



**VILLAGE ART FAIRE**  
**2021 POLICIES &**  
**PROCEDURES**  
(Please read and keep for your records)

The 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 2021 Policies & Procedures as there are changes/additions from 2020.

- 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 Parking Lot

**Dates:** The first Saturday of every month

**Art Fair Hours:** 9:00 am – 3:00 pm

**Space Fees:** \$75

Each space provides enough room for a 10'x10' canopy/booth (mandatory) and approximately 7' of physical distance between each booth.

**Payments Due:** Payments are due on or before the Monday prior to a show. 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 can send your payment to [info@scdba.org](mailto:info@scdba.org), and we now offer VENMO as well; you can send a Venmo payment to @scdba. You may also pay by check. Checks should be Payable to: SCDBA and can be mailed to SCDBA, 215 Ave Del Mar - H, San Clemente, CA 92672. Please write the date(s) you are paying for in the "memo" section of your check. Space fee for 2021 new artists is \$75.00

**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.

**Set up/Tear down:** Setup begins at 7:00 am and must be completed by 8:45 am. Vendors must not pack up and leave their space prior to 3:00 p.m. Tear down begins at 3pm and we must be off the lot by 4:30pm. Any trash must be disposed of before you leave.

**Late arrivals:** You must arrive for set up no later than 8am 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 8:15 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 in order to receive a credit towards another date. This means you will need to contact me by phone or email by Thursday morning prior to the Sunday 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 or before the Friday prior to the show. SCDBA reserves the right to reassign spaces of vendors.

### **Display Spaces:**

- The Village Art Faire is located in the San Clemente Community Center Parking lot. Each artist must use a 10'x10' booth/canopy (mandatory) and if possible, create a booth layout that encourages customers to shop from the outside of your booth. This will allow for additional physical distancing between customers.
- **Vendors shall provide their own equipment:** structures, tables, tablecloths, chairs, easels, and other support required to display their products. **10x10 booths/canopies are required**

### **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).
- The coordination of the VAF is a part time job and does not include regular office hours; however, email and phone messages will be checked daily and applications or questions can always be dropped off at the DBA office.

**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 preserve 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 representative of the items you are planning to sell.
- Photo, sketch and/or written description of your display including space size needed.
- Mail or drop off your application, and other applicable information to:  
SCDBA VAF/Alison, 215 Ave Del Mar, Ste H, San Clemente 92672
- Or 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; Irvine: 949-440-3473 (<http://www.boe.ca.gov> )

A copy of your permit MUST accompany your application. There is no fee for this.

- \*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 can 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.**