

Shepard Garden & Arts Center

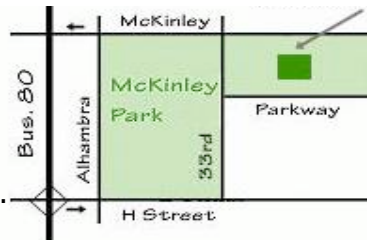
Date: Sat. & Sun — Oct. 6th AND 7th, 2018

Time: 10:00 a.m. to 4:00 p.m. both days

SGAC's Annual Fall Sale

The **Shepard Garden & Arts Center** is proud to announce its **ANNUAL "FALL SALE"** scheduled for **October 6th & 7th, 2018, from 10:00 a.m. to 4:00 p.m. each day.** The event will be held at the Center's facility located at **3330 McKinley Blvd., Sacramento, CA 95816** (off 33rd near H Street) adjacent to McKinley Park and the "Fab 40s" in downtown Sacramento.

This is every gardener's "not to be missed" event, it is attended by not only the Center's club members, their friends and neighbors, but also by people from throughout the region. Advertising for the event will include yard signs, on-line community bulletin boards, hundreds of flyers, and an ad in the Sacramento Bee, and television stations' webpages. In past years over 2,000 people attended this event!



For Vendors—Your acceptance to this event will be based on your application submittal. If you have not been a participant in our events within the last few years. Please include photos, product descriptions, and/or your work's price range and the Event Committee will decide if you can make it into the sale. Decisions of this Committee are final. Vendor's Payment for the space is due before the event starts or your space may be given (sold) to another. All Clubs are encouraged to join in this event—the Board is putting it on for you—we hope to see you there!!!

Please Read Carefully - Other things you need to know:

- ☞ The event will take place as scheduled, regardless of weather conditions. No refunds for rain or wind.
- ☞ Spaces at the sale are not separated by dividers, walls, or draping; each vendor must supply their own displays, easels, table skirting (required), and all other items needed to facilitate sales. Some spaces have peg-board on the walls that can be used; vendors must supply their own pegs (no hooks). Other spaces have rear cabinets or wooden cubes which must remain in place but can be used for display during the show. **All spaces are approximate in size** and may require walkways against the booth for customers to pass. All spacing, setup, booth size, booth pricing, and location decisions of the Setup Committee are correct and final.
- ☞ Space in front of Exit Doors cannot be used to display merchandise. Exits must remain clear at all times.
- ☞ Spaces may be shared by no more than two for vendors/artists. A Member Club will be considered to be a single vendor/artist.
- ☞ Chair(s) will be provided to each vendor by the Center. Please indicate on your application if you will need more than one chair.
- ☞ One 6' table is provided for each space at no charge, non-Member Club participants can rent additional tables for \$10.00 each.
- ☞ **All tables are to be draped to the floor** to give a neat appearance. There is no exception to this requirement. Storage boxes are to be placed under the table or neatly stacked at the rear of the booth.
- ☞ Most of the craft materials sold by an artist are to be hand-made by that artist. Commercially manufactured materials which have been enhanced by the artist shall not make up more than 45% of merchandise presented for sale.
- ☞ **All communications regarding this event will be done by e-mail.** Please be sure to include a clearly printed or typed e-mail address on your form. Applications without this information cannot

be considered for inclusion in the event. Member Clubs are to designate one person to receive information via e-mail regarding the event as soon as possible.

