



Pow Wow Days Town and Country Fair Fact Sheet

Location: Orangevale Community Park

Total Event Date Days: 4

Expected 2012 Attendance: 10,000 +

2011 Attendance: 8,000 (3 day attendance)

Dates: May 17-20th, 2012

Event Hours: Thursday 3 PM -10 PM

Friday 3 PM -11 PM

Saturday 11 PM -11 PM

Sunday 12 PM - 6 PM

Gate fee: Free Admission

Parking: \$5.00

Event Description:

The Pow Wow Days Town and Country Fair takes place during the third weekend of May and draws approximately 12,000 attendees. We are fun, affordable and safe for the whole family! Our community enjoys our friendly atmosphere, traditional country fair displays, hands-on activities, carnival, specialty foods, festival style entertainment, unique crafters and a variety of vendors. We serve our community through supporting local youth programs and promoting local vendors. Our country fair has highlighted, promoted and financially supported over 15 local non-profits, schools, athletic and service programs/groups for the last 48 years. We provide local crafters and vendors the means to display and sell their items.

Event Marketing:

We market to youth and families of all nationalities utilizing radio, television and print publications. We also maintain a user-friendly website and submit information to a variety of website calendars.

Demographics available upon request

Event Sponsors:

Past event sponsors include:

Wells Fargo Bank

D.B.I. Beverage

Orangevale Recreation and Park District

Sacramento Municipal Utility District

No outside food or beverages

Registered companion pets only



POW WOW DAYS TOWN & COUNTRY FAIR

May 17 – 20, 2012

Vendor Application

Application Deadline – April 20, 2012

Please Fill Out Completely – Print or Type

Vendor Information

Contact Person: _____ Onsite Contact: _____

Business/Organization Name: _____

Business/Organization Address: _____

Mailing Address (If different than physical): _____

Business Phone: _____ Cell: _____ Fax: _____

E-mail: _____ WWW: _____ FaceBook Address: _____

Orangevale Chamber Member: Y N CA Seller Permit #: _____ Driver's License/State ID #: _____

Booth Information

This application is for (check only one):

___ 'Information Alley' booth – Display area for non-resellers to disperse information **ONLY**

___ Non-profit booth – ***MUST*** provide legible proof of 501c-3 status

___ Craft booth – Handmade items **ONLY**

___ Commercial booth

Space being requested:

___ 10x10

___ 10x20

___ 10x30

___ Kids Zone

___ Carnival Area

___ Corner*

___ Entrance*

**Premium space goes quickly*

I have read the regulations included with this application and agree to comply with the conditions set forth.

Signature

Date

Festival Hours:

Thursday 3 pm - 10 pm

Friday 3 pm - 11 pm

Saturday 11 am - 11 pm

Sunday 12 pm - 6 pm

Location

Orangevale Park

7200 Block Filbert Ave. (behind Green Oaks Elementary School)

Orangevale, CA 95662



Vendor Definitions:

'Information Alley' Booth: The Information Alley display area at the fair is for non-resellers to disperse information. It is not a place to sell, raffle, promote future sales or give away products – that would fall under a commercial booth. Space is limited at this location so the Fair Committee will jury applicants.

Craft Booth: sales are limited to *hand-made, original* items. If you did not make it yourself, you are considered commercial. If your items are manufactured or mass produced, you must use a commercial vendor's application. ***Booths will be monitored daily.***

Commercial Booth: Vendors in this category are defined as **retail businesses that operate with or without a storefront that have tangible retail products for purchase on site.** *If you purchase any product to re-sell, you then qualify as a "Commercial Vendor" and must register as such.* The Pow Wow Days committee reserves the right to admit duplicate businesses based on needs and size. Exclusivity may be extended at the event's discretion.

Non-Profit Booth: MUST provide legible proof of 501C-3 status.

PLEASE READ CAREFULLY

The Orangevale Chamber of Commerce does not guarantee vendor sales.

