



Handcraft Festival

August 18&19, 2012 at Railroad Park in Downtown Tehachapi, CA
Sponsored by Tehachapi Valley Arts Association & Gallery N Gifts

Vendor Application & Rules

BOOTH SPACES & FEES: Spaces are \$100 for a 10'x10' and you are expected to set up within that area, keeping walkways clear. **Spaces will be accepted and assigned on a first received basis and availability of spaces in your category.** \$10 late fee for applications received after Aug. 8. Make your non-refundable check or money order payable to TVAA. Food Vendors **MUST** turn in their applications no later than 16 days prior to event! Show hours are from 10-5 Sat. and 10-4 Sun. If you pack up early, you will not be invited back. Be sure to stake or weigh down your canopy and equipment, the winds in Tehachapi are unpredictable!

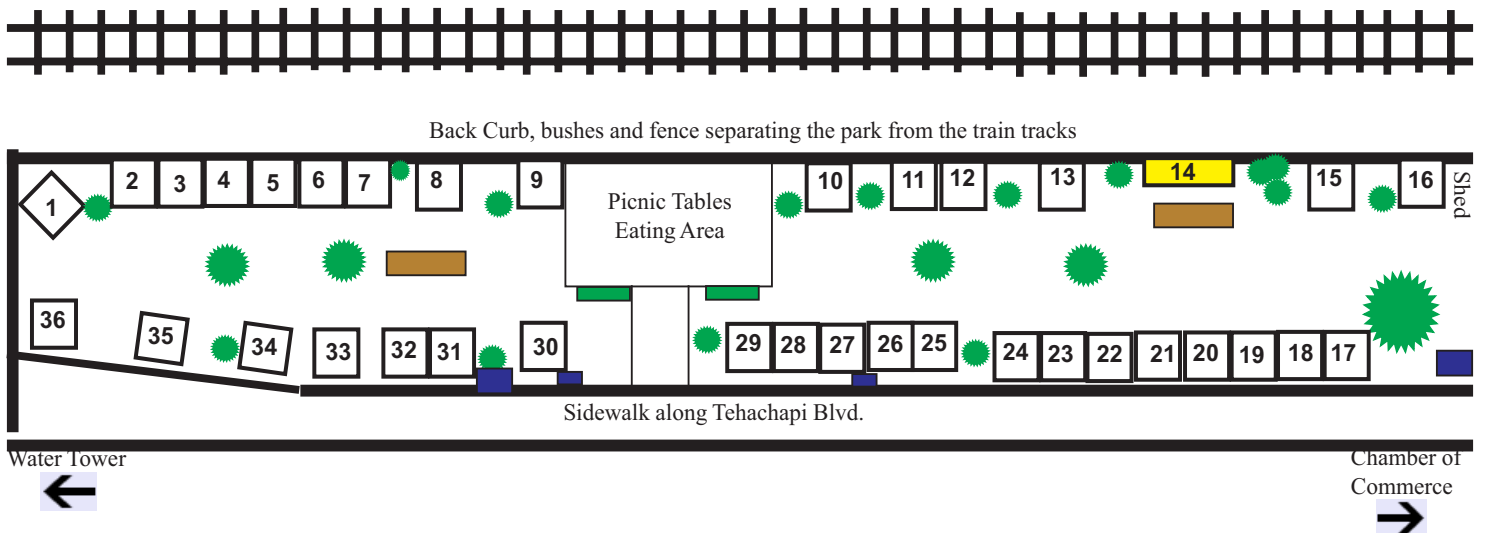
ARTS & CRAFTS: All items being sold must be listed on the application and **hand crafted by the participant applying for entry in the show.** To receive a confirmation, supply a SASE or email address. This is a juried show, so new items or new vendors must supply 3 photos of your work. you may be asked to remove items if they don't fit in with the show, or are not pre-approved.

SET UP INFORMATION: Setting up Friday between 2pm and 7pm is **HIGHLY** encouraged. Be forewarned, the parade held Sat morning at 10am will make it difficult to find parking Sat. Unloading process: drive up, unload and move your vehicle, *then* come back and set up. Curb space for loading and unloading is limited, please be considerate of other vendors. Anyone clogging up the works will not be invited back! **Do not park your vehicles along Tehachapi Blvd. during show hours.** This area is for YOUR customers.

SELLER'S PERMIT & CITY BUSINESS TAX CERTIFICATE: All participants must submit a valid Seller's Permit number with their application. You are responsible for any sales tax. **The City of Tehachapi requires you to have a City of Tehachapi Business Tax Certificate.** The form is attached, but you need to send that in separately with your check to the City of Tehachapi.

OTHER INFORMATION: •Dress & Behavior: Comfortable and tasteful is the dress code- shirts, shoes, no short-shorts. No weapons of any kind are allowed. •No pets, radios, or alcoholic beverages. • Limited security on Fri. and Sat. night. TVAA is not responsible for loss or damage to your booth or its contents. •Special Needs: The show committee will do their best to accommodate any special needs that you may have. Please let us know with a list on the back of your application.

