

# VENDOR APPLICATION

Thank you for your interest in participating in our event as a vendor. Please fill out the vendor application below to be included in our jurying process. Please note: All applications must be submitted by **October 5th, 2025** in order to be considered in the jury process. All applicants will be contacted by October 7th, 2025 with whether or not they have been selected to be part of the event. Before you start your application, please be sure to read and sign our Vendor Agreement.

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # (w/Area Code) \_\_\_\_\_  
Email Address \_\_\_\_\_  
Website: \_\_\_\_\_  
Facebook Page: \_\_\_\_\_  
Describe the Craft or Goods you intend to sell: \_\_\_\_\_  
\_\_\_\_\_  
Are your items Handmade by you? \_\_\_\_\_  
Price Range of your Items: \_\_\_\_\_  
How did you hear about our event? \_\_\_\_\_

State of California Resale # (Sellers Permit # if you have one) **It is NOT required to participate**):

Sign here if you have a Sellers Permit: \_\_\_\_\_  
My signature above verifies that the sellers permit # above is mine, valid, and current.

Spaces/Booths available for this event are approximately 10' x 10'. The payment for each space/booth is \$40. Vendors may reserve more than one space if desired. Make Checks or Money Orders Payable to: Hillsdale Church or HBBC.

**\* Your signature is required below.** I release Hillsdale Church, its Trustees, and its members from any and all liability and responsibility for any loss, damage, or bodily injury before, during or after any event put on by Hillsdale Blvd Baptist Church. I understand that there are no refunds given on event fees once I have been accepted into the event put on by Hillsdale Church. Thank you for your interest!!!!

Mail payment to: Hillsdale Church, ATTN: CRAFT FAIR  
6201 Hillsdale Blvd., Sacramento, California 95842  
Venmo, CashApp, and Paypal are also acceptable forms of payment  
Contact Sheila Ashburn for information on payment options  
Email: hbbcfamily@sbcglobal.net or sheila.ashburn@comcast.net  
INFO: Church Office @ (916) 331-2741 or Sheila Ashburn @ (916) 205-2370

Signature: \_\_\_\_\_ Date:     /     /

VENDOR AGREEMENT \*

☐ By Checking this box, I hereby certify that I have read and agree to the terms and conditions outlined in the Vendor Agreement

## VENDOR AGREEMENT

By filling out the Vendor Application, the vendor agrees to the following policies:

**Event Date & Time:** Saturday, October 11, 2025 from 9:00 am to 3:00 pm

**Location:** Hillsdale Church, 6201 Hillsdale Blvd., Sacramento, CA 95842

- **This Is a Juried Show:** We at Hillsdale Church are looking to showcase the talent of local crafters, artisans and vendors. Those interested in participating in our event are expected to fill out an application (to include the vendor agreement) and submit it **NO LATER THAN October 5th, 2025**.
- **Selection Process:** We will review all applications and make our vendor selections based on many criteria including, but not limited to originality, creativity, general appeal, craftsmanship, and balance of product categories. All applicants will be contacted via email no later than **October 7th, 2025** and informed as to whether or not they have been chosen to participate in the Hillsdale Craft Fair. Those chosen will be given information on confirming their spot and payment options. Those not chosen to participate will be encouraged to apply to future shows.
- **Payment:** Payment for your space is due no later than **October 8th, 2025**. Your space is not confirmed until payment is received. If payment is not received by the payment deadline, your space will be given to another vendor. Payments can be made by cash, check, money order, Venmo, or Cash App. Hillsdale Church deems that booth fees are classified as “donations”, and therefore refunds cannot be issued once the deposit is made.
- **Spaces/Booths:** The cost of a 10’x10’ space is \$40. Vendors are expected to keep their displays and/or products contained to their designated area. All products must be able to fit on, under or behind your table. All other requirements are the sole responsibility of the vendor. You are expected to provide your own tables, chairs, table linens, extension cords, signage, etc. Vendors with a 10’x10’ space may rent multiple spaces if desired. We will try to accommodate as many vendors as possible, but spaces will be given on a first come, first served basis according to when payment is received. Vendors may not share or sublet their space to another vendor without first acquiring permission from the organizers. If a booth is to be shared, *EACH* crafter must apply, but only one payment is necessary or the payment can be split. We do not aid in finding co-vendors.
- **Set Up:** Set up time will begin at 6:00am. All tables/displays must be set up by 8:00am or earlier to have all the items cleared from the walkways by 9am. This allows for vendors to have some shopping time among each other. For public safety, all cars, trucks, and trailers must be removed from the booth area before 9am. Spaces will be assigned on a first come first serve basis. The day of the event, you will be given a map with your specified space, which will be clearly numbered. The spaces are approximately 10ft wide by 10 ft deep, big enough for most pop-ups if you choose to use one. You will need to provide your own tables, chairs and tent (if you’d like to use one – the event is **outside**) and any other items for displaying in your booth space. Food vendors must clearly display all allergy warnings at their table (this is to protect the public as well as yourselves). Displays are to remain intact for the **entirety** of the event. Vendors are not to leave or pack up prior to 3:00 pm. Failure to do so may affect whether the vendor will be accepted back to the event in the future.
- **Signage:** Vendors are expected to supply their own signage. Any signage posted on a wall may be secured with MASKING OR PAINTING TAPE ONLY. Food vendors must clearly display all allergy warnings at their table (this is to protect the public as well as yourself).
- **Power:** Because we will be set up outside, if you require power to be available for your space/booth, you will need to provide your own power source (i.e. generator).

- **Parking:** There is a limited amount of parking available on the premises, therefore we are asking vendors not to park in the booth area or in the adjacent parking area. There is plenty of parking on the street, at the high school and in the neighborhood for vendors to park. You will be provided with a map highlighting locations in the neighborhood to move your vehicle after you are unloaded/set up.
- **Vendor Pricing:** Vendors are to have all pricing clearly posted with price tags/stickers or signage. Vendors may amend their pricing only during the last hour of the sale if they wish but this is not mandatory.
- **Photos & Logos:** As an exhibitor, you agree to the fact that your products/services, table/display and likeness may be photographed and used for promotional purposes. By submitting your logo and photos of your products, you are giving Hillsdale Blvd Baptist Church permission to use them in the marketing campaign for this event.
- **Conduct:** Vendors are expected to behave in a professional and courteous manner towards customers and other vendors. Any failure to do so may result in the vendor(s) being asked to leave and may affect whether the vendors involved will be allowed to return to future events. Hillsdale Church reserves the right to restrict any vendor's participation in the event at any time.
- **Liability:** Hillsdale Church, its Trustees and members are not legally liable for any merchandise, behavior or equipment and therefore cannot be held responsible for any injury, death, or negative consequence because of a vendor's participation in the show. Vendors are legally liable for any negative consequences resulting from the purchase or consumption of their products.
- **No Smoking:** Hillsdale Church and its premises are designated as non-smoking.
- **Misc:** There are bathrooms available on the premises for vendors as well as the public. There will be food and drinks available for purchase during the event. In consideration of all vendors participating, **please do not take down your booth prior to 3pm.**