



Sugar Plum^{Inc.}

Arts & Crafts Festivals

VENDOR QUESTIONNAIRE INFORMATION

Sugar Plum welcomes in the seasons featuring the best in seasonal gifts and decorations. An inspiration to decorative and gift giving needs... we pride ourselves in offering the best in handcrafted items, antiques and collectibles. While we do offer a limited amount of imported merchandise, we are currently only accepting handcrafted vendors. If you sell food, you need to work out of a licensed kitchen.

Currently, our shows are held indoors at the Orange County Fair and Event Center in Costa Mesa and the Fairplex in Pomona. We offer free admission at all our festivals. We would like to encourage you to attend one of our shows before submitting the enclosed Vendor Questionnaire Form.

Sugar Plum Festivals is a tagged show with a central checkout area. We use the CVR (Central Vendor Registration) numbering system and uniform price tags. If you do not have a CVR#, we will obtain one for you at no charge. A sample of the price tag will be provided with the Entry Form, together with information on purchasing or printing more. The entry fee is based on square footage and configuration (number of sides open to an aisle). Generally, widths range from 8-12 feet and depths range from 3-6 feet. On the entry form you will be asked to choose from the following configurations for your booth space...

Front Space (aisle at front of booth)	\$5.00 per square foot
Front with one end open (aisle at front and one side of booth)	\$6.00 per square foot
Three sided space (aisle at front, back and one side of booth)	\$7.00 per square foot

Booth Requirements... You must have a booth (self-supporting back and side(s).... wire grids, lattice, wood fencing, pipe and drape, etc.) to participate in our festivals. We encourage all who participate to decorate their booths to reflect the season or holiday. We do not provide tables or chairs.

Because we have a central checkout area, your attendance at your booth is not required during the show. However, it is your responsibility to restock and maintain your booth. You are also responsible for meeting a work obligation totaling 12 hours, either as a cashier, wrapper, greeter, etc. You may work these hours yourself, bring along a friend or relative to work with you, or have them fulfill the obligation. Please be sure that anyone who works is able to perform the duties required. You can pay out of this obligation (\$9 per hour), but we encourage you to help us staff the show by working the hours required.

If you are a food vendor, you will be required to obtain a Health Permit. The permit will be sent to you with your Entry Form and must be filled out and returned with your Entry Form and applicable fees. Food vendors must meet all Health Department Regulations.

Our commission is 20%. A check for merchandise sold, less our commission, will be sent approximately 1-2 weeks after the show. A statement will be included which also indicates the sales tax that was collected and paid on your behalf. A resale number is required for all participants.

Please Fill out...



The Questionnaire form and the Product Review Sheet

When you fill out the Product Review Sheet, please indicate picture #1, price, and a description of the item, and then indicate #1 on the corresponding photocopy. Please write your name on each photocopy. We prefer color photocopies; pictures will not be returned. You do not have to send us pictures of every item you make. We want to see a few pictures of your product line to be sure you are unique in what you are making to bring to the show.



Be sure to **include a picture of your booth** with your displays. Any metal poles/PVC pipes need to be covered; any tables must be draped to the ground. All booths/displays must meet fire regulations. **Please do not fax photos or paperwork.**

Sugar Plum PROUD recognition

PROUDLY REPRESENTS OWN UNIQUE DESIGN/DELICACY

We recognize handcrafted vendors with a PROUD certificate. This is our way of "SHOWCASING" the craftsmanship and creativeness of our talented artisans, bakers, chefs and confectioners.

For your information:

- ♥ We set up the show the day prior to the opening day of the festival. You may set up anytime between the hours of 9am and 8pm. All vendors must be set up by 8:00pm. No one is allowed to set up the morning we open. All new vendors are required to check out with us before leaving on setup day.
- ♥ You may share a space with another vendor, but if they use their own CVR#, they will be responsible for submitting their own paperwork and fulfilling a 12 hour work obligation also.
- ♥ There is a designated vendor parking area, across from building 10, which makes it very easy for restocking during the show. Parking in this lot is free on setup day and only \$8.00 per day on event days. There is also a \$5 per day parking area within walking distance of building 10.
- ♥ Restocking is allowed from ½ hour before we open, throughout the day until we close our doors in the evening. Once the show opens, all boxes and merchandise must be carried in by hand. No wagons or hand carts are allowed once the show opens.
- ♥ If you use electricity, there is a \$25.00 deposit fee required with your entry fee. This is an estimated fee; actual fee will be determined at the show. The Energy Saver light bulbs work the best. Only 4 (four) 13 watt bulbs are allowed per booth. Please bring several sizes of extension cords.

Any other questions you have you can email plumcrazy@sugarplumcrafts.com or call our office 562 598-0857.
Office hours are Tuesday thru Thursday from 10am to 3pm.

This is not an Entry Form. Do not send MONEY. We will send Entry Forms for participation once your merchandise has been accepted. Please allow 4 – 6 weeks for processing.

We look forward to hearing from you.