



## Mill Valley Recreation's 2022 Holiday Craft Fair

We are happy to announce and accept vendor applications for our 17<sup>th</sup> Annual Holiday Craft Fair! Our beautiful venue and great southern Marin location, community partnerships, and ample parking contribute to making this a very popular annual craft fair.

The Craft Fair will be held at the Mill Valley Community Center, 180 Camino Alto, Mill Valley on Saturday, December 3, 2022 10am – 4pm. The public will be admitted free.

**Craft Fair applications must be submitted to Molly Given or mailed to the Mill Valley Community Center by Friday, August 26<sup>th</sup>, 5pm in order to be considered for the Fair.**

**Vendor acceptance is an impartial juried selection based on category and quality of merchandise.**

Notification of acceptance will be sent by the end of September along with additional information for participants. No refunds will be given to accepted vendors. If you are not accepted, your check will be returned, and your name placed on the wait list. **Past participation does not guarantee you a space this year.**

**ITEMS MUST BE HANDCRAFTED BY VENDOR/APPLICANT. NO IMPORTS OR  
RESALE ITEMS WILL BE ALLOWED.**

**A booth space will cost \$100.00.** Booth spaces are approximately 8' wide by 6' deep and will include a table and two chairs. Please note that booth spaces may vary slightly depending on location. All displays must be free standing and no taller than 8'. Double booth spaces are not available. You must provide your own linen.

The City of Mill Valley is required to comply with Sections 6073 and 6073.1 of the California Revenue and Taxation Codes. **Therefore, all vendors must fill out the 'Swap Meets, Flea Markets or Special Events Certification' for (#BOE-410-D) that is attached.** The form asks for a valid seller's permit for anyone wishing to sell taxable merchandise in this craft fair. If you are exempt due to selling exempt products, or because you are an occasional seller (no more than two events per year), you do not need a seller's permit, but please mark the appropriate box on the form. For additional information or to acquire a free seller's permit, call the State Board of Equalization at (707) 576-2100. We will be confirming all permit numbers with the State.



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**To apply**, complete the attached paperwork (application, agreement, form # BOE-410-D). Include no more than three current colored photos representative of your craft items. **These photos are used in the selection process and will not be returned, but may be used in future event advertising. Do not send sample items.**

Completed applications may be emailed to [mgiven@cityofmillvalley.org](mailto:mgiven@cityofmillvalley.org) or mailed to the Mill Valley Community Center.

Payment must be done with a credit card or check; cash will not be accepted. Checks must be made out to "City of Mill Valley". Credit card information may be provided in the credit card section of the application. Visa and Mastercard ONLY.

Please be sure to complete the application requirements. Not fulfilling each requirement may disqualify you from the fair.

✓ **Application Checklist:**

- Complete Holiday Craft Fair Application
- Sign Exhibitor's Agreement and Liability Waiver
- Complete form #BOE-410-D
- Include full payment, check or Visa/Master Card
- Include no more than three (3) current photos of items to be sold –
  - Photos will not be returned
  - Judges will not look at vendor websites.
- Above items must be submitted via email; [mgiven@cityofmillvalley.org](mailto:mgiven@cityofmillvalley.org) or to the Mill Valley Community Center, Attn. Craft Fair, 180 Camino Alto, Mill Valley, CA. 94941 by **Friday August 26<sup>th</sup>, 5:00 pm**

Thank you for your interest in our Annual Holiday Craft Fair!

If you have any questions, please contact the Mill Valley Community Center, Monday through Friday, 9:00 a.m. to 5:00 p.m. at (415) 383-1370 or email Program Supervisor, Molly Given at [mgiven@cityofmillvalley.org](mailto:mgiven@cityofmillvalley.org)

Thank you,  
Molly Given and Caroline Beyer  
Mill Valley Recreation, Community Services Division



# Mill Valley Recreation's Holiday Craft Fair

## Exhibitor's Agreement

1. All exhibits must be in place by Saturday at 9:30 a.m. Exhibits must be staffed no later than one half hour before the opening to the public. Exhibits must be open and staffed during all Fair hours. All exhibit structures must be removed by the close of the Fair.
2. Exhibitor agrees to confine all display and selling activity within the assigned booth space, refraining from placing signs and goods or other materials within or over public aisle space, vendor aisle space, or in other vendors' space.
3. Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permit.
4. Exhibitor agrees to maintain the dignity and integrity of the Fair. The Mill Valley Recreation Department reserves the right to ask any exhibitor to leave show if not acting in the best interest of the Fair, or who does not meet vendor requirements.
5. Exhibitor confirms that all items to be sold have been handcrafted by vendor/applicant, and no items have been imported or have been commercially produced for resale.
6. Exhibitor agrees that application fee is non-refundable once accepted to the Mill Valley Holiday Craft Fair.
7. This agreement constitutes the entire contract between parties, and no charges shall be valid unless agreed to by both parties in writing.
8. Exhibitor agrees that the City of Mill Valley has the right to use any photographs taken during the Holiday Craft Fair Special Event for future marketing and publicity purposes.

