



## 2017 Kimochi Silver Bells **Arts & Crafts Vendor** Application

### 2017 Kimochi Silver Bells **Arts and Crafts Vendor** Application Guidelines

Kimochi, Inc. will accept applications from vendors selling Asian Pacific Islander themed **arts & crafts** items.

In keeping with the festive and joyous spirit of the Holidays AND Silver Bells for all to enjoy, below are some of the requirements as they relate to a vendor's space, that include but are not limited to the following:

- **Handmade arts & crafts** items are preferred
- Items for sale must reflect a positive image of Asian/Pacific islanders
- Proof of Insurance
- No canopy and tents allowed (this is an indoor event). A vendor space is made with the use of table(s) and chairs only.
- Free standing grid/panels/displays must be no more than 7 feet in total height
- Free standing grid/panels/displays must be contained within vendor space

**Note:** Vendors applying as **Arts & Crafts Vendors** will not be allowed to sell any food at their tables. **Arts & Crafts Vendors** interested in selling pre-packaged foods must also apply for a food booth which may be in another/separate room.

For questions, please contact:

Sakura Suzuki at [ssuzuki@kimochi-inc.org](mailto:ssuzuki@kimochi-inc.org)  
Steve Ishii at [sishii@kimochi-inc.org](mailto:sishii@kimochi-inc.org)  
or call (415) 931-2294



June 1, 2017

Re: Kimochi's Silver Bells **Arts & Crafts Vendors**

**Kimochi's Silver Bells Arts & Crafts Faire** will be a one day event on **SATURDAY, December 16, 2017**, from 10:00 AM to 4:00 PM, in **The Event Center at St. Mary's Cathedral**, located at 1111 Gough Street, walking distance from San Francisco's Japantown.

Attached are the Application, Indemnity Clause, & Group Insurance questionnaire for you to complete. We are asking for a space fee, plus 10% of your gross sales, due at the conclusion of the event. Your space fees are tax deductible to the extent permitted by law, consult your tax representative. Kimochi reserves the right of vendor selection, placement and table configuration.

Please refer to the application and make your selection carefully. Your application **MUST** include a hard copy photo of the item(s) you plan to sell. Photos will not be returned.

**DO NOT SEND PAYMENT WITH YOUR APPLICATION. APPLICATIONS ARE DUE BY FRIDAY, JUNE 30, 2017. Vendors will be notified by JULY 31, 2017 if they have been selected to participate or not. Selected vendors will then have 2 weeks to send in their payment. There will be no refund for cancellations from vendors.**

Kimochi, Inc. is a 501(c)(3) non-profit, senior service organization, and this year we celebrate our 46<sup>th</sup> Year Anniversary of providing programs and services to our seniors. Your 10% of gross sales from the event will assist Kimochi, Inc. in continuing to provide the following programs and services to our seniors: information, referral, and outreach services; activities; social services; congregate and home delivered meals; transportation services; health and consumer education lectures; in-home support services; family caregiver support services; adult social day care; and 24-hour residential and respite care.

Silver Bells is widely promoted through press releases to community and mainstream media, posters and flyers, on our website, [www.kimochi-inc.org](http://www.kimochi-inc.org), and a host of online community event calendars. We're very excited about this special one-day event and are committed to producing a successful event for you and Kimochi!

Please contact Sakura Suzuki at [ssuzuki@kimochi-inc.org](mailto:ssuzuki@kimochi-inc.org) or Steve Ishii at [sishii@kimochi-inc.org](mailto:sishii@kimochi-inc.org) or (415) 931-2294, if you have any questions. Thank you for your support and we look forward to your participation!