MAP: Below is a map showing the approximate booth layout for the 2012 Handcraft Festival. When filling out your application, please specify several choices you'd like and we will do our best to accommodate you. Remember this event will fill up fast so don't wait!



TEHACHAPI VALLEY ART ASSOCIATION, INC.

100 W Tehachapi Blvd. Tehachapi, CA 93561

661-822-6062 www.galleryngifts.org



**August 18 & 19, 2012 at Railroad Park in
Downtown Tehachapi, CA**

TVAA Use Only

Date Received: _____

By: _____

Check #: _____

Confirmation Sent: _____

VENDOR APPLICATION

Name _____ Phone _____

Sellers Permit # _____ Cell Phone _____

City of Tehachapi Business Tax Certificate Number (REQUIRED!) _____

Address _____ City _____

State _____ Zip _____ Email Address _____

Name of each person in your group _____

Vehicle Make & License # of each vehicle in your group _____

Please list 3 preferred booth spaces below from the attached map: _____

List your arts and crafts items (use reverse if necessary) _____

The exhibitor agrees to indemnify and save harmless the Tehachapi Valley Art Association, the City of Tehachapi, and the Tehachapi Valley Recreation and Parks District, their officers, agents and employees, from any and all claims, causes of action suits, damages, injuries and losses of any person or goods arising out of or connected in any way with the entry into this event. The producers are not liable for refunds or any other liabilities whatsoever, for the disruption of the show, due to reasons of enclosure in which the show is to be produced, being before or during the show, destroyed by fire or other calamity or by any act of God, public enemy, strikes, status, ordinances or any other cause beyond the producers control. Exhibitors agree to abide by all applicable laws, ordinances and regulations pertaining to health, fire protection, public safety, business licenses and sales tax permit. Exhibitor agrees to maintain dignity and integrity of the show and will not perform any acts of deleterious nature. The promoter's reserve the right to ask any exhibitor to leave whom they feel are not acting in the best interest of the show.

ALL ITEMS BEING SOLD ARE HANDCRAFTED BY ME AND ARE BEING SOLD BY MYSELF. I HAVE READ AND AGREE TO ADHERE TO THE ATTACHED APPLICATION GUIDELINES, RULES, AND REGULATIONS.

Sign & Date

REMEMBER: APPLICATION DEADLINE IS 10 DAYS PRIOR TO EVENT!

Return signed application with fee, additional vendor fees if sharing a booth, sas envelope, photos of your work if required



CITY OF TEHACHAPI

115 South Robinson Street, Tehachapi, CA 93561 • (661) 822-2200 • Attn: Business License Department

BUSINESS TAX CERTIFICATE APPLICATION

Business Name _____

Business Address _____
(Not P.O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(If Different)

City _____ State _____ Zip _____

Business Phone () _____ **Business Fax** () _____

Start Date	Description of Business

Ownership: Corporation Sole Proprietor Partnership Limited Partnership Trust

Business Type: Retail Wholesale Service Consignment Contractor

Contractor Lic. No. _____ **License Type** _____ **Expiration Date** _____

Resale No. _____ **Federal I.D. No.** _____ **State I.D. No.** _____

- Please Check One •
- NEW APPLICATION
- CHANGE OF OWNER
- CHANGE OF ADDRESS
- CHANGE OF BUSINESS NAME
- EXEMPT/DISABLED VETERANS

• OFFICIAL USE ONLY •

ACCOUNT NO. _____

EXPIRATION DATE _____

LICENSE FEE \$ _____

PENALTY _____

TOTAL FEE \$ _____ CASH

DATE PAID _____ CHECK

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - Attach additional page if necessary

Owner Name _____ **Title** _____ **Phone** () _____

Home Address _____ **Cell Phone** () _____

City _____ State _____ Zip _____

Driver's License No. _____ **Social Security No.** _____ **E-Mail** _____

Owner Name _____ **Title** _____ **Phone** () _____

Home Address _____ **Cell Phone** () _____

City _____ State _____ Zip _____

Driver's License No. _____ **Social Security No.** _____ **E-Mail** _____

• PLEASE CALCULATE AMOUNT DUE BY ENTERING INFORMATION IN BOXES BELOW AND SIGN •
(See Schedule on Reverse Side)

No. of Employees	<input type="text"/>	No. of Units	<input type="text"/>	No. of Amusement/Vending Machines	<input type="text"/>
No. of Vehicles	<input type="text"/>	Vehicle License No.(s)	<input type="text"/>		

Estimated Gross Receipts \$

Certificate Fee \$

Amusement/Vending Machine Fee, if applicable \$

Penalty Fee, if applicable \$

TOTAL TAX FEE DUE \$

NOTE: Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office. For general information, please call the Board of Equalization at 1-800-400-7115.

Thank you for doing business in the City of Tehachapi!

I declare, under penalty of perjury, that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable Federal, State and City laws and regulations. I further understand that any false statements made above are grounds for denial or revocation of the business license.

