



del Mano Productions Vendor Application Form

Please complete all of the questions contained on this form. If there is an area that does not pertain to your participation write N/A on that line. Mail the completed form and all other "Required Items" to del Mano Productions.

Name of Show: _____

Date of Show: _____

Name of Vendor: _____

Company / Studio Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax #: _____

E-mail address: _____

California Resale #: _____

Description of work to be shown: _____

Food Vendors : Please attach a proposed menu for review

Type of display used (check one): Canopy Umbrella Free Standing

Other (Please Describe): _____

Size of space requested (check one): 10' x 10' 10' x 15' 10' x 20'

Other: _____

Del Mano Productions provides free promotional show cards to participating artists.

How many show cards would you like to receive to send out to your clients? _____

License Plate Number of the vehicle you will be driving to the event: _____

Do you have any special requests? _____

I agree to abide by all of the rules and regulations for participation in del Mano Productions events:

Signature of Applicant

Date of Application

del Mano Productions, LLC

Show Participation Requirements

The following items must be included with your application form.

Incomplete applications will be returned unprocessed:

1. Five (5) photos/slides of the work you will be presenting at the show
2. One (1) photo of your booth set up as it will look at the show
3. A copy of your California Sellers Certificate (Seller Permit)
4. Three (3) self addressed envelopes with postage. Write "Photo Return" at the bottom right hand corner of the envelope you want us to use for the return of your photos. Please make sure that the envelope is large enough to accommodate your photos and has sufficient postage.
5. Separate check for each show your are applying to, made out to **del Mano Productions**, to cover your Participation Fee. This check will be returned to you if you are not accepted.
6. Separate check made out to del Mano Productions to cover your Processing Fee. The Processing Fee is \$5. Do not include this fee in your Participation Fee Check. This fee is non-refundable if you are not accepted.
7. Separate check made out to del Mano Productions to cover your Late Fee, if appropriate. There is a \$10 Late Fee for applications received less than 30 days prior to the show you are applying for. This fee is non-refundable if you are not accepted.
8. Food Vendors: Include your application fee, processing fee, a proposed menu and booth photo. All food vendors must provide a Certificate of Insurance and are responsible for all city and health department fees and licenses.

* We recommend that you submit your application at least 45 days prior to the date of the show you are applying for. **Please note that there is a \$10 late fee for applications recieved less than 30 days prior to the date of the show you are applying for.** It is recommended that your application be received as early as possible to insure that the category you are applying for is not full. Participation is determined by selecting the best work submitted in each media. Jewelry applications will be juried together 45 days prior to the show. All other applications will be processed on a first come / first served basis with a limit to the number participating in any one media.

The following items are not permitted:

1. **Any goods considered to be manufactured or mass-produced**
2. **Any imported goods even though they may be hand made**
3. **Goods that are purchased for resale and not made by the participant**
4. **Any items that are not created by the participant**

Participants found displaying imported or manufactured goods or goods purchased for resale or clothing not created by the seller will be removed from the show and their show fee forfeited.

Participants agree to park in designated "Participant Parking Area" only. Failure to do so may result in participants removal from the show.

Mini Posters, the size of a standard postcard, are available free of charge for each of the shows. These are great for mailing to your customers to let them know that you will be participating in the show. Indicate on your application form how many postcards you would like.

All del Mano Productions festivals will be held out of doors and are subject to the whims of nature and there are there are no refunds. There are no rain dates and there is no refund for inclement weather.

del Mano Productions and the cities and affiliated organizations involved in their various events do not assume responsibility nor are they liable for injury to persons or loss or damage of property as a result of your participation in their events.

There are no refunds for cancellations after an applicant has been accepted into a show.

Estimated attendance is based on previous experience for holding a similar type show. del Mano Productions can not guarantee the listed attendance and gives this information only as a reference.

Credit Card Application Form

PLEASE PRINT

Name of Credit Card Holder: _____

Credit Card Number: _____

Expiration Date: _____ V-Code (3 digit # on back of card): _____

Billing Address for Credit Card: _____

City: _____ State: _____ Zip: _____

Indicate Show(s) you are applying for. See letter for Show Fees based on venue and booth size.

- | | | | |
|---|----------|---------------------------------------|----------|
| <input type="checkbox"/> Brentwood Spring 2009 | \$ _____ | Total Show Fees (1st column) | \$ _____ |
| <input type="checkbox"/> Brentwood Autumn 2009 | \$ _____ | Processing Fee \$5.00 per show | \$ _____ |
| <input type="checkbox"/> So. Pasadena Spring 2009 | \$ _____ | Service Fee | \$ 10.00 |
| <input type="checkbox"/> So. Pasadena Fall 2009 | \$ _____ | Total Amount to Be Charged: | \$ _____ |

Authorized Signature _____

***PLEASE INCLUDE THIS CARD WITH YOUR APPLICATION FORM AS PAYMENT.
A RECEIPT WILL BE MAILED TO YOU ALONG WITH YOUR ACCEPTANCE LETTER.***