



# 19<sup>th</sup> Annual Chili Bowl Festival And Holiday Art & Craft Faire Vendor FAQs

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

Saturday, December 2, 2023, 10 AM to 5 PM.

Sunday, December 3, 2023, 10 AM to 4 PM.

## Where does my fee go to?

McGroarty Arts Center is a 5013c non-profit. You will be pleased to know that 100% of all proceeds, including your vendor space fee, go directly back into our center to fund low-cost art classes for both, adults and children. It keeps this beautiful community 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! Fill out an application and submit it by Nov. 4, 2023. Be sure to follow all instructions and fill out your application completely. Applying 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 again 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 quick.

## What is the application deadline?

All vendor applications must be received by **November 4, 2023 by 4 PM**. This is not a postmark deadline.

## 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](mailto: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 printed photos, links to the photos online, or you may email the photos to: [macartcraftfaire@gmail.com](mailto: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 collect and review all other applications received by November 4, 2023, at 4:00pm. If we have any questions about your application, we will contact you. All applicants will be notified of our decision through email by November 13th. Please do not inquire about the status of your application before November 13th. If your application is selected, your confirmation email will include your vendor instructions and set-up times.

**SET-UP Dates and times:**

**Outdoor upper lot:** Thurs. Nov. 30<sup>th</sup>, 10:00 AM to 8:00 PM

**Inside McGroarty house:** Friday Dec. 1st, 10:00 AM to 8:00 PM

**It is very important you follow your set-up date and time.** If any changes are needed, please contact the office at (818)352-5285 or email, ahead of time 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, applying 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.28<sup>th</sup>). 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; have most 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 payments?**

Yes, all vendors are responsible for accepting payments for your sales. The 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 is available but we do not 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 1500 to 1800 shoppers over two days. Starting in 2016, we have added 18 more vendors to our upper parking lot plus live music, craft beer and new family fun holiday activities on Sunday. Our last two *Holiday Boutique and Chili Bowl* events had over 1800 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. Sharing each other's customers is a win for everyone!

### **Where are the vendor spaces located?**

A total of 36 vendors are positioned at three locations:

Inside the McGroarty house - there will be 19 vendors upstairs and downstairs.

Premium – 8 spots are in the center of the upper lot, under a 40' X 20' canopy.

Standard - 9 spots are also in the upper lot, outside the main canopy.

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

### THESE PRICES INCLUDE BOTH DAYS!

#### Outdoor upper parking lot:

Premium corner space (10' x 10')	\$275 (4 available), includes canopy/shelter and electricity.
Premium space (10' x 10')	\$250 (4 available), includes canopy/shelter and electricity.
Standard space (10' x 10')	\$225 (9 available), <b>must bring own canopy.</b> We can arrange a rental for you if needed.

#### Indoor Historic McGroarty house

4' x 2.5' table space	\$150 (3 available)
6' x 3' table space	\$200 (13 available)
8' x 2.5' table space	\$250 (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, 2<sup>nd</sup> and 3<sup>rd</sup> 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 may fill up quickly.

All others have 7 days to pay for their spot from the date of their confirmation email (approx. Nov. 20<sup>th</sup>). If we have not received payment in those 7 days, we apologize but your spot may be given to an alternate vendor.

## 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 set up 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. That 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 – SAT 10 AM to 5 PM/ SUN 10 AM to 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 call our office at (818)352-5285 or email us at [macartcraftfaire@gmail.com](mailto:macartcraftfaire@gmail.com).