

Craft Fest 2019 FAQ

Thank you for your interest in participating as a vendor at Bedford Gallery's Craft Fest.

Please read the info below before applying. The downloadable application is for local, independent makers and designers and small artisanal food vendors. Those looking to get involved in another capacity should email us at craftfest@bedfordgallery.org.

When and where is the Craft Fest being held?

Craft Fest will take place on **Saturday, November 16 from 10am - 5pm** at Bedford Gallery located in the Leshar Center for the Arts in downtown Walnut Creek, CA.

How do I join?

You must complete and submit the application by **August 16** in order to be considered. In the application, you will be asked to provide a link to a website or online source where we can view your work, e.g. Etsy or Instagram. We will not consider samples or individual photos of your work.

What does it mean that the fair is juried?

Because we receive more applications than we can accept, and to keep the items offered unique, interesting, and of high quality, every fair is juried by our staff. We review everyone's complete application and then make our choice based on several factors (see below).

What criteria do you use to make your decisions?

- How your items fit with the overall vision of Craft Fest: handmade, local, high quality, affordable.
- The overall cohesiveness and consistency of your work.
- How your items are represented on your website.
- If a returning vendor, how your work has progressed since participating in, or applying to, past fairs. We're looking to see whether or not you've produced new items or designs, so we can keep the Craft Fest fresh and exciting for shoppers. If you are re-applying as a previous Craft Fest vendor, we pay close attention to how your work has progressed from previous fairs. No one is grandfathered into any fair.
- The number and diversity of designs or products you offer. We seek makers offering a well cultivated line of goods, or who specialize in one type of product offered in a variety of styles.
- If the average price of your items falls inside what is typical at Craft Fest. We pride ourselves as being an affordable marketplace for handmade goods, with prices typically ranging between \$1-\$200.
- Our need to diversify the crafts available at Craft Fest. We have limited space available and as a result will only be able to take a certain number of vendors from each category i.e. art, women's/men's clothing and accessories, paper goods, ceramics, jewelry, housewares, children's clothing and accessories, bath and body, and artisanal foods (see additional info for food vendors).

How much does it cost to participate in Craft Fest?

\$100 – If you are accepted into Craft Fest, you will be notified by **August 30**. Your accepted entry includes a 6' by 30" table and 2 folding chairs. You are allowed to share a table with another vendor, but both vendors need to be accepted into Craft Fest.

How do I submit my table fee?

You will be prompted to pay the fee once your application has been accepted. All fees must be submitted via mailed check or by credit card over the telephone by calling (925) 295-1417. Please make checks payable to The City of Walnut Creek. Checks can be mailed to: Bedford Gallery Attn: Claire Astrow, 1601 Civic Drive, Walnut Creek, CA 94596. ***If you're not accepted, you will not be asked to pay the table fee. Please DO NOT send your payment with your application; you will be informed if payment needs to be sent.***

What is the payment deadline?

Once accepted you will have 2 weeks to pay your table fee and secure your spot in Craft Fest. If you have not paid by **September 10** we will offer your table to the next vendor waiting and cannot guarantee a table will still be available to you.

When and how will I know if I'm accepted?

You'll be notified by email by **August 30** whether or not you've been accepted into Craft Fest. No phone calls please. If you aren't accepted this year, we hope you'll consider reapplying next year!

If I am accepted into Craft Fest, what does my fee cover?

Your fee pays for your table rental and space + 2 chairs. In addition, everyone will receive an icon + link on our website. Participants who supply us with images and information will also be featured on our various social networking sites leading up to and during the fair. *You will be sent an information checklist once you have paid your table fee.*

We always advertise and promote Craft Fest and draw hundreds of attendees to the event who will see your work in person. This often turns into other opportunities, including future sales, wholesale opportunities, media exposure, networking, and more.

Please note that vendors are responsible for supplying their own display items. Displays cannot hang on the walls or impede safe foot traffic.

Wi-Fi and electrical outlets are available for free. Please let us know if you will need an outlet for your products.

What is your cancellation and refund policy?

Once accepted into the fair, you have until **September 17** to cancel and still receive a full refund. No refunds will be offered if a cancellation is made after **September 17**—no exceptions.

Once you cancel, you forfeit your spot in the fair and you are not permitted to sell or trade your space. We often have a long waiting list and reserve the right to fill spots as we see fit.

Do I need to have any licenses or permits to participate?

You are responsible for registering your small business with the IRS and collecting sales tax for the items you're selling. When tax time comes around, you'll have to pay income tax on all the items you sold and pay the sales tax to CA. We recommend that you call California's Department of Revenue and the IRS for more info. Food vendors must be licensed and producing items made in a commercial kitchen and observe all safe food handling guidelines.

We hope you'll consider applying! If you have questions, please email craftfest@bedfordgallery.org.