

## MERCADO DE LOS MUERTOS ARTISAN VENDOR GUIDELINES

### Application Information

- Complete and return vendor application.
  - VIA EMAIL to [store@CaliforniaMuseum.org](mailto:store@CaliforniaMuseum.org)
  - IN PERSON OR BY MAIL to California Museum Store  
ATTN: Vendor Applications, 1020 O Street, Sacramento, CA 95814
- Booth space is limited with priority given to local and regional artisans.
- Applications from local or regional artisans and vendors to sell handmade and/or unique art, crafts and gift items at the event will be accepted from Mon., Aug. 1 through Fri., Sept. 1, 2023. Retail stores, food vendors and corporate businesses will not be accepted.
- California Museum reserves the right to select the most appropriate vendors from the applicant pool to ensure a diverse mix of quality and suitable items for the event.
- Vendors will be notified of their selection status the week of September 4, 2022.

### Business Requirements

- To confirm your space, vendors must provide
  - \$50 deposit 5 days after vendor acceptance, which will be applied toward site fee.
  - Current Seller's Permit by Friday, September 15.
  - Current Insurance Certificate naming California Museum as additionally named insured by Friday, September 15. Vendors who do not carry insurance have the option to purchase it for the event at <https://app.actinsurance.com/policy/buy/ai/NTMyOA==> with a \$5 discount using coupon code: muertos2023
- Vendors are responsible for sales tax reporting.
- After approval, vendors will receive an email confirming permit and certificate compliance, and regarding site payment.
- Full payment is due Fri., Sept. 22. Cancellations between Fri., Sept. 22 and Fri., Sept. 29 will result in forfeiture of deposit. Cancellations after Sept. 29 will result in loss of entire site fee.

### Site Information

- Vendors will receive a 10' x 10' space, and two chairs if requested.
- Site fee is \$100.
- No canopies on pop-ups allowed.
- In case of rain, outside events will be moved to Museum indoor areas, and site locations and specifications will change. There is no refund in the event of rain.
- Vendors are allowed up to two people per space. Any additional guests must purchase their own tickets.

### Set Up & Breakdown

- Vendors will be contacted via email regarding load-in information for event, including facility entrance, arrival time, and area parking options.
- Event credentials will be provided to ensure ease of re-entry during event.
- Vendors must sweep and/or pick up their site space, taking all garbage off-site and ensuring their space is completely clear when they leave.
- Staff will not be available by email day-of-event. Please call Museum Store day-of between 10:00 - 3:00 at 916-653-0650 in case of emergency. After 3:00, please call 916-653-1771.



## MERCADO DE LOS MUERTOS 2023 VENDOR APPLICATION

Application Date: \_\_\_\_\_

NAME: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website and/or social media: \_\_\_\_\_

### PROPOSED ITEMS FOR SALE:

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*If no website or social media presence, please provide photos/photocopies of items. Thank you.*

<p><u>Site specifics</u></p> <p>10' x 10' space 2 chairs</p> <p><u>Price per Site</u> \$100.00</p>
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<p>EVENT DAY AND TIME Friday, October 13, 2022 6:00 pm – 10:00 pm (LOAD-IN TIME DIFFERENT)</p>
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- Non-refundable \$50 deposit due 7 days after vendor acceptance to hold site space. Final payment due by Sept. 22, 2023.
- Vendor will be contacted via email regarding load-in times, parking guidelines, additional needs, etc.

**DEADLINE FOR APPLICATION ENTRY: September 1, 2023**

FOR MUSEUM ACCOUNTING USE ONLY

Invoice #:  
Invoice date:

Invoice am't:  
Payment rcv'd: