

# REGISTRATION FORM

Please print carefully

*Two Day Event!*

Day 1 | March 15, 2024 | 9 AM-6 PM

Day 2 | March 16, 2024 | 9 AM- 4 PM



*Brea Community Center*

695 E Madison Way | Brea, Ca | 92821

Social Media Username



Name:	Company's Name:
Address:	
City:	Zip:
Phone (Day/Evening/Cell):	<b>**Note:</b> You will be notified by email whether or not you have been accepted into the Boutique. Email:

Please check appropriate item(s)

**MOST SPACES ARE 10' X 10'**

	Inside Space at \$175 (maximum per person is one space)	\$
	Outside Space at \$140 (maximum per person is two spaces)	\$
	Electricity available at \$17 (limited number available - first come/first serve)	\$
	Tables for rent at \$17 each (limited number available - first come/first serve)	\$
<input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Name on Credit Card
		<input type="checkbox"/> Credit Card No.      Exp. Date:      CVV/CVC:
<b>Total Amount Enclosed:</b>		\$

**IMPORTANT PLEASE SEE THE REGISTRATION POLICY ON THE ATTACHED GENERAL POLICY STATEMENT.** This is a picture juried show, not first come, first served. All registration forms for **NEW** vendors must include photos. Returning vendors do not need to include photos. **Please Note: This year pictures will not be returned.** All merchandise must be approved regardless of whether you have participated previously in any City of Brea Craft Boutique. In order to ensure a standard of quality and balance to our boutique, our emphasis is on hand-crafted items. A limited number of commercial merchandise and jewelry will be accepted at the discretion of the organizer. Due to the nature of the boutique, any new multi-level marketing vendors will need to be approved based on the particular show and the appropriateness.

**\*NOTE: The state of California and the City Of Brea, require all vendors have a Seller's Permit and register the Boutique as a sub-address (695 E. Madison Way, Brea, CA 92821). For more information, visit the State Board of Equalization at [www.boe.ca.gov](http://www.boe.ca.gov) or call 949-440-3473.**

**Please note:** If you are a past Spring Boutique vendor and want the same space you had in last year's show, please specifically indicate this but **understand this is not a guarantee**. Also if you do not return your application in a timely manner (approx. first two weeks) your space may be given to someone else.

Yes, I want my same space. Space # \_\_\_\_\_  No, different space please

Please describe the merchandise you sell (continue on back if needed):

Notes/Comments:

- It is important that you read the attached General Policy Statement very carefully.
- Registration fee must accompany this application. If paying by check, make payable to: *The City of Brea*. Use enclosed return envelope or mail to: *Spring Craft Boutique, 1 Civic Center Circle, Brea, CA 92821-5732.*
- There will be a \$25 processing fee on all cancellations and refunds. All entry fees are non-refundable **after February 15, 2024.**
- Important—Mailed registrations will be accepted only if received on or after **January 1<sup>st</sup>**, for past vendors and Brea residents; **January 15<sup>th</sup>**, for open registration.
- You will be notified **by email** whether or not you have been accepted into the Boutique at the end of January. **Note: At the time you are accepted, your check or credit card payment will be processed.**
- This event will be held rain or shine and not canceled due to the weather.
- All proceeds benefit Community Center Youth and Family Programs.
- For information, call Kristin Steyerman at (714) 990-7771 or email [kristins@cityofbrea.net](mailto:kristins@cityofbrea.net).

**I have read and understand that I must comply with the Spring Craft Boutique General Policy Statement handed down by the City of Brea and I also agree to protect, defend, indemnify and hold harmless the City of Brea, agents, employees and volunteers from all loss, damage and claim resulting from the event. I understand if the General Policy Statement is not upheld my booth will be closed immediately and my fees will not be returned. Please make a copy of this form for your records.**

Signature:	Date:
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## General Policy Statement

