



**16th Annual
Chili Bowl Fest &
Holiday Art & Craft Faire**

Frequently Asked Questions (FAQ)

When is the Chili Bowl Fest and Holiday Art & Craft Faire?

Saturday, December 1, 2018, 10 am to 5 pm

Sunday, December 2, 2018, 10 am to 4 pm

Where does my fee go to?

McGroarty Arts Center is a 501(c)3 non-profit organization. You will be pleased to know that 100% of all proceeds, including your vendor space fee, go directly back into our Center to fund affordable art education programming for children and adults. You are helping to keep this beautiful community art center alive!

How can I sell my work at the Chili Bowl Fest and Holiday Art & Craft Faire?

To be considered, your merchandise **MUST** be **handmade** by **you**. No exceptions!

Applications must be filled out and submitted by November 1, 2018. Be sure to follow all instructions and complete all parts of the application. Submitting an application does not guarantee your selection as a vendor unless you have been selected to pre-register.

IMPORTANTANT NOTICE!!

PRE-REGISTRATION is new!

This year we are allowing return vendors and vendors who have been invited by our pre-juried selection team to secure their space early. You must submit your payment in full with your application. Spaces will be given on a first come, first serve basis so spaces may fill up quickly.

What is the application deadline?

All vendor applications must be received by November 1, 2018 by 4:00 PM. This is not a postmark deadline. Your application needs to be at our office by 4:00 pm on 11/1/18.

Where do I submit my application?

Mail your completed application and photos to:

McGroarty Arts Center, Attn: Art and Craft Faire, 7570 McGroarty Terrace, Tujunga, CA 91042

Or email to: MACArtCraftFaire@gmail.com

Should I send pictures of the items I wish to sell?

Yes! Please include photos of your merchandise with your application. You should also submit a color photo showing how you arrange your vendor table when you sell at similar events. If you have never been a vendor before, you do not need to include your vendor table photos.

You can send MACArtCraftFaire@gmail.com (Subject line: MAC VENDOR and jpg images should not exceed 5MB each). Make sure that your images are clear and accurate examples of your merchandise. Please do not send discs or flash/thumb drives.

What is the vendor selection process like?

This year all return vendors and some pre-juried vendors have been invited to pre-register. They must submit their payment to secure their space. These spaces will be given on a first come first serve basis.

We will review all other applications received by November 1, 2018 at 4:00pm. If we have any questions about your application, we will contact you. All applicants will be notified of our decision via email by November 5, 2018. Please do not inquire about the status of your application before November 5th. If your application is selected, your confirmation email will include your vendor instructions and reminder about set-up times.

Set-Up Dates and Times:

Inside McGroarty House: Thursday, November 29, 11:00 am to 8:00pm

Outdoor Upper Lot: Friday, November 30, 11:00 am to 9:00pm

It is very important you follow your set-up date and time.

If you need other accommodations, please contact Carin Moore at (818) 427-2590 by Monday, November 26 and we will try to accommodate you.

Should I send my table fee check with my application?

Only if you are PRE-REGISTERING (a returning vendor or have been invited by our pre-juried selection team and want to secure your space).

Otherwise, submitting an application does not mean you have been selected as a vendor. If you receive a confirmation email, you will have 7 days to submit your fee starting from the email date (approx. Nov. 5th). This is not a postmark date. It must be received by our office within 7 days. We apologize, but if payment is not received, we may give your spot to an alternate vendor.

What kind of payment do you accept?

We accept all forms of payment: check, cash or credit card. You can make checks out to McGroarty Arts Center.

What types of vendors are usually accepted?

Preference is given to artists and artisans who create unique, high-quality, reasonably priced items. Most have the majority of their merchandise priced at or below the \$25-\$100 range. Vendors

should be people who are friendly, enthusiastic, and enjoy interacting with the community. We select a diversity of products to ensure variety for shoppers and to limit competition between vendors.

How can I increase my chances of being selected?

You will have the best chance of being selected if you: Follow the guidelines specified on the application; submit a complete and legible application form by the deadline; and make sure that the images of your work are clear and presented professionally. We wish we had space for every applicant, but unfortunately we cannot guarantee acceptance into this event. McGroarty Arts Center holds this event annually and includes new vendors each year. If you are not selected this year, you are encouraged to apply again next year.