**Be sure to read and sign below:** I hereby agree to indemnify and hold harmless the City of Mill Valley and its officers and employees from and against any and all liabilities for any injury which I may suffer arising out of or in any way connected with participation in the program noted above. In case of emergency, I may be treated by a qualified physician. I give permission to use mine, or my child's, or my business's photograph in Mill Valley Recreation brochures or publicity.

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

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



# 2022 HOLIDAY CRAFT FAIR VENDOR APPLICATION

Print Clearly

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Cell \_\_\_\_\_ Home/Work \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Description of crafts to be sold (Please be specific/clear as this will assist in the selection process)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give a description of your set-up. If you have special set-up such as screens, wall panels, etc., provide a sketch for clarity (include height, width, and length). ***\*Note that entire display must fit within the space provided; this includes shelving, clothing or display racks, etc. Aisle ways must be kept clear at all times.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need access to electricity for your display?  Yes  No ***\*Outlet space is extremely limited***

Price Range: \_\_\_\_\_ Do you need an 8' table for you display?  Yes  No

Any other special set-up requests? \_\_\_\_\_

**Application deadline: Friday, August 26, 2022 Email: [mgiven@cityofmillvalley.org](mailto:mgiven@cityofmillvalley.org)**

**Or Mail to: Mill Valley Community Center, Holiday Craft Fair, 180 Camino Alto Mill Valley, CA 94941**

**Make checks payable to "City of Mill Valley" or Pay with Visa or Mastercard**

Community Center, Attn: Holiday Craft Fair, 180 Camino Alto, Mill Valley, CA 94941

Cardholder Name (as it appears on card): \_\_\_\_\_

Card Number: \_\_\_\_\_  Visa  MC

Expiration Date: \_\_\_\_\_ V-Code: \_\_\_\_\_ (3 digits back of card)

Billing Address: \_\_\_\_\_ Billing Zip: \_\_\_\_\_

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

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

You are required to verify your seller's status by law. Please complete all four sections of this form and submit your completed form to the operator of each event where you are a seller. Partners and additional sellers at your business location should complete a separate copy of this form.

**1. EVENT INFORMATION**

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID NUMBER

**2. VENDOR/EXHIBITOR INFORMATION**

OWNER'S NAME

MAILING ADDRESS (street number or PO box, city, state ZIP code)

TELEPHONE NUMBER

DRIVER LICENSE NUMBER/STATE ID NUMBER AND STATE

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

**3. STATUS** (check the appropriate boxes and provide the requested information)

- I hold a valid seller's permit. My permit number is: \_\_\_\_\_
- I am not making or soliciting sales of tangible personal property 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 (see explanation below)
- I sell on behalf of a section 6015 retailer \_\_\_\_\_  
(name)

**4. CERTIFICATION**

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

NAME (type or print)

TITLE

SIGNATURE

DATE

People who sell tangible personal property (merchandise) in California are generally required to hold a seller's permit. You **may not** sell at this event without a seller's permit, unless you are not required to hold one. You are required to have a permit if you are selling, even temporarily, new or used merchandise, including items you purchased for the purpose of reselling to others. You are not required to hold a seller's permit if you are only making "occasional" sales (see below), selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer (see below).

You may register for a seller's permit by visiting our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). If you obtain a temporary seller's permit, the business address on that 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**—Due to the number, scope, and character of their selling activities, some sellers are not required to hold a seller's permit. For example, a person who is disposing of unwanted household items, and does this no more than twice in any twelve month period, is generally considered to be an occasional seller. Also, some sellers who make only nontaxable sales are not required to hold a seller's permit. Examples include sellers of fresh produce or other cold food products sold exclusively "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged, including some swap meets or flea markets.

**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 CDTFA 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, etc.).

## Privacy Notice — Website — No Action Needed

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

CDTFA administers many of the state's tax and fee laws. When you apply for your permit, certificate, license or renewal, relief request, payment plan, offer in compromise, settlement, or other applications, we ask for information 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 Code sections and other applicable code sections authorizing us to maintain your information for the administration of our programs is printed on the reverse side of this form.

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

We may not process your application for a permit, certificate, license, relief request, payment plan, or other programs 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, we may share information regarding your account with specific local, state, and federal government agencies, or companies contracted and authorized to represent those government agencies.

If authorized by law, 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 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 permission, we can release some or all of your account information to your authorized representative.

