



SWEA

Los Angeles

Christmas Fair

Sunday, December 3, 2017

10:00AM - 5:00PM

Entry deadline, October 31, 2017

TORRANCE CULTURAL ARTS CENTER,

Ken Miller Recreation Center

TORRANCE, CALIFORNIA

RULES AND REGULATIONS

The following shall apply to all Exhibitors.

1. **Exhibitors.** Swedish Women's Educational Association, Los Angeles Chapter (SWEA LA), reserves the right to accept or reject any application from a potential Exhibitor. Space assignment will be made after the entry deadline, October 31, 2017, and in SWEA LA's sole discretion. Participation in previous Christmas Fairs does not guarantee or give any preferential rights to participation in this year's Fair.

If you are a **new vendor** you must include photos of your items and/or link to your website.

2. **Cancellation.** Written cancellation must be received at least 30 days prior to **December 3, 2017**, in order to receive a full refund.
3. **Subletting.** Exhibitor shall not sublet any portion of the assigned space.
4. **Merchandise.** Exhibitor shall display, exhibit and sell only such products and/or services as described in the submitted application.
5. **Display Limitation.** Tables, tablecloths and display equipment furnished by SWEA LA shall not be removed or changed in any manner whatsoever. Exhibitor shall only use signs indicating Exhibitor's company, firm or brand name. Exhibitor shall not hinder or encumber another Exhibitor. Any attachment to the fabric of the market stands is limited to the use of pins and/or removable double-sided adhesive tape and the weight of items so affixed shall not damage the fabric.
6. **Electric Installation.** Electrical outlets are provided as per request and upon availability only for a fee of \$25. Connecting cords and Exhibitor's electrical equipment must be taped, covered and secured to the floor in order to avoid accidents of any kind.
7. **Fire Proofing.** All material including those used for display purposes must be suitably fire-proofed.

8. **Transportation and Set-Up.** Exhibitor is responsible for transportation and installation of all merchandise and exhibiting equipment as well as removal immediately following conclusion of the Fair. Set-up time will be between 7:00 am and 9:30 am on Sunday, December 3, 2017.
9. **Timetable.** Exhibitor must remain present in the assigned space from 10:00 am to 5:00 pm. Breakdown or abandonment of the assigned space prior to 5:00 pm is strictly prohibited.
10. **Security.** **SWEA LA assumes no responsibility for lost or stolen items.**
11. **Liabilities.** Exhibitor agrees to hold SWEA LA, Torrance Cultural Arts Center, their respective customers, owners, officers, employees, volunteers and delegates fully free and harmless from any loss, injury, claim and/or liability resulting from the operation, installation or occupancy of space in connection with the Christmas Fair 2017. Exhibitor further agrees to relinquish the allocated space immediately upon the conclusion of the Fair in the same condition, normal wear and tear excepted, as when received. Exhibitor assumes full responsibility for any and all damages which may occur as a result of Exhibitor's use and/or occupancy of the assigned space.
12. **Sales Permits.** A valid State Seller Permit shall be required of Exhibitor and a copy of the Permit must be provided to SWEA Los Angeles. A permit may be obtained at an office of the State Board of Equalization located within your area. The permit may also be obtained at <http://www.boe.ca.gov/>. The permit is free.
13. **Licenses and Permits.** Exhibitor shall be responsible for obtaining and paying for any governmental fees, taxes, licenses or permits that may be necessary or required in connection with participation in the Christmas Fair. Please fill out the Business Application form on page 4 of this package. You do not need to fill out Boxes 9, 19, 20 and 24. If you have checked Box 22, Federal Employer Tax ID, you do not need to fill out Boxes 17 and 18.

The City of Torrance requires a Temporary Business License of every vendor in the amount of \$39.
14. **Breach.** Any breach of these terms and conditions may result in revocation of permission to participate in the Christmas Fair and/or subject the Exhibitor to the payment of damages for any harm or losses caused by any Exhibitor, its licensees, agents, employees and/or other representatives.
15. **Attorney fees.** The prevailing party to any dispute between the parties hereto shall be entitled to reasonable attorney's fees.



Christmas Fair 2017 VENDOR APPLICATION

December 3, 2017, 10:00 am-5:00 pm

Torrance Cultural Arts Center, Ken Miller Auditorium
3330 Civic Center Drive, Torrance, CA 90503

Contact: Mindy Miller Ph. 805-418-7903, E-mail: mksmithers@sbcglobal.net

SWEA Member

Yes No

Exhibitor's name:

Person responsible for booth:

E-mail

Ph nr

Cell ph nr

Fax

Address:

City, State, Zip

Brief description of merchandise

Classification of merchandise: (Please classify your merchandise with an "X")

Apparel-Textiles Art-Paintings Books-Music Food Gift & Christmas decor

Jewelry Interior design Organizations Other

Application deadline is **October 31, 2017**. Booth space is assigned on a first-come basis. Booth consists of a table 8 ft long x 2 ½ ft wide. Besides table and optional "market roof," SWEA supplies one chair and a tablecloth. Only 8 ft market roofs are available. Extra small tables brought by exhibitor are not allowed. Please reserve early!