*Please Read Carefully*

1. The 24<sup>th</sup> annual Spring Craft Boutique will be held (rain or shine) on Friday, March 15<sup>th</sup> from 9 a.m. to 6:00 p.m. & Saturday, March 16<sup>th</sup>, 2024 from 9 a.m. to 4 p.m. at the Brea Community Center, 695 E. Madison Way (corner of Madison Way and Randolph Ave.).
2. The following is the Spring Craft Boutique's registration policy. **All vendors, returning or new - Please read carefully!** Vendor approval is based upon a series of criteria listed below in #4 and #5. **\*\*Note: Preferred form of payment is a credit card.**
  - All registration forms will be mailed to prospective vendors the mid December.
  - **January 1<sup>st</sup>**—Registration will be received from **past vendors** (Spring Craft Boutique and/or Nutcracker Craft Boutique only) and Brea residents (live, work, or attend school in Brea).
  - **January 15<sup>th</sup>**—Open registration will be accepted from all other participants until the Boutique is full.
  - **Important—If past vendors do not return their application in a timely manner (approx. first two weeks) they will not be given their previous space. Please note: In order to secure your spot for Nutcracker 2024 you must participate in the Spring Boutique. Failure to participate in the Spring Boutique could jeopardize your spot for the Nutcracker 2024 Boutique. Please reference the map we have included to inform us which space number you are interested in.**
3. **You will be notified by email** whether or not you have been accepted into the Boutique no later than the end of January. **Note: At the time you are accepted, your check or credit card payment will be processed.**
4. This is a picture juried show, not first come, first served. All registration forms for NEW vendors must include photos. Returning vendors do not need to include photos. **Please Note: This year pictures will not be returned.** All merchandise must be approved regardless of whether you have participated previously in any City of Brea craft boutique. Approval and potential removal from any City of Brea Boutique is based on a series of criteria: Appearance and quality of merchandise, consumer demand for merchandise, current or past working relationship with Community Services staff, reputation of vendor and/or references, customer service, and locality (live, work, or attend school in Brea). **Upon approval, vendor spaces will be assigned in accordance with the above registration policy. Vendors that have been accepted into the boutique may not sublet or allow their space to be used by anyone else without Boutique staff approval. No exceptions! As the vendor accepted you are expected to have a presence in your space the entire day, however you will be allowed to have "assistance" from friends, relatives or your employees.**
5. In order to ensure a standard of quality and balance to our boutique, our emphasis is on hand-crafted items. A limited number of commercial merchandise and jewelry will be accepted at the discretion of the organizer. Due to the nature of the boutique, any new multi-level marketing vendors will need to be approved based on the particular show and the appropriateness.
6. **There will be a \$25 processing fee on refunds. All entry fees are non-refundable after February 15, 2024.** The event will not be canceled due to the weather. If you would like to pay by check, please make payable to: The City of Brea and mail to: City of Brea—Spring Craft Boutique, 1 Civic Center Circle, Brea, CA 92821, or use the enclosed self-addressed envelope.
8. **IMPORTANT!** All vendors selling food items (including candy, cookies, drink package mixes that are part of your craft) must obtain an Orange County Environmental Health permit. Information may be obtained at [www.ocfoodinfo.com](http://www.ocfoodinfo.com) or call 714-433-6000. **All food vendors must apply for a Health Department Permit by March 1, 2024.**
9. Your space must be open and operating by 9 a.m. and remain open until the Boutique closes at 6 p.m. on Friday and 4 p.m. on Saturday. No tearing down early! **NO EXCEPTIONS! If you do leave early, your name will be removed from all City of Brea Boutique mailing lists. All vendors should be packed up and ready to go no later than 6:30 p.m. on Saturday.**
10. Thursday night set-up, March 14<sup>th</sup>, will be available from 4:00p – 8 p.m. for **inside spaces** located in the Community Hall, Art Studio, Meeting Rooms, Children's Activity Rooms, and the Gymnasium. **Setup time is at 6pm-8pm** for concourse and Tiny Tot Rooms. **Please note: The concourse area is open to the public.** Friday morning set-up will be available starting at 6:00 a.m. **for all vendors.**
11. Each vendor will be assigned an unloading/loading area, located closest to their space(s), either in the front driveway, rear entry to

kitchen, or west entrance.

