



Mill Valley Seniors Club

We Mom



## 2017 Spring Craft and Gift Market

We are very happy to announce and accept applications for our We Mom Spring Craft and Gift Market. We have mapped out space for 58 vendors throughout the first floor of our Community Center. Warm food and sweet treats will also be available from, The Mill Valley Seniors' Club. Our beautiful venue and great southern Marin location, as well as ample parking will contribute to making this a great fair.

The Spring Craft and Gift Market will be held at the Mill Valley Community Center, 180 Camino Alto, Mill Valley on Saturday, May 6, 2017, 9:00a.m. to 2:30 p.m. The public will be admitted free.

The Market will include a children's "Make It and Take It" craft area. Kids will have the opportunity to make mom a "Surprise Gift" for her special day. This will be a separate area upstairs located in the Mountain View Room.

**We Mom Spring Craft and Gift Market applications must be returned to the Mill Valley Community Center by Friday, February 24th, 5:00 p.m. in order to be considered for the event.**

**Vendor acceptance is a juried selection based on category and quality of merchandise.** Notification of acceptance will be sent by mid-March 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 waiting list.

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

**A booth space will cost \$80.00.** Booth spaces are approximately 8' wide by 6' deep and will include an 8' 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'. **NO DOUBLE BOOTH spaces are available.**

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 and gift market. 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.

We will have an ongoing raffle during the market. We request that each vendor donate an item representative of their booth with a value of no less than \$10.00. Staff will collect items on Saturday before the market opens. All monies collected from the raffle will be used to defray costs of the event.

**To apply**, complete the attached paperwork (application, agreement, form # BOE-410-D). Include no more than three photos representative of your craft items. **Do not send sample items**. Your photos will be returned to you.

Make checks payable to Mill Valley Seniors' Club. No Credit Card's excepted for this application.

Please be sure to complete the application requirements; not fulfilling each requirement may disqualify you from the Craft and Gift Market.

✓ **Application Checklist:**

- Complete We  Mom Spring Craft and Gift Market Application
- Sign Exhibitor's Agreement and Liability Waiver
- Complete form #BOE-410-D
- Include full payment, check or cash.
- Include no more than three current photos of items to be sold  
(Judges will not look at vendor websites.)
- Above items must be received at the Mill Valley Community Center,  
by February 24, 2017, 5:00 p.m.

Attn. We  Mom Spring Craft and Gift Market  
180 Camino Alto, Mill Valley, CA. 94941

Thank you for your interest in our Seniors' Club, We  Mom Spring Craft and Gift Market. 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 me at [dcallaway@cityofmillvalley.org](mailto:dcallaway@cityofmillvalley.org).

Sincerely,

Debbie Callaway

Debbie Callaway  
Seniors' Coordinator



We Mom

## 2017 Spring Craft and Gift Market APPLICATION

OFFICE USE ONLY  
Date Pd. \_\_\_\_\_  
Space # \_\_\_\_\_

Name \_\_\_\_\_

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

Telephone Home: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

E-mail \_\_\_\_\_

Description of crafts or gift items to be sold (Please be specific as this will assist in the selection process)

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Price Range: \_\_\_\_\_ Number of photos submitted: \_\_\_\_\_

Give a description of your set-up. If you have a 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.; aisleways must be kept clear at all times.**

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Have you participated in any of our community center fairs in the past? yes no

Do you need an 8' table for your display? yes no

Do you need electricity for your display? yes no (Number of outlets is very limited)

Any special requests? \_\_\_\_\_

**Booth spaces are approximately 8'x6' for \$80.00.  
Make checks payable to Mill Valley Seniors' Club.**

**Mail to: Mill Valley Community Center, We Mom Spring Craft and Gift Market  
180 Camino Alto, Mill Valley, CA. 94941**

(See the back of this page for Exhibitor's Agreement)

# Mill Valley Seniors' Club

## We Mom

### 2017 Spring Craft and Gift Market

#### **Exhibitor's Agreement**

1. Check-in will start at 7:30.a.m. All exhibits must be in place by Saturday at 8:30 a.m.(cars parked off site) Exhibits must be staffed no later than one half hour before the opening to the public. Exhibits must be open and staffed during all Craft and Gift Market hours and stay the entire event. All exhibit structures, displays, merchandise and trash must be removed immediately after the event.
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 We  Mom Spring Craft and Gift Market. The Mill Valley Recreation Department reserves the right to ask any exhibitor to leave show if not acting in the best interest of the Spring Craft and Gift Market, 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 Spring Craft and Gift Market.
7. This agreement constitutes the entire contract between parties, and no charges shall be valid unless agreed to by both parties in writing.

