

Office Use

Chk# _____ Amt _____

Space# _____

Electricity: yes or no

Jan Ken Po Gakko (JKPG) Arts and Crafts Fair

Saturday, September 28, 2024 – Sacramento Japanese United Method Church
(6929 Franklin Blvd., Sacramento, CA 95823)

Vendor Application

Company: _____

Name of Vendor (if different from Company): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (cell) _____ email: _____

Instagram Name: _____

Craft Item(s) *(circle all that apply and provide further description if needed)*

- Clothing - T-shirts, clothing - women's apparel, clothing – other, jewelry, sewn items (purses, pillows, etc.), framed art, dishes, books, stationary (cards, etc.), candles, soaps, misc. crafts (ornaments, magnets, boxes), other, **food** Note Vendors must state if they are selling food items.**

Theme

- Hawaiian
 Japanese
 General Asian

Price Range

- Low (Less than \$25)
 Medium (\$25-100)
 High (over \$100)

Please send completed applications to:
JKP Craft Fair c/o Ashlee Lewis - 7709 West Shore Dr., Sacramento, CA 95831



Jan Ken Po Gakko Vendor Agreement

I, _____ (*print your name*),
request to participate in the Jan Ken Po Gakko Arts and Crafts Fair on
September 28, 2024.

I agree to the following terms and conditions:

- I will set up my display between 7:00 pm – 8:30 pm on Friday, September 27 and/or 6:30 am – 8:30 am and remove it no sooner than 3:00 pm on the day of the event, Saturday, September 28. (Earlier breakdown must be requested.)
- I have a valid seller's permit from the State Board of Equalization or I am exempt.
- I will be responsible for reporting and paying any sales tax to the State Board of Equalization.
- I understand that a 10% commission of total sales and orders (before sales tax) will be collected as a donation.
- I agree that Jan Ken Po Gakko or the Sacramento Japanese United Method Church shall not be held liable for loss or damage to any merchandise.

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JKPG Vendor Space Requests

Please fill out the “Number of Items Requested” column to request the following items:

****BASIC PACKAGE INCLUDES**:**

1 table (8')/ 2 chairs

Description	Number of Items Requested	Item Cost	Item Total Cost
<p>-----</p> <p>**Basic package: one 8' table or space and two chairs. AUTOMATIC with registration application</p> <p>Returning Vendor from 2023 Craft Fair ONLY</p>	-----	-----	-----
		\$80.00	\$
<p>**Basic package: one 8' table or space and two chairs. AUTOMATIC with registration application</p> <p>New Vendor</p>		\$100.00	\$
<p>Extra Space (only) - \$60.00 Indicate the number of additional spaces you would like. A space is large enough to fit an 8-foot table and space behind the table to sit and move around.</p>		\$60.00	\$
<p>Extra Table (8 ft) with 2 chairs – Returning 2023 Vendor - \$80.00</p>		\$80.00	\$
<p>Extra Table (8 ft) with 2 chairs – New Vendor - \$100.00</p>		\$100.00	\$
<p>Extra chair - \$5.00 Only three chairs per table.</p>		\$5.00	\$
<p>*Electrical Outlet - \$5.00 *Only if you must have it to run your business, limited outlets.</p>		\$5.00	\$
Grand Totals		\$	\$
<p>**Special Requests **Wall spaces are in high demand and cannot be guaranteed you will receive it. Displays that require (or will affect other vendors (i.e. blocking, tall or large stricture) will be priority on wall space</p>			

Please indicate the following:

Arts & Crafts Vendors interested in participating in Jan Ken Po Gakko Arts & Crafts Fair must complete and return this application as soon as possible. You will be notified of your standing within 1 week.

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Confirmations and further instructions will be sent to participating vendors in mid-August 2024. No refund for cancellations.

Will you provide customers the ability to use charge cards: Yes____ No____
How? (PayPal, Venmo, Square, Zelle, Other) _____

Enclosed is a check payable to Jan Ken Po Gakko for: TOTAL \$_____

If you'd to pay by **Zelle** – you can use the email: jkpgtreasurer@gmail.com – Please check this box for electronic payment _____ and designate the name of your organization and JKPG Craft Fair in the memo. Please note the date you submitted payment: _____

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