- Pow Wow Days is a rain or shine event.
- There are no refunds due to inclement weather
- Payment is due at time of application.
- If vendor is not accepted into the event, payment will be refunded within 2-3 weeks after deadline.
- A limited number of vendors in any category will be accepted into the fair. Decisions are based on, but not limited to, history, items to be sold, payment and date of paperwork received. Accepted vendors will receive a confirmation packet.
- The Orangevale Chamber of Commerce will provide each vendor with a 10 x 10* space for their booth. Placement of your booth is not guaranteed and is at the discretion of fair management.
- If electricity is needed vendor must check the Electrical Requirement Fee and pay the additional fees listed. No private generators will be allowed.
- Vendors can only sell from their designated space, no walking the grounds to sell merchandise or hand out fliers.
- All county codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Craft and Commercial vendors are responsible for acquiring a seller's permit through the California State Board of Equalization; a copy of permit must be submitted with application and must be posted at your booth. ***Vendors are responsible for submitting their own resale taxes.***
- Vendor agrees to allow the Orangevale Chamber of Commerce to take photos of your booth and product during the event, for no additional compensation. Photos taken of your product/booth may be used in Pow Wow Days promotion
- Vendor/staff/employees/agents will comply with all vendor policies. Failure to comply can result in expulsion from event without a refund
- Hawking, (yelling at and to customers to come and view your product), will not be tolerated and will be subject to Police enforcement.
- Vendors must stay with their display booths at all times.
- Absolutely NO sales outside of your selling space. Any vendors outside of their assigned space will be immediately ejected from the event with no return of fees.
- Please keep your selling area neat, clean and well organized at all times.
- The Orangevale Chamber of Commerce and/or the PWD committee are not responsible for any loss, theft or damage to any of your merchandise and/or booth.
- We love animals, but PETS ARE NOT ALLOWED at the festival.
- ***There Will Be NO REFUNDS Of Any Kind For Any Reason***

INFORMATION ALLEY



Application

Information Alley provides you the opportunity to hand out Information ONLY

You may not sell or take orders for your products.

Any participant selling items will be asked to leave, and you will not receive a refund for the booth.

NO EXCEPTIONS!!

Cost: \$175.00 per booth

\$275.00 per corner booth (only if available)

Please provide the following Information in or order to be accepted:

Company/Organization reserving booth: _____

Person in charge of the booth: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

WWW: _____ Facebook page: _____

General description of your product or service:

+ Agreement to abide by the rules for Information Alley:

- **Booth space is 10x10.** *If you need more than one space, please remit the appropriate fees.*
- **Booth space ONLY is provided.** *You will be responsible for furnishing your own tables, displays, covers.*
- **There will be no electricity provided.**
- **You may not share a booth with any company or organization.**
- **Your booth must be occupied for all days.**
- **I understand this is for dispersing information only.**
- **I will not offer items to sell, raffle, promote futures sales or give away products.**
- **Consent to rules outlined in Vendor's General Rules agreement.**
- **There will be NO REFUNDS, of any kind, for any reason.**

Vendor display hours:

Thursday	3:00 PM to 6:00 PM
Friday	3:00 PM to 7:00 PM
Saturday	11:00 AM to 7:00 PM
Sunday	12:00 PM to 6:00 PM

Mail your completed application, along with payment to:

Orangevale Chamber of Commerce

9267 Greenback Lane, Suite B91 Orangevale, CA 95662.

Upon acceptance of this application, you will be sent a notification showing you have been accepted, check in time, and a summarization of the above stated rules and hours of operations for your booth. This application must be signed, acknowledging you have read and accept the terms of this agreement.

Signature: _____ Date: _____

ELECTRICAL SERVICE INFORMATION



Form #3

VENDORS NEEDING ANY ELECTRICAL SERVICE MUST ADD A MINIMUM OF \$60.00 TO THEIR FEES

Company/Organization Name _____

Applicant Name _____

Address _____ City _____ State _____ Zip _____

Phone: _____ Cell: _____ Fax: _____

- Up to maximum of 20 AMPS \$60 _____
- If you need more than 20 AMPS-120 VOLTS \$60 + \$60 = \$120 _____
- If you need 30 AMP-220 VOLTS \$60 + \$80 = \$140 _____
**What kind of Connector will be used / needed?*
- If you need 50 AMP-220 VOLTS \$60 + \$100.00 = \$160 _____
**50 AMP twist lock*

POW WOW DAYS TOWN & COUNTRY FAIR PROVIDES A PIGTAIL CORD FOR ELECTRICAL CORD CONNECTION

Vendor's provide their own extension cords, power strips and surge protectors

YOU MUST COMPLETE AND SUBMIT THIS FORM.

The **Pow Wow Days Town & Country Fair** is not responsible for loss of power. The **Pow Wow Days Town & Country Fair** will provide power to your booth for a minimum of \$60.00. You must provide your own extension cords in your booth.

Please list **all** electrical equipment **and** AMP's per electrical item to be used during the event. (No voice amplification equipment, such as bullhorns or loudspeakers will be permitted.)

1. _____
2. _____
3. _____
4. _____

Will your booth operate sufficiently with 110/120? Yes _____ no _____

Any damage to **Pow Wow Days Town & Country Fair** electrical equipment, due to non-compliance with the above information, will result in a charge for cost of repairs.

