

MERCADO DE LOS MUERTOS ARTISAN VENDOR GUIDELINES

Site Information

- Vendors will receive a 10' x 10' space, and two chairs if requested.
- Site fee is \$75.00.
- 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.

Application Information

- Complete and return vendor application via the document link on California Museum website.
- 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 through Sat., Aug. 31, 2024. 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 Sept. 1, 2024.

Business Requirements

- To confirm your space, vendors must provide the following by Fri, Sept. 13:
 - \$50 deposit, will be applied toward site fee.
 - Current Seller's Permit.
 - Current Insurance Certificate naming California Museum as additionally named insured.
 - Vendors who do not carry insurance have the option to purchase it for the event from ACT Insurance [here](#) with a \$5 discount using coupon code: muertos2024
- Vendors are responsible for sales tax reporting.
- After approval, vendors will receive an email confirming permit and certificate compliance, and regarding site payment.
- Final payment of \$25 is due Fr., Sep. 20. Cancellations between Fr., Sep. 20 and Fri., Sept. 27 will result in forfeiture of deposit. Cancellations after Sep. 27 will result in loss of entire site fee. *Vendors will lose both their space and \$50 deposit if full payment is not received by Fr., Sep 20.*

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 916-653-1771 day-of between 10:00 – 5:00 in case of emergency.