\*BOE Permit must list the SSAF as a main or sub-location

**New Vendors**

Attach at least 3 photos of your work and 1 of your booth / display

Jury photos can also be e-mailed to [randi@sjcartfair.org](mailto:randi@sjcartfair.org) - Please do not send files greater than 120 KB each.

**Describe work to be shown: All work must be handmade by the applying artist**

**Space Requirements:**

I need an EZ Up space     I am flexible (I can adapt to odd shaped spaces / market umbrellas etc.)

**COMPLIANCE AGREEMENT**

I have read and understand the SJC Chamber of Commerce Art Show information, policies, and guidelines. I agree to abide by the rules stated. My arts and crafts are not mass produced, manufactured and / or imported. I further understand that the San Juan Capistrano Chamber of Commerce, the City of San Juan Capistrano, and their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after the SJC Monthly Art & Craft Show as a result of the display of my work, equipment, or materials. I understand that there are no refunds due to inclement weather or space assignment. Decisions to credit the event due to extreme weather or unanticipated issues will be made by the Chamber, under advisement of the staff on site.

I understand that spaces are approximately 100 square feet. Spaces may not be square and some spaces are on the grass. Power is not available. EZ Ups will not fit on most spaces.

I further understand that I will be removed from the show and receive no refund if I am selling work of lesser quality, or differing from that shown in the entry photos submitted and approved.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail application & make checks payable to:**

SJC Chamber of Commerce  
P.O. Box 1878  
San Juan Capistrano, CA 92693-1878

**Please Do Not Forget To Include:**

- Description of Work with  
Photos of work & booth
- Copy of current CA BOE Sales Permit  
\*The SSAF Location listing SJC on your BOE Sales Permit  
must be received within 30 days after your 1<sup>st</sup> \*show

Artist Name: \_\_\_\_\_

<b>Please reserve the following Art Fair dates</b>	<b>\$10 Per Month Reservation Deposit</b>
<input type="checkbox"/> March 10, 2012	\$
<input type="checkbox"/> April 14, 2012	\$
<input type="checkbox"/> May 12, 2012	\$
<input type="checkbox"/> June 9, 2012	\$
<input type="checkbox"/> July 14, 2012	\$
<input type="checkbox"/> August 11, 2012	\$
<input type="checkbox"/> September 8, 2012	\$
<input type="checkbox"/> October 13, 2012	\$
<input type="checkbox"/> November 10, 2012	\$
<input type="checkbox"/> December 18, 2012	\$
<b><i>NEW</i></b> <b><i>SJC Business License</i></b> <i>(\$48.29 - non resident)</i> <i>(\$68 - \$124 - SJC resident)</i>	\$
<b><i>RENEWAL</i></b> <b><i>SJC Business License</i></b> <i>(\$16 - non resident)</i> <i>(\$36- SJC resident)</i>	\$
<b>TOTAL ENCLOSED</b>	\$

**New Artists:** Please only indicate which months you would like to participate

**Please do not enclose your payment until you have been reviewed by the jury and accepted into the show.**

Please remember to have your application into the jury at least 30 days in advance of your 1<sup>st</sup> requested show. Your payment date for the first show will be adjusted accordingly after your application is accepted.

## San Juan Capistrano Second Saturday Art Fair



### Policies & Procedures – 2012

**Location:** Downtown San Juan Capistrano  
Artists will be placed around the downtown walking area  
in minimum groups of 4

**Date:** Second Saturday of every month

Check In / Set Up: 7:00 am – 9:45 am  
Art Show Hours: 10:00 am – 4:00 pm

**Application Process:** All items to be sold must be approved by the Art Fair Review Committee. Artists will be reviewed and accepted on the basis of the information contained in the application and it's included documentation. Acceptance to the show for a particular date does not guarantee admission to future Art Fairs. Artists must be present to show their work and may be asked to authenticate the work they are selling. Anyone declined will have their check returned to them undeposited.

**Eligible Participants & Products:** Work accepted to the SJC Second Saturday Art Fair must be hand-made and created by the applying artist. The Artist must be present to be represented in this show. Only items listed on the application and approved by the SSAF Review Committee can be displayed and sold. All work displayed must be family appropriate.

The City of San Juan Capistrano specifically requires that all participants' work being displayed be family appropriate. No obscene, illegal, or inappropriate items may be displayed. Inappropriate items restricted from this show include, but are not limited to, nudity, drug paraphernalia, and depictions of sex, violence, or illegal or inappropriate activity in any form. Display of items deemed inappropriate will result actions up to and including immediate release from the show.

### **Permits / Licenses:**

**Board of Equalization:** All vendors must have a valid sales and use tax number issued by the California Board Of Equalization.

**A copy of this must accompany your application.**

\*\*\* The Second Saturday Art Show also requires artists to list the show as a sub location with the CA BOE within 30 days following their first show. \*\*\* This process is free to Sales Tax ID holders and can be accomplished by following the instructions attached below.

**NEW ARTISTS:** Once you are accepted, a copy of your BOE Form with the SJC sub location listed **MUST** be received by the SJC Chamber of Commerce before you will be permitted to register for your **SECOND** show date. This applies only to new artists; this document only needs to be submitted once.

**SJC Business License:** **AFTER YOU ARE APPROVED BY THE JURY** – you will be required to obtain a 2012 annual SJC Business License <http://www.sanjuancapistrano.org/Index.aspx?page=175>  
Include the money with your space reservation deposit. The Chamber will take care of the paperwork.

Renewing artists will receive their \$16 / \$36 SJC Business License Renewal in the mail directly from the city and should return it to the city in their enclosed envelope by Jan 31. **Returning artists who fail to renew their business license through the city by Jan 31 will be subject to a late fee (\$68 if you're late!!!)**

**Check In:** SSAF staff will be posted at Yorba Street and Camino Capistrano. Los Rios & Verdugo Artists should check in with Rich Thomson in space 904 Los Rios Park.

**Set Up / Clean Up:** Check in / Set up begins at 7:00 am and must be completed by 9:45 am. Clean up begins at 4:00 pm. Vendors must not pack up and leave their space prior to 4:00 pm and must be off the street by 5:30 pm. All trash must be disposed of before you leave. Please separate your recyclables into one of the marked bins. Artists are requested to be courteous to all other artists and downtown visitors and residents. Please do not block streets, driveways, or each other while loading and unloading.

**Parking:** All SJC downtown street parking is limited to 3 hours most other SJC parking lots are limited to 5 hours. **All Artisats Must Park in Designated Areas & Display Parking Permits On Show Days.** The event organizers and the City of SJC are not responsible for parking tickets received by vendors parking outside their designated areas. Parking permits will be made available for each show.

**Booth Space:** \$50 a month

Spaces are all approximately 100 square feet. They are not all square and some are on the grass. Most spaces can accommodate an EZ Up.

Spaces are assigned by the Art Fair Jury Committee. If you have any special needs for you space, please enclose all requests with your application. It is the vendor's responsibility to review their assigned space prior to the day of the Art Fair to insure the space will be adequate for their display.

Vendors are responsible for providing their display including, tables, chairs, umbrellas, easels, and other support required to display their artwork. All vendors are encouraged to skirt their tables and hide their boxes out of sight. No electricity is available.

Displays must stay within the designated booth boundaries and are not permitted to encroach sidewalks, walkways, or streets. Umbrellas are permitted in all non EZ-up spaces. Any questions during set-up should be brought to the attention of the check in staff located on Yorba Street at Camino Capistrano. Artists will be sent their space assignment at least 1 week prior to the show.

*Note: There are a few \$25 odd shaped spaces available. (they do not fit canopies – you can use umbrellas)  
Please talk to Randi if you are interested in one of these.*

**Weather:** *This is not a “rain or shine” event. There will be cancelation options provided for inclement weather.\**

If the Art Show Committee determines that the show cannot be held or must be shut down due to extreme weather (thunder, lightening, typhoon, etc) or other hazardous conditions, booth space credit will be given for a future show.

**Cancellation:** Vendors must cancel with at least 3 business days notice prior to the event date in order to receive a refund or credit towards another date.

**No Show:** A vendor that has not checked in by 9:30 am will be considered a no-show. There are no refunds or credits given for no-shows. **Vendors who fail to show up without giving proper notice will be excluded from all future Second Saturday Art Fairs.**

**Late Arrivals:** The SSAF Committee reserves the right to exclude late arrivals from future shows. If you have an emergency the day of the show or are going to be late, please call Randi's cell at (949) 422-4959.

