

TERMS & CONDITIONS

1. All applications must be **completed fully**, signed and submitted to EP prior to space reservation acceptance. Please make sure your writing is legible. Notations such as "on file", "you have", "returning vendor", will hold up your application substantially.
2. Your application will be processed keying on **last name** so please include it on all correspondence.
3. **Everyone**, attach a copy of his /her current valid California State BOE permit to their application.
4. New applicants must include five (5) photos of your work including **one booth shot**. For last year's returning artists - just the booth shot will suffice.
5. Space fees should be included with your application in the form of separate check(s), one per show applied for, payable to Eckerstrom Productions, LLC. We do not accept credit cards.
6. **Please include a self addressed stamped envelope with all applications & correspondence.**
7. Booth size is 10' x 10' unless otherwise indicated. We provide the space only, no canopies, etc.
8. There are no deadlines, shows are open until full.
9. Please only display items that have been juried in or approved by staff onsite.
10. COMMISSIONS are due at the close of show, and should be based on gross sales less the applicable sales tax. In other words, don't deduct expenses before figuring the 10% commission due. An envelope will be distributed at the show and instructions given as to where and when to turn it in.
11. Please **ARRIVE ON TIME**, giving yourself a good margin of error. **If you are not in your space by the specified deadline in your show packet, your space may be reassigned and forfeit.** The space numbers are numeric so we suggest parking and finding your space on foot first, then drive to your space to unload.
12. CANCELLATIONS from any event must be **submitted in writing**, and received no later than 30 days prior to that event for any refund to apply. A \$50 handling fee will be deducted per show from any refund. If you cancel after the 30 day deadline no refund will be issued. Please be sure to call the main office (707) 829-5064, or the contact number (when applicable) included on your show sheets so we can at least try to fill your space. Not showing up and not calling may adversely affect future acceptance into EP shows. Please allow 6-8 weeks for refund processing, when applicable.
13. All applications are juried by category on a first come, first serve basis.
14. You will usually receive a notice within a month of submitting your application which will notify you whether you were accepted or not.
15. Show packets will go out approximately two weeks prior to the show, and will contain space assignments with general booth location, directions to the show, show set-up instructions, etc.
16. Participants are asked to conduct themselves in a professional and tasteful manner at all times. Failure to do so may result in your being asked to leave the show with no refund of fees.
17. Electricity is not provided unless specifically mentioned on the show sheets.
18. Sorry, but we cannot accommodate specific space requests. If you have special needs notate them on your application, however, we cannot guarantee anything.
19. **PARKING** instructions will be included in your show packet. Please remember when you are asked to keep your vehicles off the grass there is a reason...usually because failure to do so may damage sprinklers, pipes, etc. which you are unaware of. If you disregard these type of requests, future acceptance at our shows may be in jeopardy and you will be liable if you break something.
20. All booth/tables, etc. must be draped to the floor and wares must be within your space. Any and all fabric coverings must be fire proof and/or fire retardant.
21. Each booth must have it's own fire extinguisher.
22. No small children and/or animals will be permitted without special permission.
23. Vendors are responsible for providing their own insurance for the event.
24. We reserve the right to cancel space reservations in the event circumstances beyond our control dictate the need to downsize a layout.

Thanks for choosing our shows. We will do our best to make them profitable and enjoyable for all!