Signature of Owner or Representative: _____ **Date:** _____

RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO THE CITY OF TEHACHAPI

CITY OF TEHACHAPI

SUMMARY OF TAX CERTIFICATE FEES AND CLARIFICATION OF GROSS RECEIPTS

BUSINESSES BASED ON "GROSS RECEIPTS"

Professional, Manufacture & other services, Retail

ANNUAL GROSS RECEIPTS	TAX CERTIFICATE FEE
Up to \$ 7,500	\$ 20.00
\$ 7,501 to \$ 15,000	\$ 30.00
\$ 15,001 to \$ 30,000	\$ 45.00
\$ 30,001 to \$ 50,000	\$ 60.00
\$ 50,001 to \$ 75,000	\$ 100.00
\$ 75,001 to \$ 100,000	\$ 125.00
\$ 100,001 to \$ 250,000	\$ 175.00
\$ 250,001 to \$ 500,000	\$ 225.00
\$ 500,001 to \$ 750,000	\$ 300.00
\$ 750,001 to \$ 1,000,000	\$ 450.00
\$1,000,001 to \$ 2,000,000	\$ 500.00
\$2,000,001 to \$ 3,000,000	\$ 650.00
\$3,000,001 to \$ 4,000,000	\$ 700.00
\$4,000,001 to \$ 5,000,000	\$ 850.00
\$5,000,001 to \$10,000,000	\$1,000.00
\$10,000,001 and UP	\$2,000.00
REPLACEMENT (Lost Certificate)	\$ 5.00
CHANGE LOCATION OF BUSINESS	\$ 10.00

Your City Business Tax for the fiscal year (July 1 to June 30) is based on estimated gross receipts for business done within the City limits of Tehachapi for the fiscal year. All annual business taxes are due and payable **in advance** on July 1 of each year. Business taxes covering new operations commencing after the first day of July may be **prorated** effective October 1, January 1, and April 1.

Gross Receipts shall include the total of amounts actually received or receivable from sales and the total amounts actually received or receivable for the performance of any act or service, of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise. Included in "gross receipts" shall be all receipts, including coin operated vending machines, cash, credits, and property of any kind or nature, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service cost, interest paid or payable, or losses or other expenses whatsoever. Excluded from "gross receipts" shall be the following:

1. Cash discounts allowed and taken on sales;
2. Credit allowed on property accepted as part of the purchase price and which property may later be sold;
3. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;
4. Such part of the sale price of property returned by purchasers upon rescission of the contract of sales as is refunded either in cash or by credit;
5. Amounts collected for others where the business is acting as an agent or trustee to the extent that such amounts are paid to those for whom collected provided the agent or trustee has furnished the Collector with names and addresses of the others and the amounts paid to them;
6. Receipts of refundable deposits, except that refundable deposits forfeited and taken into income of the business shall not be excluded;
7. As to a real estate agent or broker, the sales price of real estate sold for the account of others except that portion which represents commission or other income to the agent or broker;
8. As to a retail gasoline dealer, a portion of his receipts from the sale of motor vehicle fuels equal to the motor vehicle fuel license tax imposed by and previously paid under the provisions of Part 2 of Division 2 of the Revenue and Taxation Code of the State of California;
9. As to a retail gasoline dealer, the special motor fuel tax imposed by Section 4041 of Title 26 of the United States Code if paid by the dealer or collected by him from the consumer or purchaser;
10. Sale of alcoholic beverages.

BUSINESSES BASED ON "FLAT RATE"

	Daily	Quarterly	Annually
Administrative Office		\$40.00	\$150.00
Advertising Structures (per structure)			\$ 25.00
Amusement Riding Devices		\$40.00	\$150.00
Apartment Complexes (With 4 or more units) plus \$5.00 for each unit			\$ 40.00
Bingo			\$ 50.00
Carnival	\$75.00		
Amusement games, tests of skill; each side show	\$10.00		
Circus, traveling, open air and tent; each side show	\$10.00		
Shows and Exhibits	\$75.00		
Christmas Tree Lot		\$40.00	
Curb Painting		\$40.00	\$150.00
Home Occupation (plus gross receipts) \$ 95.00			
Ice Cream, soft drink, fruit and vegetable, etc.		\$40.00	\$150.00
Itinerant merchants		\$40.00	\$150.00
Junk Collector		\$40.00	\$150.00
Mobilehome and Trailer Parks (plus \$3.00 for each space)			\$ 50.00
Photographers	\$20.00		
Professional Sporting Events		\$40.00	\$150.00
Public Dances		\$40.00	\$150.00
Shooting Gallery		\$40.00	\$150.00
Swap Meet	\$25.00	\$40.00	\$150.00

RATE FOR DELIVERY VEHICLES: \$25.00 per vehicle annually. For every person not having a fixed place of business within the City, and not being otherwise taxed or classified, who delivers goods, wares or merchandise of any kind by vehicle, or who provides any service by the use of vehicles in the City.

WORKERS' COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance carrier and policy number are: Policy Number: _____
Carrier: _____ Expiration Date: _____

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Date _____ Applicant's Signature _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000, IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.