

# REDWOOD COAST BELLYDANCE FESTIVAL

October 1-2, 2005 at the Arcata Community Center, Arcata, California

Produced by Bellydancing by Shoshanna

P.O. Box 1038, Arcata, CA 95518

(707) 616-6876 or (707) 443-6876

dance@shoshannaland.com

www.redwoodcoastbellydance.com

## VENDOR APPLICATION

Business Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website URL: \_\_\_\_\_

*Your business contact information will be listed at no extra charge in our program vendor directory and on the "participants" page at our festival website, www.redwoodcoastbellydance.com*

### What type of vending are you planning on engaging in? (Please Describe)

Service \_\_\_\_\_

Merchandise \_\_\_\_\_

Please be aware that the City of Arcata requires all vendors to apply for a \$20.00 **Arcata Business License**.

Please fill out the enclosed form and return it along with payment (separate from vending fee) with this application.

Also, you will need a CA Resale #. A simple application for a temporary number is enclosed (out of state businesses, too).

### Booth Size and Quantity Desired

Vending Space Type	Price	# Needed	Total Amount
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<input type="checkbox"/> One Table (3' x 8' table)	\$ 50.00	_____	\$ _____
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<input type="checkbox"/> Half Table (half of a 3' x 8' table)	\$ 30.00	_____	\$ _____
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*Shared with another vendor –*

*Do you have a tablemate in mind already? If so, then who? \_\_\_\_\_*

<input type="checkbox"/> Corner Table Space	\$ 70.00	_____	\$ _____
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*Includes 2 tables arranged in a corner configuration.*

<input type="checkbox"/> 10'x10' Space	\$ 85.00	_____	\$ _____
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*Gazebos, racks, etc. are fine. Rent a table or bring your own.*

Tables to put in your 10'x10' Spaces

<input type="checkbox"/> 3' x 6' Rectangular Table	\$ 10.00 / table	_____	\$ _____
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<input type="checkbox"/> 3' x 8' Rectangular Table	\$ 10.00 / table	_____	\$ _____
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<input type="checkbox"/> 4' Diameter Circular Table	\$ 10.00 / table	_____	\$ _____
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<input type="checkbox"/> 5' Diameter Circular Table	\$ 10.00 / table	_____	\$ _____
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**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_

**Please reserve my space now with a 50% deposit of:** \$ \_\_\_\_\_

**All vending fees must be paid by and are non-refundable after August 1, 2005.**

Please make checks to **Bellydancing by Shoshanna – RCBDF** and send to:

Shoshanna, P.O. Box 1038, Arcata, CA 95518

# VENDOR GUIDELINES

## Festival Hours

- Saturday 10:00am – 7:00pm & Sunday 10:00am – 6:00pm
- Please be ready for shoppers when the festival begins at 10am and have your car parked in a legal space! (there should be plenty of good, nearby parking.
- We will have coffee and muffins available Saturday and Sunday morning for our vendors.

## Loading & Unloading

- Set up time is 8:00am-10:00am on Saturday. Booths may remain set-up overnight – we have rented the entire facility for the weekend. On Sunday, after the festival, take-down will be from 6:00pm-8:00pm.

## Decorations

- Decorations may only be made with non-marking tape – no tacks, nails, screws, etc in the walls and no tape on the floor (we will have special tape and mats to lay over electric cords.
- To protect the floor, there is no metal-to-floor contact. We'll have tape and little mats to put underneath your racks or displays so that the gym floor is not scratched.
- This is from the City Facility Reservation Rules: "All decorations must be flameproof and removed at the end of the event. **Only decorations that can be fastened and supported by removable tape are allowed.** The use of Silly String is prohibited. **Note: tape is not allowed on gymnasium floor.** Nails, hooks, tacks, staples, or screws may not be used." Be sure to stick to this. So if you were planning on using Silly String, sorry... ☺

## Sales Tax & Business Licenses:

- The City of Arcata requires that all vendors apply for and purchase a \$20 business license for those selling their merchandise within city limits. An application is enclosed in your vendor packet. Be sure to have this with you, as this event is in a city building and city officials like to come to events to make sure everyone has their paperwork in order!
- You are responsible for keeping your own records and paying the required sales tax to the Franchise Tax Board.

## Miscellaneous

- There is to be NO OPEN FLAME in the building.
- There is to be no alcohol sold or consumed on the premises.
- Please let us know if you have any special needs, such as access to electricity, etc.
- This is a city building, and the Arcata City likes to check up on its buildings – especially this lovely new one! Make sure you bring your business license with you, and abide by all guidelines. This is our first time in this venue, and it's really the only good one in the area, so we want to make a very good impression. Thank you!
- **We appreciate your involvement in this exciting new event and wish for you to have a lucrative and positive experience. Please let us know if there's anything we can do to make your participation more of a success!**

For more information, call Shoshanna at (707) 443-6876 or (707) 616-6876  
or email [dance@shoshannaland.com](mailto:dance@shoshannaland.com)

[www.redwoodcoastbellydance.com](http://www.redwoodcoastbellydance.com)

## **NOTE TO VENDORS:**

All vendors need to have an Arcata, CA **business license** (even a temporary one), fill out the form on the next page, and send the **\$20 payment** (unless they're a non-profit or have an annual Business Tax Certificate).

You also need to have a **CA resale #** - even if you're from out of state. All vendors are technically supposed to do this for any event in California, but many event venues and cities don't enforce it.  
Sorry – Arcata is picky!

Please see the form (also a pdf) with an application for a Resale Permit and complete instructions on the vending page or the printable forms page at **[www.redwoodcoastbellydance.com](http://www.redwoodcoastbellydance.com)** or go to **[www.boe.ca.gov](http://www.boe.ca.gov)**, **Sales & Use Taxes section**

There is a shorter form at the end of the pdf for out-of-state businesses to get a temporary resale permit.

Most of the items it asks about won't apply to your business, so don't worry about it too much, but it all does need to be filled out.

Then they'll send you your resale # and you can put that on the Business License form yourself or tell it to me (Shoshanna) if you've already turned it in and I can add it.

### **SORRY FOR THE HASSLE!**

**We're excited to have you be a part of our event and appreciate the small amount of extra paperwork you have to do to come here!  
We will make it worth your energy and time spent.**

CITY USE ONLY

License Number: \_\_\_\_\_  
Issue Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
State Business Code: \_\_\_\_\_

**CITY OF ARCATA  
736 F STREET  
ARCATA, CA 95521**

**Application for Business License  
for Booth Sales**

Name of Event:           REDWOOD COAST BELLYDANCE FESTIVAL          

Date of Event:           OCTOBER 1-2, 2005          

Please complete and return this form with your check to the **EVENT ORGANIZER**. If you have questions or need any assistance, please contact the City of Arcata, Finance Department, at (707) 822-5951.

GENERAL INFORMATION:

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address (if different): \_\_\_\_\_

Ownership Type: Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation: \_\_\_\_\_

Local Phone & Contact Person:           ROSE ANTHONY, (707) 443-6876 or (707) 616-6876          

Type of Business: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

State ID #: \_\_\_\_\_ **CALIFORNIA RESALE #:** \_\_\_\_\_

**NOTE:** Failure to provide a California Resale Number (if your product is taxable in the State of California) may result in a Business License not being issued and your removal from the event.

FEES:           \$20.00 per booth per event.           AMOUNT PAID: \_\_\_\_\_

**NOTE:** If you have an annual Business Tax Certificate, you need not pay the \$20.00.  
Write in your Tax Certificate #: \_\_\_\_\_

**\*\*FEES ARE WAIVED WITH PROOF OF NON-PROFIT STATUS\*\***

CERTIFICATION

Please note that issuance of a business license does not in any manner excuse compliance with any applicable state, county, or municipal laws or regulations. The purpose of the business license tax is solely to raise money for municipal purposes and is not intended for regulation.

I hereby certify under penalty of perjury that the above information is true and correct.

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

Signed: \_\_\_\_\_ Title: \_\_\_\_\_