



## 2018 Kimochi Silver Bells **Arts & Crafts Vendor** Application

### 2018 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



July 2, 2018

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

**Kimochi's Silver Bells Arts & Crafts and Food Faire** will be a one day event on **SATURDAY, December 15, 2018**, 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 TUESDAY, JULY 31, 2018. Vendors will be notified by AUGUST 31, 2018 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 47<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



## 2018 KIMOCHI SILVER BELLS ARTS & CRAFTS AND FOOD VENDOR PACKAGE FEES

<b>RETURNING VENDORS FROM 2017</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>	N/A	N/A	N/A
<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 2017 Premium Package returning vendors. No guarantee.



SP # \_\_\_\_\_  
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 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 15, 2018 (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 Tuesday, July 31, 2018 (DO NOT SEND PAYMENT)**. You will be notified of your standing by 8/31/18. If selected to participate, your payment will be due in 2 weeks by 9/14/18. Confirmations will be sent to participating vendors the week of 11/5/18. 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 **2017** vendor) / \$115 (**non-2017** vendor whether you participated prior to 2017 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 **2017** vendor) / \$215 (**non-2017** vendor whether you participated prior to 2017 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 **2017** vendor) / N/A for **non-2017** vendor whether you participated prior to 2017 or not = \$ \_\_\_\_\_  
*Limited availability for Premium Packages. Priority given to 2017 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.  
*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: \_\_\_\_\_



## Annual Privacy Notice – No Action Needed

Your account records are covered by state laws that protect your privacy. The Information Practices Act (Civil Code §1798.17) requires the California Department of Tax and Fee Administration (CDTFA) to notify you each year of your privacy rights.

The CDTFA administers many of the state's tax and fee laws. We ask you for your information (when you apply for your permit, certificate, license or renewal, relief request, payment plan, offer in compromise, settlement, or other applications) that is either required by law, or is used for our registration records. We will use the information to determine whether you are paying the correct amount of taxes and fees, or 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 section 405(c)(2)(C)(i)]). A complete list of the California Revenue and Taxation Codes authorizing the CDTFA to maintain your information for the administration of its programs is available on our website at [www.cdtfa.ca.gov/formspubs/cdtfa324gen.pdf](http://www.cdtfa.ca.gov/formspubs/cdtfa324gen.pdf).

What happens if I don't provide the information?

Your application for a permit, certificate, license, relief request, payment plan, or other programs may not be processed if your information is incomplete. If you are not able to file your required returns, you may have to pay penalties and interest. You may owe more taxes or fees, or receive a smaller refund, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments.

If you provide fraudulent information, civil penalties may apply and you may be subject to criminal prosecution.

Can anyone else see my information?

Yes; while your records are covered by state laws that protect your privacy, the CDTFA may share information regarding your account with specific local, state, and federal government agencies, or companies contracted and authorized to represent the government agencies.

We may release the information printed on your permit, certificate, or license, such as your account type, start and closeout dates, and the names of business owners or partners (unless otherwise protected from disclosure), to the public. When you sell a business, we may give the buyer or other involved parties information regarding any of your outstanding tax liabilities.

With your written permission, we can release some or all of the information regarding your account to anyone you designate.

Can I review my records?

Yes. Requests should be made in writing to your closest CDTFA office or responsible official listed below. For a complete listing of our locations or a copy of the publication [58A, How to Inspect and Correct Your Records](#), visit us at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov), or call our 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. You may contact the CDTFA's Disclosure Office at:

Disclosure Office, MIC:82  
California Department of Tax and Fee  
Administration PO Box 942879  
Sacramento, CA 94279-0082  
1-916-445-2918

Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

Sales and Use Tax  
California Department of  
Tax and Fee Administration  
Field Operations Division, MIC:47  
PO Box 942879  
Sacramento, CA 94279-0047  
1-916-322-4899

Special Taxes and Fees  
California Department of  
Tax and Fee Administration  
Business Tax and Fee Division  
Deputy Director, MIC:57  
PO Box 942879  
Sacramento, CA 94279-0057  
1-916-445-1441

Property Tax  
California State Board of Equalization  
Property Tax Department  
Deputy Director, MIC:63  
PO Box 942879  
Sacramento, CA 94279-0063  
1-916-274-3372