### We may disclose information to authorized officials of the following agencies, among others:

United States government agencies, State of California government agencies and officials, state agencies outside of California for tax enforcement purposes, State of California Cities, Counties and Districts, State of California City and County attorneys, prosecutors and law enforcement departments, and agencies authorized to enforce local tobacco control ordinances.

### Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records. If you have questions regarding the department's Privacy Policy or this Privacy Notice, please contact the CDTFA Privacy Officer at 1-916-309-1862. Questions about your records may be directed to our Customer Service Center at 1-800-400-7115 (CRS:711), Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays. You may also contact the officials listed below.

#### Field Operations Division, MIC:47

Deputy Director  
California Department of Tax and Fee Administration  
PO Box 942879  
Sacramento, CA 94279-0047  
1-916-309-8201

#### Business Tax and Fee Division, MIC:43

Deputy Director  
California Department of Tax and Fee Administration  
PO Box 942879  
Sacramento, CA 94279-0043  
1-916-309-5200

### Can I review my records?

Yes. You should submit your written requests to your closest CDTFA office. For a complete listing of our [locations](#) or a copy of [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 (CRS:711). Requests for your records may also be directed to the Disclosure Office, MIC:82, California Department of Tax and Fee Administration, P.O. Box 942879, Sacramento, CA 94279-0082.

**We must collect information in order to administer the state laws listed below.** Code sections are from the California Revenue and Taxation Code, unless otherwise noted.

### Sales and Use Tax

- Sales and Use Tax (sections [6001-7176](#), [7200-7226](#), [7251-7279.6](#), [7285-7288.6](#))
- Lumber Products Assessment Fee (sections [55001-55381](#), Public Resources Code sections [4629-4629.13](#))
- Prepaid Mobile Telephony Services Surcharge (sections [55001-55381](#), [42100-42111](#))

### Special Taxes and Fees

- Alcoholic Beverage Tax (sections [32001-32557](#))
- California Electronic Cigarette Excise Tax (California Healthy Outcomes and Prevention Education Act sections [31000-31008](#))
- California Tire Fee (sections [55001-55381](#), Public Resources Code sections [42860-42895](#))
- Cannabis Tax (sections [34010-34021.5](#), [55001-55381](#))
- Childhood Lead Poisoning Prevention Fee (sections [43001-43651](#), Health and Safety Code section [105310](#))
- Cigarette and Tobacco Products Tax (sections [30001-30483](#), Health and Safety Code sections [104555-104558](#))
- Cigarette and Tobacco Products Licensing Act of 2003 (sections [55001-55381](#), Business and Professions Code sections [22970-22991](#), Government Code section [15570.66](#), Penal Code section [830.11](#))
- Covered Electronic Waste Recycling Fee (sections [55001-55381](#), Health and Safety Code sections [25214.9-25214.10.2](#), Public Resources Code sections [42460-42486](#))
- Diesel Fuel Tax (sections [60001-60709](#))
- Emergency Telephone Users Surcharge (sections [41001-41176](#))
- Energy Resources Surcharge (sections [40001-40216](#))
- Hazardous Substances Tax (sections [43001-43651](#), Health and Safety Code sections [25174-25174.11](#), [25205.1-25205.23](#))
- Integrated Waste Management Fee (sections [45001-45984](#), Public Resources Code sections [48000-48008](#))
- International Fuel Tax Agreement (sections [9401-9433](#))
- Lead-Acid Battery Recycling Fees (sections [55001-55381](#), Health and Safety Code sections [25215-25215.75](#))
- Marine Invasive Species (Ballast Water) Fee (sections [44000-44008](#), [55001-55381](#), Public Resources Code sections [71200-71271](#))
- Motor Vehicle Fuel Tax, including Aircraft Jet Fuel Tax (sections [7301-8526](#))
- Natural Gas Surcharge (sections [55001-55381](#), Public Utilities Code sections [890-900](#))
- Occupational Lead Poisoning Prevention Fee (sections [43001-43651](#), Health and Safety Code sections [105190,105195](#))
- Oil Spill Response, Prevention, and Administrative Fees (sections [46001-46751](#), Government Code sections [8670.40, 8670.48](#))
- Regional Railroad Accident Preparedness and Immediate Response Fee (sections [55001-55381](#), Government Code sections [8574.30-8574.48](#))
- Tax on Insurers (sections [12001-13170](#))
- Timber Yield Tax (sections [38101-38908](#))
- Underground Storage Tank Maintenance Fee (sections [50101-50162](#), Health and Safety Code sections [25299.10-25299.51](#))
- Use Fuel Tax (sections [8601-9355](#))
- Water Rights Fee (sections [55001-55381](#), Water Code sections [1525-1552](#))