- ☞ Each vendor is welcome to bring an assistant to help them during the show. The Center may also be providing "Helpers" to assist you with moving your merchandise and will watch your space while you take a break.
- ☞ Vendors may, AT THEIR OWN RISK, leave their merchandise in their booths overnight. The venue will be locked each night but the exterior courtyard, although surrounded by a high wall with locked gates, is the least secure portion of the venue. The Center does not accept any responsibility or liability for items damaged or stolen should you choose to leave them.
- ☞ **NO EARLY BREAK DOWN WILL BE ALLOWED** unless you are completely sold out. Contact an event coordinator for permission to leave if this is the case.
- ☞ All Clubs and Vendors are required to state up front how tall their displays/setup area will be so the Board may determine the visual layout of the room, and place taller displays to the edges of the room or patio if possible.
- ☞ **Additional Charges may be added to clubs that do not turn their applications in on time.**
- ☞ If applying for more than one space, please include separate checks for each individual space to facilitate refunding if we are unable to fully accommodate your request for space. **If you use more than one space you will be charged for the additional space that you are using.**
- ☞ Please be aware that other clubs/vendors will use their entire space—to the edge of their area.
- ☞ **Setup for the event will be from 11 am to 7 pm on October 5, 2018.**
- ☞ The Board is hoping to have food for sale at this event. If this happens, please **be aware that the kitchen at the Center will be off limits to everyone (except the food vendor) for this event.** Thank You.

PLEASE NOTE THESE REQUIREMENTS -- NO EXCEPTIONS WILL BE MADE:

1. Deadline for Entry: Clubs' is **Sept. 15, 2018**; Vendor's is **Sept. 24, 2018**.
2. All exhibitors are required to have resale licenses; copy must accompany application.
3. VENDOR Application must be accompanied by three photos or a written description of the merchandise you intend to sell, including price range if you are new to this event.

CLUB---FEE SCHEDULE 2018 FALL SALE:

Interior Spaces:		Main Patio-Exterior Spaces:	
8' x 5'	\$ 90.00	5' X 10'	\$ 125.00
8'x 10'	\$ 150.00	10'X10'	\$ 175.00
8' x 8'	\$ 120.00	5' X 15'	\$ 150.00

VENDOR PRICES:

Interior Spaces:		Main Patio-Exterior Spaces:	
8' x 5'	\$ 100.00	5' X 10'	\$ 135.00
8'x 10'	\$ 160.00	10'X10'	\$ 185.00
8' x 8'	\$ 125.00	5' X 15'	\$ 165.00

North Patio Spaces: Require Setup on Saturday morning with breakdown Saturday Night – Setup Sunday morning: 5' X 10' for \$75.00 or 10'x 10' for \$95.00.

PLEASE NOTE: ALL SPACES ARE ESTIMATES –IF A CLUB/VENDOR USES MORE THAN ONE SPACE THEY WILL BE CHARGED FOR THE ADDITIONAL SPACE THEY USE.

Send Application to the **Shepard Garden & Arts Center, Attn: Fall Sale, 3330 McKinley Blvd., Sac., CA 95816. Vendors also must send in payment with their application.**
If you have any questions e-mail me at kathy.norton@mac.com.

Shepard Garden & Arts Center

Date: Sat. & Sun —October 6 & 7, 2018

Open Time: 10:00 a.m. to 4:00 p.m. both days

3330 McKinley Blvd., Sacramento, CA 95816

SGAC's

Annual FALL

Fall Sale 2018 Application

Name: (company or club & personal)

Resale number (copy of permit to accompany form):

Address (street, city, state, zip)

Primary contact telephone number:

Email address: (required!)

Description of merchandise:

Space size: (requested)

Space location: (interior/exterior/north patio):

No. of chairs: (no charge)

No. of 6' tables: (1st table free: \$10 ea additional table for vendors)

Clubs only: willing to help at sale?

Height of display from tabletop expected space rental Total: \$

Signed: (signature/ print name)

DATE:

Amount Enclosed: _____
Resale Form: Y N

Vendors: Mail application, resale license, and check in time to be received prior to **24 Sept. 2018**

Clubs: Mail application prior to **15 September 2018**. **ALL--MAIL THIS FORM TO:**

Mail To: Shepard Garden & Arts Center Attn: Fall Sale 3330 McKinley Blvd, Sac., CA 95816

OR e-mail form to kathy.norton@mac.com, and then send payment and resale form to the address above.