**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 photograph in Mill Valley Recreation brochures or publicity.

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

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

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

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at [www.boe.ca.gov](http://www.boe.ca.gov). To find a Board of Equalization (BOE) office near you, call our Taxpayer Information Section at 800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary 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** - Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

**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 BOE 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).

**Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.**

**1. EVENT INFORMATION**

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

**2. VENDOR/EXHIBITOR INFORMATION**

OWNER'S NAME

MAILING ADDRESS (street number or P.O. box)

(city, state and zip code)

TELEPHONE NUMBER

(        )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

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

**3. STATUS—Check appropriate boxes, and provide requested information**

I hold a valid seller's permit. My number is: **S**

No sales of tangible personal property are being made or solicited at this event.

I am not required to hold a seller's permit because:

<input type="checkbox"/> My retail product sales are not subject to tax	<input type="checkbox"/> My sales are exempt occasional sales
<input type="checkbox"/> I sell on behalf of a section 6015 retailer	

**4. CERTIFICATION—Partners/additional sellers, complete a separate copy of this form**

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

NAME (typed or printed)

TITLE

SIGNATURE

DATE

## Privacy Notice

***This is not a request for you to provide information. This is an informational notice according to the requirements of the Information Practices Act (Civil Code §1798.17). No action is required.***

We ask you for information so that the BOE can administer the state's tax and fee laws. The BOE will use the information to determine whether you are paying the correct amount of tax and 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 sec.405(c)(2)(C)(i)]). A list of authorized agencies, among others, who the BOE may disclose information to, and a complete list of the California Revenue and Taxation Codes is available on our website at [www.boe.ca.gov/pdf/boe324gen.pdf](http://www.boe.ca.gov/pdf/boe324gen.pdf), then scroll to the second page.

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

If your registration information is incomplete, the BOE may not issue your permit, certificate, or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information the BOE requests or that is required by law, or if you provide fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments, they may not be allowed. You may owe more tax or fees or receive a smaller refund.

### **Can anyone else see my information?**

Your records are covered by state laws that protect your privacy. However, the BOE may share information regarding your account with specific state, local, and federal government agencies. The BOE may also share specific information with companies authorized to represent local governments.

Under some circumstances, the BOE may release the information printed on your permit, certificate, or license, such as account start and closeout dates, and names of business owners or partners, to the public. When you sell a business, the BOE may give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, the BOE can release information regarding your account to anyone you designate.

### **Can I review my records?**

Yes. Requests should be made in writing to your closest BOE office. A complete listing of BOE locations can be found at [www.boe.ca.gov](http://www.boe.ca.gov). Additional information regarding your records can be found in publication 58-A, *How to Inspect and Correct Your Records*. For a copy of this publication, go to [www.boe.ca.gov](http://www.boe.ca.gov) or call the Taxpayer Information Section at 800-400-7115 (TTY:711), Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. If you need more information, you may contact the BOE's Disclosure Officer at 916-445-2918 or by writing:

Disclosure Officer, MIC:82  
State Board of Equalization  
PO Box 942879  
Sacramento, CA 94279-0082

### **Who is responsible for maintaining my records?**

The officials listed below are responsible for maintaining your records.

#### **Sales and Use Tax**

Board of Equalization  
Deputy Director, SUTD, MIC:43  
PO Box 942879  
Sacramento, CA 94279-0043  
800-400-7115

#### **Property and Special Taxes and Fees**

Board of Equalization  
Deputy Director, PSTD, MIC:63  
PO Box 942879  
Sacramento, CA 94279-0063  
800-400-7115