

## **How to Participate: CRAFT VENDOR**

**1. Contact Emma Loethen at (209) 201-3844 and inform her of your intent to participate and to reserve your space.**

**2. Complete and submit the Downtown Merced Hometown Holiday Craft Fair application form to the address listed below, no later than **November 18, 2011**. Participation fees must be included. (Make check payable to: Active 20-30 Club of Merced)**

**Please mail Downtown Merced Hometown Holiday Craft Fair application form to:**

Active 20-30 Club of Merced  
3144 North G Street, Ste. 125-327  
Merced, CA 95340

[christmasparade@merced2030.com](mailto:christmasparade@merced2030.com)

**3. The Special Events Business License Fee form and payment must be taken in person to the City of Merced Finance Department at 678 W. 18<sup>th</sup> St. Merced, CA. 95340. The \$12.50 Special Events Business License Fee has to be paid before December 2, 2011.**

**\*If you already have a Business License to sell your products within the City of Merced, the Special Events Business License Fee does not apply.**

### **Additional Information:**

-Make checks payable to "Active 20-30 Club of Merced"

-Set up time begins at 9:45 am. Booths must be set up by 11:00 am.

-The registration fee includes an insurance policy

-There will be security during the festival though no guarantee as to the security of your possessions can be made

-Participants are required to stay for the entire event (11:00 am – 5:00 pm)

-Confirmation of location and space number will be sent to you prior to the event.

Please contact Emma Loethen at 209-201-3844 or [christmasparade@merced2030.com](mailto:christmasparade@merced2030.com) for more information.

\*Applications will be taken on a first paid, first served basis. Businesses and Restaurants within the City of Merced Downtown Business Improvement District have participation priority. The City of Merced reserves the right to reject any vendor and cancel any application without cause.