Sincerely,

Steve Ishii  
Executive Director



## 2017 KIMOCHI SILVER BELLS **ARTS & CRAFTS VENDOR** PACKAGE FEES

<b>RETURNING VENDORS FROM 2016</b>			
PACKAGE	QUANTITY		PRICE
	TABLE(S)	CHAIRS	
<b>SIZE</b>	6 feet	N/A	
<b>BASIC</b>	1	2	\$95
<b>PLUS</b>	3	4	\$180
<b>PREMIUM</b>	5	6	\$250
<b>EXTRA*</b>			
CHAIR(S)	\$10		
TABLE	\$15 (size: 6' x 2' 6" min. width)		
SPACE	\$75 (size: varies by location)		

<b>ALL OTHER VENDORS</b>			
PACKAGE	QUANTITY		PRICE
	TABLE(S)	CHAIRS	
<b>SIZE</b>	6 feet	N/A	
<b>BASIC</b>	1	2	\$115
<b>PLUS</b>	3	4	\$215
<b>PREMIUM</b>	5	6	\$315
<b>EXTRA*</b>			
CHAIR(S)	\$10		
TABLE	\$15 (size: 6' x 2' 6" min. width)		
SPACE	\$75 (size: varies by location)		

\*Each size package can accommodate one (1) extra table and up to two (2) extra chairs.

NOTE: Limited availability for the Premium Packages. Priority given to 2016 Premium Package returning vendors. No guarantee.



SP # \_\_\_\_\_  
 \_\_\_\_\_ T - \_\_\_\_\_ C - \_\_\_\_\_ E  
 Rec'd \_\_\_\_\_ Paid \_\_\_\_\_  
 Amt. \$ \_\_\_\_\_ Ck # \_\_\_\_\_  
 • FOR KIMOCHI USE

**BENEFITS:** Kimochi, Inc., a 501(c)(3) non-profit organization (tax ID 23-7117402)  
**DATE:** SATURDAY, December 16, 2017 (ONE DAY ONLY)  
**HOURS:** 10:00 a.m. to 4:00 p.m.  
**LOCATION:** The Event Center at St. Mary's Cathedral  
 1111 Gough Street, San Francisco, CA 94109

**Arts & Crafts Vendors** interested in participating in *Kimochi's Silver Bells Arts & Crafts and Food Faire* must complete and return this application **no later than Friday, June 30, 2017 (DO NOT SEND PAYMENT)**. You will be notified of your standing by 7/31/17. If selected to participate, your payment will be due in 2 weeks by 8/14/17. Confirmations will be sent to participating vendors the week of 11/6/17. No refund for cancellations.

BUSINESS NAME		CONTACT PERSON'S NAME	
MAILING ADDRESS (STREET/P.O. BOX NUMBER, CITY)			STATE
			ZIP CODE
AREA CODE & DAYTIME PHONE NUMBER	AREA CODE & EVENING PHONE NUMBER	AREA CODE & FAX NUMBER	
E-MAIL ADDRESS		WEBSITE ADDRESS	

I have participated at previous Kimochi Silver Bells Arts & Crafts Faires.  Yes  No; If YES, how many? 1 2 3 4 5+

**FEES Please select one package (Basic, Plus or Premium) and add any optional items.**

- \_\_\_\_\_ **BASIC** – Fee includes: One (1) 6' table & two (2) chairs (select below for an additional charge for one (1) extra table and/or up to two (2) extra chairs to add to this package)  
 \$95 (returning **2016** vendor) / \$115 (**non-2016** vendor whether you participated prior to 2016 or not) = \$ \_\_\_\_\_
- \_\_\_\_\_ **PLUS** – Fee includes: Three (3) 6' tables & four (4) chairs (select below for an additional charge for one (1) extra table and/or up to two (2) extra chairs to add to this package)  
 \$180 (returning **2016** vendor) / \$215 (**non-2016** vendor whether you participated prior to 2016 or not) = \$ \_\_\_\_\_
- \_\_\_\_\_ **PREMIUM** – Fee includes: Five (5) 6' tables & six (6) chairs (select below for an additional charge for one (1) extra table and/or up to two (2) extra chairs to add to this package)  
 \$250 (returning **2016** vendor) / \$315 (**non-2016** vendor whether you participated prior to 2016 or not) = \$ \_\_\_\_\_  
*Limited availability for Premium Packages. Priority given to 2016 Premium Package returning vendors. No guarantee.*
- \_\_\_\_\_ **Electrical / Wall Space** (*circle choice. sorry, no guarantee*) = \$25 total - Optional  
*Note: Overflow placement will be in the hallway between the two vendor rooms.* = \$ \_\_\_\_\_
- \_\_\_\_\_ **Extra Space** (example: display. size varies by location.) = \$75 - Optional = \$ \_\_\_\_\_
- \_\_\_\_\_ **Extra Table (6')** = \$15 - Optional = \$ \_\_\_\_\_
- \_\_\_\_\_ **Extra Chair(s)** @ \$10 each - Optional = \$ \_\_\_\_\_

