

2019 Sacramento Betsuin Sakura Matsuri Food & Shopping Faire Sponsored by the Buddhist Church of Sacramento

Reservations are being accepted for the 2nd Annual Sacramento Betsuin Sakura Matsuri Food & Shopping Faire to be held on Sunday, March 10, 2019 from 10:00 am to 3:00 pm at the **Buddhist Church of Sacramento, 2401 Riverside Blvd., Sacramento, CA 95818.**

Vendor Types: It is our mission to provide a variety of vendors, including crafters, commercial product vendors, and service providers. Food booths will be reserved for our church's affiliated and sponsored organizations, as this event serves as a fundraiser for these organizations. The food booths will be located outside in the church courtyard and will be held from 10:30 am–1:30 pm.

Photographs of items: Photographs of the types of items to be sold are required with the application fee for the review and selection process to ensure a diversity of sale items and to avoid duplication. If after receiving approval, the items to be sold change substantially, vendor agrees to notify the event coordinator of the change and submit new photographs.

Application Fee: Applications are due by Friday, February 8, 2019. A fee of \$70 per space is required. See table below for special Early Bird fees. More than one space may be requested. Reservations will not be accepted without the space fee. Each space measures approximately six feet by five feet. Each table measures approximately six feet by two and a half feet. Only two chairs will be allotted per table. One table and 2 chairs per space can be requested. Vendors can bring their own tables/chairs provided they stay within their allotted space.

- **Early Bird Rate for current Buddhist Church of Sacramento paid members: \$50.00/space if submitted by January 18, 2019**
- **Early Bird Rate for Non-church members: \$60.00/space if submitted by January 18, 2019**

Percentage of Sales: The Buddhist Church of Sacramento requires that 10% of the vendor's gross sales be submitted on the day of the event or by Monday, March 25, 2019. A remittance form and addressed envelopes will be provided to vendors during the day of the event.

Space Assignment: Any special requests regarding booth locations must be noted on the application form. We will try to accommodate special requests as much as possible.

Confirmation: Applicants will be notified as early as possible, but no later than Friday, February 15, 2019 of their application's outcome. Applications will be screened to ensure a variety of product/services to be available for sale. Vendors may not be selected if too many applications for similar merchandise/services are

received; however, vendor types will be considered in the order in which payments and applications are received.

Cancellation/Refund: If you are not able to attend, you must cancel by Friday, March 1, 2019, 4 p.m. to be considered for a refund. A refund will be made only if a replacement vendor is found.

Set-up: The building will be open for vendors at 8:00 a.m. Faire volunteers will be in the building to check you in. You are responsible to have your own carts to be used to transport your merchandise to your assigned table(s), although some hand trucks will be available for limited use. A limited number of Faire volunteers will be available to assist vendors with unloading their vehicles.

Additional lighting or electrical outlets: If additional lighting is required to display the merchandise, it is suggested that you bring your own lighting fixtures (i.e. lamps, extension cords). Please note the need for an electrical outlet on your application form. Only limited electrical outlets are available on a first-request basis.

Incidental items: Please provide your own paper bags/plastic bags/boxes for customer purchases. Please do not ask other vendors for bags for your customers. Please bring: sufficient change for customers paying by cash, business cards, and upcoming show calendars to encourage customer followings.

BOE-410-D Form: Please complete and return a BOE-410-D form (attached) prior to the event day. If needed, you may register for a temporary seller's permit online for free. For information about Temporary Sellers and to register for a Temporary Sellers Permit, go to the [Board of Equalization](#) website.

Event Hours: The Food & Shopping Faire will be held from 10:00 a.m. to 3:00 p.m. with set up time from 8:00 a.m. to 10:00 a.m. You must remain for the entire show. Vendors should not break down their space until after 3:00 p.m.

Pre-order box lunch: Pre-order bento boxes and other food items will be available for purchase by the vendors and assistants. Vendor pre-sale orders will be delivered to the vendor's booths. Information will follow for applicants.

Raffle: We will be accepting donations from participating vendors for a raffle to be held the day of the craft show. If you wish to provide us with a donation, please include a description of your donation in your application.

Facebook: We will be promoting our event via Facebook. We can forward you an electronic version of the flyer so that you can also print and distribute or post the flyer on social media to promote your business.