Do vendors accept their own payments?

Yes, all vendors are responsible for accepting payments for your sales. McGroarty Arts Center will not accept payments on your behalf. Please make sure you have proper signage at your table for the different ways you will accept payments for your customer. Many vendors use *Square* readers to take credit card payments. It's a user friendly device and app that allows you to take credit card payments using your smart phone. You can get the square online or at many local stores. Wi-Fi will be available, but we cannot guarantee its reliability. We encourage vendors to use their wireless service.

Do vendors charge sales tax?

You are responsible for taxes. You may add taxes or include them in your pricing. It is advisable to have signage clarifying your policy at your booth. **All vendors are required to submit and display a seller's permit.** You can obtain one easily online: <http://www.boe.ca.gov/formspub/pub111/>

How big is the Chili Bowl Fest and Holiday Art & Craft Faire?

Generally we host approximately 1,500 to 1,800 shoppers over two days. Starting in 2016, we have added 18 more vendors to our upper parking lot plus live music, craft beer, and family fun holiday activities on Sunday. In 2016 and 2018 this event had over 1,800 guests in attendance.

How much does a typical vendor sell?

This is up to you and how well you market yourself and your products. We encourage all vendors to help with marketing via their mailing lists, fan pages, social media, etc. We do a lot of advertising for this event and try to bring in more attendees each year. This is our biggest event of the year. You will receive our flyer with your confirmation email so you can distribute and share it on social media as well. Sharing to get more customers is a win for everyone!

Where are the vendor spaces located?

A total of 36 vendors are positioned at three locations:

- 1) Inside the McGroarty house - there will be 19 vendors upstairs and downstairs, tables vary in size, see below for table space information
- 2) Premium - 8 spots in the center of the upper parking lot under a 40' X 20' canopy, 10' x 10' space
- 3) Standard - 9 spots in the upper parking lot circling/ outside the main canopy, 10' x 10' space

How big are the vendor spaces and how much do they cost?

THESE PRICES INCLUDE BOTH DAYS (Saturday and Sunday)!

Outdoor upper parking lot:

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| Premium Corner space (10' x 10') | \$240 (4 available), includes canopy/shelter and electricity. |
| Premium space (10' x 10') | \$220 (4 available), includes canopy/shelter and electricity. |
| Standard space (10' x 10') | \$200 (9 available), must bring own canopy . We can arrange a rental for you if needed. |

Indoor Historic McGroarty house

| | |
|-----------------------|----------------------|
| 4' x 2.5' table space | \$135 (3 available) |
| 6' x 3' table space | \$175 (13 available) |
| 8' x 2.5' table space | \$225 (3 available) |

Can I specify what kind of vendor space I would like?

Yes, as you can see, vendor tables vary in size. Mark on the application your 1st, 2nd and 3rd choices.

When is my payment for my space due?

If you are pre-registering, submit payment when you submit your application. Reserve your spot soon as it is on a first come, first serve basis and spaces fill up quickly.

All others have 7 days to pay for their spot from the date of their confirmation email (around 11/5/18). If we have not received payment within 7 days your spot may be given to an alternate vendor unless prior arrangements have been made.

Will there be security overnight on Friday and Saturday?

Yes. Our property is fenced and gated. We also have caretakers who reside at the property. In addition we are going to have a hired security guard on the premises both nights. **However we are not responsible for theft or damage. You are not required to leave your goods.** If you wish to remove your merchandise after closing on Saturday and come early enough to setup again on Sunday before opening, you are welcome to do so.

What if it rains?

This event runs rain or shine. This is why you need a canopy should you request a Standard spot. It has only sprinkled once in the past years' events and it was one of our biggest turnouts to date.

Can I cancel my spot once I have paid?

No. **There are no refunds.** If you find that you are unable to attend for any reason, you are encouraged to have someone man your booth for you.

Do I have to stay the whole day?

Vendors must staff their tables for the entire event: Saturday 10 am -5pm & Sunday 10 am -4 pm. You are welcome to bring assistants with you to help staff your table. If you leave early you will not be asked back as a vendor for future events.

We would love to have you join us this year!!

If you have any further questions, please contact us:

Office:(818)352-5285

E-mail: MACArtCraftFaire@gmail.com