~ **DO NOT SEND PAYMENT.** PAYMENT DUE UPON SELECTION TO PARTICIPATE. ~ **TOTAL = \$**  

BRIEF DESCRIPTION OF TOP 3 CRAFT ITEMS YOU PLAN TO SELL. ITEMS MUST REFLECT A POSITIVE IMAGE OF ASIANS/PACIFIC ISLANDERS.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

MAIN MEDIUM (E.G. PAPER, METAL, FABRIC) \_\_\_\_\_ PRICE RANGE: \_\_\_\_\_

**Continue on back...**

**~ RAFFLE PRIZE DONATION ~**

In our history of Silver Bells, we've asked vendors to donate one (1) item. Tickets will be sold for \$1 each, but better yet, shoppers earn FREE tickets when they spend a total of \$25 or more! This is a great incentive to get people to shop! Please provide a description and value of your donated item. **PRE-MADE SIGNS WITH YOUR PRIZE DESCRIPTION AND NAME WILL BE POSTED AT THE EVENT, SO PLEASE USE A GENERIC DESCRIPTION (E.G. T-SHIRT) AND DO NOT CHANGE YOUR DONATION.** The item will be picked up from your booth on the morning of Silver Bells.

**BRIEF DESCRIPTION OF ITEM:** \_\_\_\_\_

\_\_\_\_\_ **VALUE OF DONATION: \$** \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY AND INITIAL HERE** \_\_\_\_\_  
*INITIALS*

- I have photos of my items in electronic format and available for poster/PR consideration.
- I am willing to be interviewed for promotional purposes (e.g. newspaper articles).

I give Kimochi, Inc. permission to:

- Use my photos/website address on any promotional materials, including website links.
- Share my contact information with customers who contact Kimochi after the event.
- Share my contact information with other organizations hosting an arts & crafts festival or fair.

**IMPORTANT REMINDERS:**

- Silver Bells Committee will review the applications and have the right of vendor selection, placement and table configuration.
- First preference will be handcrafted items. Items should possess a positive image of Asian/Pacific Islanders.
- **Arts & Crafts Vendors** to sell **ONLY** arts & craft items. Vendors wishing to sell both food **AND** arts and crafts must apply for **SEPARATE** vendor spaces and meet the requirements for Silver Bells Food Vendors.
- Photo(s) **MUST** be included with application and will not be returned.
- Indemnity Clause **MUST** be signed and returned with application.
- All items to be sold must be clearly labeled with your business name and contact info.
- Wireless Internet is currently not available and cell phone signals may be unreliable in some areas, so plan ahead and be prepared.
- You will be responsible for covering your own tables with tablecloths/fabric/props.
- Vendor insurance is required and proof must be submitted to finalize vendor participation.

*I hereby assume all responsibility for any damages to my own merchandise incurred during Silver Bells. I understand that Kimochi, Inc. and The Event Center at St. Mary's Cathedral are in no way responsible for damages caused by fire, theft or natural disaster that may occur during Silver Bells. I have read and agree to the above terms and conditions.*

Signature: \_\_\_\_\_

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

**VENDOR'S CHECKLIST:**

- Application is complete and signed
- Indemnity Clause is signed
- Group Insurance Questionnaire is completed
- Photo(s) enclosed
- NO PAYMENT.** Payment due upon being selected to participate.

**RETURN APPLICATION TO:**

**Kimochi, Inc.  
Attn.: Silver Bells  
1715 Buchanan Street  
San Francisco, CA 94115**

*For information, please contact Sakura Suzuki at [ssuzuki@kimochi-inc.org](mailto:ssuzuki@kimochi-inc.org) or Steve Ishii at [sishii@kimochi-inc.org](mailto:sishii@kimochi-inc.org), or call (415) 931-2294.*



## GENERAL INDEMNITY AGREEMENT

The vendors will indemnify Kimochi, Inc. against any and all liability, loss, costs, damages, fee of attorneys and other expenses which Kimochi, Inc. may sustain or incur by reason of, or in consequence of their sponsorship of any of Kimochi's programs including but not limited to their Silver Bells program.