**Checks Payable To:** SJC Chamber of Commerce  
P.O. Box 1878  
San Juan Capistrano, CA 92693-1878

**HOW TO JURY FOR THIS SHOW**

**Send the following items to the Chamber Of Commerce**

- 1) Completed Application
- 1) Copy of your current BOE Sales Tax permit \*  
\*\*\* You must add the SJC sub location listing onto your BOE Sales Tax Permit and send a copy to the SJC Chamber of Commerce before you will be scheduled for a second show
- 2) Photos and description of work to be displayed  
\*\*\* Please do not include your Check for booth space\*\*\*

**Payment due:** All booth fees are due the 1<sup>st</sup> day of the show month.  
Reserved vendors whose payment has not been received by that date will have their space offered to the next artist on the wait list.

**Communication:** The best way to get a quick accurate answer is by e-mail.  
**E-mail all questions to event coordinator Randi Peshkin : [randi@sjcartfair.org](mailto:randi@sjcartfair.org)**  
*You can also reach the show coordinator, Rand Peshkini @ (949) 240-8937*

**Etc:** Admission into the Second Saturday Art Fair does not guarantee sales. Booth space locations are not guaranteed month-to-month. The SSAF Committee reserves the rights to re-assign vendor spaces. Non-compliance with the above policies and procedure will result in forfeiture to participate in this and future fairs.

**Survey:** We at SSAF recognize that new shows can always be improved. We welcome and encourage your input. Please put all suggestions in writing and e-mail them to **[sjcartfair.com](http://sjcartfair.com)** or mail them to the SJC Chamber Of Commerce. We will also be distributing an occasional survey to encourage your suggestions and comments.

**PUBLICITY:**

We strongly encourage all artists to maintain an e-mail list of their customers and other important contacts; it's a good way to promote your work directly to those who are interested. We will also list you on our website [sjcartfair.org](http://sjcartfair.org) I hope to be able to add individual pictures to your links soon.  
SSAF also maintains it's own e-mail list gathered from our web site.  
A week before the SSAF you will receive an e-mail flier which you are encouraged to forward to your customer e-mail list so that they don't forget to come see you.  
If you are interested in helping with publicity, please call Randi – good ideas are always welcome!

**Please mail application & make checks payable to:**

SJC Chamber of Commerce  
P.O. Box 1878  
San Juan Capistrano, CA 92693-1878  
949 493-4700

**Questions??? Please e-mail**

[randi@sjcartfair.org](mailto:randi@sjcartfair.org)

# UPDATE

## Sales Tax Forms / Board of Equalization

The Board of Equalization web site listed on your application packet no longer contains the correct form. The Laguna Nigel Office has moved to Irvine. Please follow the new procedures below.

**To add the Second Saturday Art Fair location to your Sales Tax form:**

**Use this address:**

Second Saturday Art Fair  
SJC Chamber of Commerce  
31421 La Matanza Street  
San Juan Capistrano, CA 92675

**You can make the addition with BOE any of the following ways:**

**CA BOE – Irvine Office (NEW LOCATION)**

16715 Von Karman Avenue, Suite 200,  
Irvine, CA 92606  
949-440-3473

Fax: 949-440-3482

More BOE office phone numbers: [www.boe.ca.gov/info/phone.htm](http://www.boe.ca.gov/info/phone.htm)

- 1) Call your local BOE office and request the addition over the phone. They will add it for you and fax or mail you a copy.
- 2) Visit your local office in person  
(It's fairly quick and painless, I've done it)
- 3) Write AMMENDED APPLICATION (in BIG red letters) on top of a sales tax application form, fill in your name, Sales Tax number, and then add our location in the additional locations section. This may be faxed to BOE

Once you receive the amended copies, please mail or fax a copy to:

Second Saturday Art Fair  
SJC Chamber of Commerce  
PO Box 1878  
San Juan Capistrano, CA 92675

Fax: (949) 240-8461 - if you fax, please call (949) 240-8937 to make sure it was received.  
Some faxes have come in so light they can't read them well enough to call the sender.