PLEASE NOTE:

If the amperage is exceeded, there will be an additional **PREMIUM** charge for electricity.

I have read, completed and fully understand the Electrical Service Information Sheet.

Applicant Signature _____ Date _____

Form must be returned

BOOTH FEES

Form # 4



VENDOR NAME: _____

BOOTH FEES

You must buy enough space to fully accommodate your display booth.
Space is sold in 10 x 10 increments.

SPACE RESERVATION	TOTALS
<u>Craft Booth</u>	
10x10 - \$200 10x20 - \$300 10x30 - \$400	\$ _____
<u>Commercial Booth</u>	
10x10 - \$300 10x20 - \$450 10x30 - \$600	\$ _____
<u>Information ONLY Booth</u>	
10x10* \$175	\$ _____
<u>Non-Profit Booth</u>	
10x10 - \$150	\$ _____
<u>Corner or Entrance Booth</u> = premium space, additional \$100	\$ _____
<u>Electrical Services</u> 20 AMPS (No generators allowed) Carry Total Over from Form #3	
20amps - \$60 +20amps/120volts - \$120 30amps/220volts - \$140 50amps/220volts - \$160	\$ _____
Comments or Additional Needs:	

Late Fee (Application turned in after April 20, 2012) \$25 \$ _____

Total Application Fees \$ _____

* Faxed Application must be accompany with Credit Card Authorization. Applications will not be considered without payment.



Non-Transferable

This application is not assignable or transferable without the express written consent of the Orangevale Chamber of Commerce.

Independent Contractor

Vendor shall perform all services required under this application as an independent contractor of the Orangevale Chamber of Commerce and shall remain, at all times as to the Orangevale Chamber of Commerce, a wholly independent contractor with only such obligations as are required under this application. Neither vendor, nor any of its employees, shall be considered an employee of the Orangevale Chamber of Commerce.

Indemnification

Vendor shall defend, indemnify and hold harmless the Orangevale Chamber of Commerce, its directors, trustees, officers, employees and agents from and against any and all claims, actions, liability, damage, loss or obligations, including all costs, demands, expenses, expert fees and costs, and attorney's fees arising out of Vendor's activities pursuant to this application, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Vendor's equipment, or any part thereof; (b) any default by Vendor's in the observance or performance of any of the terms, covenants, or conditions of this application; or (c) the use, occupancy, or condition of Vendor's equipment or activities therein.

APPLICATION CHECKLIST

Make sure your application is complete and includes the following items:

- Application filled out **completely**, including Returning Vendors
- Sign and date your application
- Copy of Seller's permit (Crafter and Merchandise vendors)
- Non-Profits - Legible proof of 501C-3 status
- Form 2 (Items for Sale List) – **all** items you intend to sell, have displayed or available for ordering.
Include brand names to help ensure less duplication.
- You **must** enclose at least one picture of your merchandise to help with our selection procedure.
Photos will not be returned.
- Form 3 (Electrical Service Information) - Please list **all** electrical equipment **and** AMP per electrical item to be used during the event
- Form 4 (Booth Specifications & Fees) – **Completely** filled out
- All required fees

Completed applications and payment must be submitted no later than May 1, 2012 to:

Orangevale Chamber of Commerce
C/O Pow Wow Days
9267 Greenback Lane # B-91
Orangevale, CA 95662-4864
ATTN: Vendor Coordinator



OBJECTIVE

The purpose of this civic celebration is to increase public awareness of Orangevale, and to support worthy local charities. Our intent is to achieve this goal by creating a festival of food, family and fun. **Pow Wow Days Town & Country Fair** originated in 1963. Unique foods, an on-going array of entertainment and a wide variety of vendors are offered throughout the festival. **Parade will be Saturday morning!**