12. Gym Vendors: Please do not scratch the floors. Please pay attention as you wheel your merchandise in and out. Also you must have some sort of protective covering (rubber pads, carpet squares, etc.) under your tables, chairs and display props to protect the gym floor. If you have questions, call Kristin at 714-990-7771.
13. When you're finished unloading your merchandise into your space, **IMMEDIATELY** move your car to the Embassy Suites Hotel or Brea Civic & Cultural Center parking structure located at the corner of Randolph Ave. and Birch Street. The parking structures are underneath the building. There will be directional signs taking you to this location. This will make room for other vendors who still need to unload. We will have a van available to take you back to the Community Center.
14. **Most spaces are 10' x 10', but may vary. Gym spaces and Outside spaces are 10x10. Community Hall and Concourse spaces are NOT.** Inside spaces are \$175 and outside spaces are \$140. For safety purposes, all participants must setup within the space allotted them. Areas between spaces may not be used as additional space or an added charge will be incurred.
15. No enclosed canopies will be allowed inside. You may have sides to your space, however they must be see-through (examples: lattice, lace, etc.). Inside canopies must not be taller than 7½ feet. If you have an outside space and need an overhead covering or canopy, you will need a freestanding unit, as all outside spaces are located on concrete or asphalt.
16. A limited number of spaces are available with electrical outlets for an additional charge of \$17 each. If you are renting a space with an electrical outlet, you will need to bring your own extension cords and/or power plug. Participants using a heating element (i.e., glue gun) must provide heating insulation between the element and table; such as plywood covered in heavy-duty aluminum foil. You will be responsible for repairing or replacing any damaged property.
17. Table rentals will be available on a first come/first served basis, at a cost of \$17 each. Vendors may not staple or nail anything to the rental tables. Tables are 8' x 3' and 29" to the floor. You must bring your own chairs. We do not provide them.
18. In keeping with the festive atmosphere, all spaces should be decorated accordingly. Each vendor is responsible for their own decorations and signage. Table coverings need to reach the floor.
19. Each vendor is responsible for their own starting change, money aprons, and storage of money.
20. All spaces must have adult supervision at all times. Experience has shown that adult participation is essential for a profitable operation. **No animals, other than Service Dogs are allowed in your booth.**
21. **Individual use of portable P.A. systems is prohibited.** Controversial pamphlets, fliers, buttons, posters, or displays will not be allowed.
22. The City of Brea will not assume responsibility for any damage, theft, or loss of personal property, damage, theft to your space, or loss of items offered for sale. Vendors may not staple or nail anything to the surrounding foundations.
23. **Please no smoking allowed in the boutique area (inside or outside).** All vendors are responsible for cleaning up their space and surrounding area. Please remove all trash and other items from your area each day.
24. **IMPORTANT! Vendors may not park in the Community Center parking lot or on Madison Way. Vendors parking in this parking lot will not be asked back.** The parking lot is for unloading only. These areas need to be available for Boutique customers... your customers. This will be strictly enforced. The only exception is vendors with a handicap permit displayed in their window. These vendors may park in the Community Center parking lot, but are asked not to take the marked handicap parking spots. We need to save these for boutique handicap customers. *Vendor parking will be available near the Boutique at the Embassy Suites Hotel parking structure located on the corner of Randolph Ave. and Birch Street. The parking structure is on Level 2 underneath the Hotel. There will be directional signs taking you to this location. This will make room for other vendors who still need to unload. We will have a van available to take you back to the Community Center.*
25. **WARNING:** If you are uncooperative before, during or after the boutique you will not be invited back to participate in other City boutiques. The City of Brea Community Services staff reserves the right to close any space that is not being conducted in conformance with the Boutique General Policy Statement, or is not being managed properly.

# BREA SPECIAL EVENTS

BREA COMMUNITY CENTER  
695 Madison Way

- 21
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- 20B
- 20A
- 20
- 19
- 18
- 17
- 16
- 15
- 14
- 13
- 12
- 11
- 10A
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- 9A
- 9
- 7A
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- 1



**PARKING** ←

LOADING/UNLOADING AREA

**BREA MALL PARKING** →

LOADING/UNLOADING AREA

**Madison Way**

**Randolph Ave**