Vendor agrees to hold Kimochi, Inc. harmless for any defects or charges that may occur in the merchandising and sale of their products.

Signature: \_\_\_\_\_

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

## VENDOR GROUP INSURANCE

Kimochi, Inc. is researching Vendor Group Insurance for Silver Bells vendors needing insurance. Please check the box below so that we can proceed and give you a cost for this insurance.

- Yes, I would like to participate in a Vendor Group Insurance**
- No, I have/will purchase vendor insurance separately**

Signature: \_\_\_\_\_

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

**SWAP MEETS, FLEA MARKETS, OR  
SPECIAL EVENTS CERTIFICATION**

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at [www.boe.ca.gov](http://www.boe.ca.gov). To find a Board of Equalization (BOE) office near you, call our Customer Service Center at 1-800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

**Occasional and Nontaxable Sales**—Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

**Section 6015 Retailers**—Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

**Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.**

**1. EVENT INFORMATION**

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

**2. VENDOR/EXHIBITOR INFORMATION**

OWNER'S NAME

MAILING ADDRESS (*street number or P.O. box*)(*city, state and zip code*)

TELEPHONE NUMBER

(       )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

**3. STATUS**—Check appropriate boxes, and provide requested information

- I hold a valid seller's permit. My number is: **S** \_\_\_\_\_
- No sales of tangible personal property are being made or solicited at this event.
- I am not required to hold a seller's permit because:
- My retail product sales are not subject to tax       My sales are exempt occasional sales
- I sell on behalf of a section 6015 retailer \_\_\_\_\_

**4. CERTIFICATION**—Partners/additional sellers, complete a separate copy of this form

*The above statements are certified to be correct to the best knowledge and belief of the undersigned.*

NAME (*typed or printed*)

TITLE

SIGNATURE

DATE

See reverse for disclosure information.

**CLEAR****PRINT**

## Privacy Notice

***This is not a request for you to provide information. This is an informational notice according to the requirements of the Information Practices Act (Civil Code §1798.17). No action is required.***

We ask you for information so that the BOE can administer the state's tax and fee laws. The BOE will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]). A list of authorized agencies, among others, who the BOE may disclose information to, and a complete list of the California Revenue and Taxation Codes is available on our website at [www.boe.ca.gov/pdf/boe324gen.pdf](http://www.boe.ca.gov/pdf/boe324gen.pdf), then scroll to the second page.

### What happens if I don't provide the information?

If your registration information is incomplete, the BOE may not issue your permit, certificate, or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information the BOE requests or that is required by law, or if you provide fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments, they may not be allowed. You may owe more tax or fees or receive a smaller refund.

### Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, the BOE may share information regarding your account with specific state, local, and federal government agencies. The BOE may also share specific information with companies authorized to represent local governments.

Under some circumstances, the BOE may release the information printed on your permit, certificate, or license, such as account start and closeout dates, and names of business owners or partners, to the public. When you sell a business, the BOE may give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, the BOE can release information regarding your account to anyone you designate.

### Can I review my records?

Yes. Requests should be made in writing to your closest BOE office. A complete listing of BOE locations can be found at [www.boe.ca.gov](http://www.boe.ca.gov). Additional information regarding your records can be found in publication 58-A, *How to Inspect and Correct Your Records*. For a copy of this publication, go to [www.boe.ca.gov](http://www.boe.ca.gov) or call the Customer Service Center at 1-800-400-7115 (TTY:711), Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. If you need more information, you may contact the BOE's Disclosure Officer at 1-916-445-2918 or by writing:

Disclosure Officer, MIC:82  
State Board of Equalization  
PO Box 942879  
Sacramento, CA 94279-0082

### Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

#### Sales and Use Tax Department

Board of Equalization  
Deputy Director, SUTD, MIC:43  
PO Box 942879  
Sacramento, CA 94279-0043  
1-916-445-1441

#### Property and Special Taxes Department

Board of Equalization  
Deputy Director, PSTD, MIC:63  
PO Box 942879  
Sacramento, CA 94279-0063  
1-916-445-1516