I want to rent:

	SWEA Member			SWEA Non-Member		
	Cost / unit	How many	Total	Cost / unit	How many	Total
Table, 8ft	\$220			\$270		
Table, 6ft	\$200			\$230		
Market roof	\$25			\$50		
Electric outlet	\$25			\$25		
TOTAL			\$			\$

Please make check payable to: SWEA Los Angeles

You may also fill out an on-line application and/or pay with a credit card on our website, <http://losangeles.swea.org/2017/exhibitor-information/>. The City of Torrance requires of every vendor a temporary business license in the amount of \$39.00. Please fill out, sign, and return to SWEA the attached Temporary City of Torrance Business License Application together with a check for \$39.00 payable to City of Torrance.

I am a craft demonstrator, food vendor or an organization. Other rules apply to these categories. Please call for information.

A. I will donate items to the SWEA Tombola. They are:

1

2

3

4

B. I will place an ad in the Fair program: Yes No

If yes what size?

For information, go to: <http://losangeles.swea.org/?p=8975>

SWEA will print a color flyer about the Fair.

How many flyers do you need to send to customers and friends?

I need flyers.

I have read and understood the rules and regulations published by the Swedish Women's Educational Association International (SWEA International) which govern the participation of any exhibitor, special food participant, special craft demonstrator in the 2017 Swedish Christmas Fair and I agree to abide by each and every term and condition detailed herein.

Signature

Print name

Date

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Please send completed application and your checks payable to SWEA Los Angeles and City of Torrance by **October 31, 2017** to:

SWEA Los Angeles Christmas Fair c/o MKS Productions
2214 Windbrook Court
Westlake Village, CA 91361

For information please contact **Mindy Miller ph. 805-418-7903, e-mail: mksmithers@sbcglobal.net**

Participation in previous fairs does not guarantee admittance to the 2017 Fair. If you are not accepted for participation in the 2017 Fair, your money will be refunded. Any voluntary cancellation must be made at least 30 days prior to the fair date in order to receive a refund.

Please call the Business License Office at 310-618-5923 for fee amounts. Payment must be submitted with your application.

FOR OFFICIAL USE ONLY

1. LICENSE NO. _____ 2. CATEGORY NO. _____
 HEALTH PERMIT _____ 3. NAICS CODE _____
 HOME OCCUPATION _____



City of Torrance, Revenue Division
Business License Application
 3031 Torrance Blvd, Torrance, CA 90503 • 310/618-5828 • 310/618-5852 Fax

PART I. APPLICANT TO ANSWER ALL QUESTIONS IN THIS SECTION (print or type)

4. BUSINESS NAME OR DBA _____ 5. CORPORATE NAME (IF DIFFERENT FROM ABOVE) _____

6. BUSINESS ADDRESS _____ SUITE # _____ CITY _____ STATE _____ ZIP _____

7. MAILING ADDRESS _____ SUITE # _____ CITY _____ STATE _____ ZIP _____

8. NATURE OF BUSINESS (state type of business being conducted at this location) _____ 9. NO. OF PERSONS WORKING IN TORRANCE _____ 10. BUSINESS PHONE _____ 11. CELL PHONE _____

12. NAME OF PERSON MAKING APPLICATION (must be an owner, partner or corporate officer) _____ 13. TITLE _____ 14. HOME PHONE _____ 15. EMAIL ADDRESS _____

16. RESIDENCE ADDRESS _____ CITY _____ STATE _____ ZIP _____ 17. DRIVER'S LICENSE # _____ 18. SOCIAL SECURITY # _____

19. STATE CONTRACTOR'S LICENSE # _____ 20. SQUARE FOOTAGE _____ 21. STATE SELLERS PERMIT # _____ 22. FED. TAX ID # _____ 23. STATE TAX ID # _____

24. OWNERSHIP INFORMATION

PARTNERSHIP CORPORATION SOLE OWNERSHIP

NAMES OF OWNER, PARTNERS, OR PRINCIPAL OFFICERS	TITLE	HOME ADDRESS	HOME PHONE

I declare that I am the owner, partner, corporate officer or person with the power of attorney, and I understand if all the information provided above is not the true the business license being applied for may be revoked as outlined in section 31.9.10 of the Torrance Municipal Code.

I am duly authorized to make this application. All of the information provided in this application is true and correct. The business will not provide any service, good or product which is illegal under Federal, State, or Local Laws. I declare under penalty of perjury that the foregoing is true and correct.

SIGNATURE _____ DATE _____

PART II. FOR OFFICIAL USE ONLY

BASIC FEE	APPLICATION SENT FOR ZONING? <input type="checkbox"/> YES <input type="checkbox"/> NO	PROCESSING FEE	FIRE INSP. FEE	OTHER
PER PERSON FEE	OTHER (cont'd)			
PENALTY FEE	HOLD <input type="checkbox"/> YES <input type="checkbox"/> NO	ENT. FEE	DANCE/PIANO FEE	
RECEIVED BY	DATE	CHECK NO.	BANK NO.	CASH
TOTAL AMOUNT			\$ _____	