GENERAL RULES

- A.** Vendor acceptance is subject to vendor application and acceptance by the Orangevale Chamber of Commerce (OVCC).
- B.** **Pow Wow Days Town & Country Fair** reserves the right to locate vendor booths according to the needs of the fair. The vendor shall not move booths at any time. In case of violation of this rule, the vendor will be asked to vacate with *no* refunds.
- C.** Booth space may **NOT** be assigned, shared or sub-leased to others.
- D.** Your space/booth must be staffed during **Pow Wow Days Town & Country Fair** operating hours, at all times; **NO EXCEPTIONS**
- E.** **Pow Wow Days Town & Country Fair** will take place RAIN or SHINE. No refunds will be made because of weather conditions. In the unlikely event that the fair is cancelled, the organizer's liability lies in the refunding of prepaid rental fees only.
- F.** Any vendor who does not show up at **Pow Wow Days Town & Country Fair** forfeits the return of any fees. Please be sure you understand the dates, hours and the location of the **Orangevale Pow Wow Days Town & Country Fair** in Sacramento County, Northern California.
- G.** Any booth *cancellations* must be made by **Monday, April 20, 2012**. NO exceptions!
- H.** Any application *changes* must be submitted by **May 1, 2012** and approved by the **Pow Wow Days Town & Country Fair** committee.
- I.** All non-profit organization applicants must submit **LEGIBLE** proof that they are a 501-c3 non-profit organization as determined by the IRS. You must attach a copy of your Non-Profit Tax ID number to the application to confirm non-profit status. 100% of profit must go to non-profit organization.
- J. ARTS AND CRAFTS VENDORS MUST BE SELLING THEIR OWN HANDCRAFTED ITEMS ONLY.** To qualify as an "Arts and Craft" vendor, all items must be handmade. *If you purchase any product to re-sell, you then qualify as a "Commercial Vendor" and must register as such.* Fill out and submit Form #2 and send a photo displaying your crafts/products and booth structure. Your photo will NOT be returned.
- K.** The sale of pornographic materials, weapons, drugs, fireworks, toy guns of **ANY** type, (including any item making gunshot or popping sounds) or water pistols is **PROHIBITED!**
- L.** You must write brand names of any items you are selling on the application (form #2). **Pow Wow Days Town & Country Fair** will try to see that any vendors selling the same items are placed at sites located at a distance from each other. If you are selling items not listed on your application, you will be asked to vacate with *no* refunds. Vendors may **NOT** sell or display any item considered inappropriate for families--*to be decided by the Pow Wow Days Town & Country Fair Committee.*

Vendors: If in doubt, DON'T.

REMEMBER: You may not sell any items you have not listed. This will be strictly enforced.

M. Vendors are responsible for reporting and paying their own State Sales Tax.

N. Electrical facilities are limited and dependent on booth location. DETERMINE HOW MANY WATTS YOUR EQUIPMENT WILL NEED. Vendors needing **any** electrical service to their booth must pay a **MINIMUM** fee of \$60.00. Indicate that need on the application and include the \$60.00 in your total payment. . The \$60 fee gives your booth **ONE 20 AMP CIRCUIT**. Please see the electrical application if you need more power. You're responsible for providing all extension cords, power strips and surge protectors to be used in your booth. If electricity is **NOT** requested with this application, it will **NOT** be provided on the days of this event. **You must complete and submit Form #3.**

O. NO OUTSIDE GENERATORS WILL BE PERMITTED.

P. WATER USE IS LIMITED. If you require any water at your booth, you **must** write it on your application. NO DIRECT HOOK-UPS are available.

Q. Tables, chairs, umbrellas or pop-up will **NOT** be provided.

R. Pow Wow Days Town & Country Fair is reserving the **exclusive right** to sell the following items:

- Water
- Soda
- Alcoholic Beverages

No other vendors may sell these items.

- ✓ Please review the forms carefully.
- ✓ Fill out all required information legibly and sign where requested.

In order for your application to be processed you must mail **ALL** fees, *completed* forms and photos with your application to:

**Orangevale Chamber of Commerce
c/o PWD Vendor Committee
9267 Greenback Lane, Suite B91
Orangevale, CA 95662**

If you have any questions on the enclosed information, please call the Orangevale Chamber office:
916-988-0175

Thank you,

Pow Wow Days Town & Country Fair Committee



California Resale Certificate

I HEREBY CERTIFY:

1. I hold valid seller's permit number: # _____
2. I am engaged in the business of selling the following type of tangible personal property: _____
3. This certificate is for the purchase from _____ of the item(s) I have listed in paragraph 5 below.
[Vendor's name]
4. I will resell the item(s) listed in paragraph 5, which I am purchasing under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for sale in the regular course of my business. I understand that if I use the item(s) purchased under this certificate in any manner other than as just described, I will owe use tax based on each item's purchase price or as otherwise provided by law.
5. Description of property to be purchased for resale: _____

6. I have read and understand the following:

For Your Information: A person may be guilty of a misdemeanor under Revenue and Taxation Code section 6094.5 if the purchaser knows at the time of purchase that he or she will not resell the purchased item prior to any use (other than retention, demonstration, or display while holding it for resale) and he or she furnishes a resale certificate to avoid payment to the seller of an amount as tax. Additionally, a person misusing a resale certificate for personal gain or to evade the payment of tax is liable, for each purchase, for the tax that would have been due, plus a penalty of 10 percent of the tax or \$500, whichever is more.

