



Holiday Craft Fair Vendor Application 2023

Date: November 11, 2023

Setup: 7AM to 8AM

Show Time: 8AM to 1PM

Tear-down: 1PM to 2PM

Place: East Hills Community Church (Parking Lot)
20660 Orange Terrace Pkwy, Riverside, CA 92508

Thank you for wanting to participate as a vendor! The East Hills Craft Fair is an outdoor event for the community. Come join us for a day of fun, featuring local crafters, handmade jewelry, art, homemade food, unique gifts and a free holiday craft activity for the kids!

Vendor Information

Name: _____ Phone: _____

Business Name: _____ Email: _____

Type of Merchandise: _____

Vendor Space Details

Each Vendor Space (10'x10') accommodates one EZ-UP. Please provide your own EZ-UP, tables and chairs that you will set-up / tear-down.

Fee and Signature

Application fee (paid after the show) is 10% of sales up to \$25.00 max .

Payable to: East Hills Community Church, 20660 Orange Terrace Pkwy, Riverside, CA 92508

Any Questions, or if you would like to volunteer, please contact:

Jennifer Flores (951) 254-4397 or jennnds.email@yahoo.com.

Deadline for vendor application is November 5, 2023.

I have read and will abide by the EHCC Vendor Agreement (on the following page).



EHCC CRAFT FAIR VENDOR AGREEMENT

HOURS: Advertised hours are from 8AM to 1PM on Saturday, November 11, 2023.

SET-UP/TEAR-DOWN: Setup is 7AM to 8AM. Tear-down is from 1PM to 2PM.

SPACE: Each vendor will be designated 1 space only. Each space is approx. 10'x10' (1 ½ parking space widths) and accommodates one EZ-UP. Up to three tables can fit under an EZ-UP. Vendor must provide their own EZ-UP, table, chairs and coverings. (NOTE: Weights or bricks for EZ-UPS are recommended as the wind can be strong at times). Vendors must be open during the entire Craft Fair. (If a Friday forecast shows rain for Saturday, the event will be moved inside). Only 28 spaces are available and are on a first-come, first-served basis.

DISPLAYS: All displays must remain entirely within the space reserved. Aisle space must not be infringed upon. Suggestion: Have a business name or logo to display.

MERCHANDISE: Only handcrafted products are allowed. No dealers or sales/marketing representatives will be allowed.

YOUTH: Anyone 18 and under is welcome to have a booth, but must be accompanied by an adult at all times.

FOOD: If you are selling food (i.e. cookies), you must list the ingredients on each product, and you must say "Made in a Home-based Kitchen". A small sign for your food table will also be provided by EHCC and must be displayed.

GUIDELINES: Vendor will not rent out his/her assigned space at any time. Vendor will be responsible for any required permits, licenses, or taxes required by the county or state.

PHOTOGRAPHY: EHCC is permitted to take photographs of the booths and vendors and use these photographs for advertisements or promotional purposes.

DISCLAIMER: Vendor agrees to hold EHCC and its volunteers harmless from any liability, loss, or damage that may occur during set-up, tear-down, and the event.

PROHIBITIONS: Open Flames, Smoking, Alcohol, Drugs, Loud Sound Systems, Noisy Generators, Firearms, Weapons or Toy Weapons. Depictions of Alcohol or Drugs and other Offensive, Vulgar, Controversial, or Illegal items. EHCC reserves the right to ask vendors to remove any items or depictions they find inappropriate from their booth during the show.