NAME OF PURCHASER _____

SIGNATURE OF PURCHASER, PURCHASER'S EMPLOYEE OR AUTHORIZED REPRESENTATIVE _____

PRINTED NAME OF PERSON SIGNING _____

TITLE _____

ADDRESS OF PURCHASER _____

TELEPHONE NUMBER _____

()

Date _____

**SWAP MEETS, FLEA MARKETS, OR
SPECIAL EVENTS CERTIFICATION**

BOARD OF EQUALIZATION

Board of Equalization

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

Seller's permits can be obtained at any local Board of Equalization office at no cost to you. To find a Board office near you, call our Information Center at 800-400-7115 or check our website at www.boe.ca.gov. Permit applications can also be found online at www.boe.ca.gov/sutax/sutprograms.htm. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales - Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items accumulated for their own use and who sells only those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers - Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a Board approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (e.g., Avon, Tupperware).

Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.

1. EVENT INFORMATION

EVENT NAME AND PLACE

Pow Wow Days Town & Country Fair

EVENT DATE(S)

May 17 - 20, 2012**2. VENDOR/EXHIBITOR INFORMATION**

OWNER'S NAME: _____

MAILING ADDRESS (street number or P.O. Box): _____ (City, state and zip code): _____

TELEPHONE :() _____

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE: _____

TYPE OF BUSINESS; DESCRIPTION OF ITEMS TO BE SOLD / DISPLAYED: _____

3. STATUS - Check appropriate statement, and provide requested information I hold a valid seller's permit. My number is: S _____ No sales of tangible personal property are being made or solicited at this event. I am not required to hold a seller's permit because: My retail product sales are not subject to tax My sales are exempt occasional sales I sell on behalf of a section 6015 retailer**4. CERTIFICATION** - Partners/additional sellers, complete a separate copy of this form

The above statements are certified to be correct to the best knowledge and belief of the undersigned

NAME (typed or printed): _____ TITLE: _____

SIGNATURE: _____ DATE: _____

Sales and Use Tax Privacy Notice
Information Provided to the Board of
Equalization

We ask you for information so that we can administer the state's sales and use tax laws (Revenue and Taxation Code sections 6001-7176, 7200-7226, 7251-7279.6, 7285-7288.6). We will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you *owe*. You must provide all of the information we request, including your social security number (used for identification purposes [see Title 42 U.S. Code secA05(c)(2)(C)(i)]).

What happens if I don't provide the information?

If your application is incomplete, we may not issue your seller's permit or use tax certificate. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you don't provide other information we request or that is required by law, or if you give us fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you don't provide information we request to support your exemptions, credits, exclusions, or adjustments, we may not allow them. You may end up owing more tax or receiving a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, we may share information regarding your account with certain government agencies. We may also share certain information with companies authorized to represent local governments.

Under some circumstances we may release to the public the information printed on your permit, account start and closeout dates, and names of business owners or partners. When you sell a business, we can give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, we can release information regarding your account to anyone you designate.

We may disclose information to the proper officials of the following agencies, among others:

- United States government agencies: U.S. Attorney's Office; Bureau of Alcohol, Tobacco and Firearms; Depts. of Agriculture, Defense, and Justice; Federal Bureau of Investigation; General Accounting Office; Internal Revenue Service; Interstate Commerce Commission
- State of California government agencies and officials: Air Resources Board; Dept. of Alcoholic Beverage Control; Auctioneer Commission; Dept. of Motor Vehicles, Employment Development Department; Energy Commission; Exposition and Fairs; Dept. of Food and Agriculture; Board of Forestry; Forest Products Commission; Franchise Tax Board; Dept. of Health Services; Highway Patrol; Dept. of Housing and Community Development; California Parent Locator Service
- State agencies outside of California for tax enforcement purposes
- City attorneys and city prosecutors; county district attorneys, police and sheriff departments.

Can I review my records?

Yes. Please contact your closest Board office (see the white pages of your phone book). If you need more information, you may contact our Disclosure Officer in Sacramento by calling 916- 445-2918. You may also want to obtain publication 58-A, Inspecting and Correcting Your Records. You may order a copy from our Information Center: 800-400-7115 or download it from the Internet: www.boe.ca.gov (look under "Forms and Publications").

Who is responsible for maintaining my records?

Deputy Director of the Sales and Use Tax Department: 916-445-6464 or

Deputy Director, Sales and Use Tax Department MIC:43

450 N Street

Sacramento, CA 95814