



## Caledonia Street Festival



We invite you to participate in The Caledonia Street Festival which returns to Sausalito again this year. The Caledonia Street Festival will be an event to celebrate the character, history and importance of Caledonia Street as well as our wonderful Sausalito community. This annual event draws hundreds of all types of people to dance, eat, drink, mingle, shop and groove. Artistic highlights include craft and art booths, live music entertainment and a silent auction. A festival created to appeal to the entire family, there is also a children's area filled with activities for youngsters of all ages to participate in. Enjoy all the beautiful and historic things Caledonia Street has to offer and support the fantastic local business owners.

### **Festival Highlights:**

- Live music on a large entertainment stage
- No patron admission fee
- Children's area with children's music, entertainment, games, bounce houses, and activities
- Beverage bars featuring wines and beer
- Regional advertising and promotional campaigns
- Local restaurant food booths

### **Special Artist Amenities:**

- Drive-up loading and unloading
- Free vendor parking
- \$30 discount to all returning Caledonia Street Festival Artists/Vendors
- Artist link on Caledonia Street Festival website - [www.caledoniasstreetfestival.com](http://www.caledoniasstreetfestival.com)



**Celebrating  
Sausalito**



## Eligibility and Rules

Vendor will obey all provisions of this Agreement and all rules for safety, security, parking, volunteers, State laws, City Ordinances and any and all other applicable requirements.

If you are a new vendor three photographs of your work and one photograph of your booth set-up must be included with the application or available electronically through email or online.

Vendor MUST apply for a City of Sausalito 1 - Day Special Event business license. The license is limited to only the event date. Vendors who already conduct business in the City of Sausalito may submit a copy of their current business license.

Vendor acknowledges and agrees that it will comply with the following time requirements on the event date regarding set up, operation, breakdown and vehicular access to Caledonia Street.

- Vendor may begin booth set up no earlier than 7am
- Vendor vehicular access to Caledonia Street will cease at 8:45am and no exceptions will be granted
- Vendor will complete booth set-up by 10am
- In order to provide adequate variety, activity & safety to the patrons of the event, Vendor is required to operate it's booth from 11:00am - 5:00pm
- Vendors will be provided with vehicular access to Caledonia Street at 5:00pm
- Breakdown begins at 5:00pm (and no earlier) and must be completed at or before 7:00pm
- Vendor MUST use either a pop up tent or umbrella

Vendor is expressly prohibited from selling food &/or beverages including without limitation water & tea.

Vendors must provide their own required tent or umbrella, tables, table coverings, chairs and decorations. Please note **there are no electrical outlets.** A 10' X 10' pop up tent is preferred.

Vendors handle their own sales transactions. (The City of Sausalito does not take a % of your sales.)

All fees are non-refundable. This is a rain or shine event.

There is a \$25 late-fee for applications postmarked after April 1st and a \$20 charge for returned checks.

Copies, knock-offs, look-a-likes or fakes of designer items are not permitted. If vendor displays any of these items vendor will be asked to leave the event and not invited back next year. Fees will not be refunded.

The individual executing this Agreement on behalf of Vendor has the full authority to enter into this Agreement on behalf of Vendor.

It is understood that a breach of this Agreement will result in elimination from any future Caledonia Street Festival participation and can result in immediate removal from the Festival.

Application deadline is March 31st, 2014. Late applications will be considered if space is available. We are accepting applications on a first come first serve basis. Notification of acceptance will be sent out immediately after application has been approved.

## Checklist

- Completed and signed application
- Booth fee (please separate from business license fee)
- City of Sausalito temporary business license form OR copy of Sausalito business license
- City of Sausalito temporary business license fee (please separate from booth fee)
- 3 photographs/slides of your work (new vendors) \*links to your website also appreciated (new/old)
- 1 photograph of your booth set up (new vendors)

### Please return to:

City of Sausalito  
Parks & Recreation Department  
Attn: Erin Stroud  
420 Litho Street  
Sausalito, CA 94965

For additional information:  
www.caledoniastreetfestival.com  
estroud@ci.sausalito.ca.us  
415.289.4152 • 415.289.4189 fax



# Artist Application



Artist Name/Contact Person: \_\_\_\_\_

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

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



Caledonia Street  
Festival

## Category (please circle)

- Painting
- Clothing
- Mixed Media
- Leather
- Woodwork
- Sculpture
- Jewelry
- Prints & Drawings
- Photography
- Glass/Ceramics
- Fabrics
- Other \_\_\_\_\_

## Fees (please make checks payable to City of Sausalito)

Request for a  
Corner Space: \$50\_\_\_\_\_

Booth Size: 10'X10' (\$119)\_\_\_\_\_ 10'X15' (\$169)\_\_\_\_\_ 10'X20' (\$269)\_\_\_\_\_

Discount: Returning Artists from (2009-2013) are eligible for a \$30 discount: \_\_\_\_\_

Total: \_\_\_\_\_

## Payment (Booth Fee Only, Business License Separate Payment)

Card Type: Visa\_\_\_\_\_ MasterCard\_\_\_\_\_ Credit Card #:\_\_\_\_\_

Card holder name:\_\_\_\_\_ Exp. Date:\_\_\_\_\_ Billing Zip Code:\_\_\_\_\_

Authorized Signature:\_\_\_\_\_ Date:\_\_\_\_\_ Amount:\_\_\_\_\_

## Release

Vendor shall indemnify, defend and save the City of Sausalito, its officers, elected and appointed officials, employees, contractors and agents harmless from and against any and all liability, claims, suits, actions, damages and/or causes of action of any kind arising out of any bodily injury, personal injury, property damage or in violation of any federal, state or municipal law or ordinance or other cause in connection with the activities of Vendor, or on account of the performance or character of the Vendor's operation of the booth or otherwise related to its performance of this Agreement to the extent that any such liability, claims, suits, actions, damages and/or causes of action arises out of the intentional, negligent or willful misconduct of the Vendor.

Artist Signature \_\_\_\_\_

Date \_\_\_\_\_

# City of Sausalito Business License

Finance Dept  
420 Litho Street  
Sausalito, CA 94965  
(800) 987-0999



## Temporary Business License Application

Event Name Caledonia STREET FESTIVAL Event Dates 5/25/14

Business Name \_\_\_\_\_  
Business Phone \_\_\_\_\_  
Business Description TEMPORARY BUSINESS LICENSE  
Business Class Code TEMP  
Business Address \_\_\_\_\_ Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Temporary Business License

*Please remit the below fees based on the number of days business is conducted within the City of Sausalito.*

**(1) Temporary Business License Tax Rate:**

- (a) 1-Day Special Event = \$20.00
- (b) 2-Day Special Event = \$35.00
- (c) 3-Day Special Event = \$50.00

<b>(2) Total License Amount Due</b>	\$ <u>20.00</u>	[Enter Rate 1(a), 1(b) or 1(c) on this line]
<b>(3) Processing Fee</b>	\$ 15.00	
<b>(4) California SB1186 Fee</b>	\$ 1.00	
<b>(5) Total Amount Due</b>	\$ <u>36.00</u>	[Add lines 2, 3 and 4]

*This is to acknowledge I am the owner of the business declared above. I am paying the license fee for the event dates above. I understand that if I submit false information, it is a violation of the city ordinance and will be held responsible to the fullest extent.*

Owner's Name \_\_\_\_\_  
(Please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

⚡ Please see declaration of information on the backside for explanation of the SB1186.



# City of Sausalito Declaration of Information

Please complete this form in its entirety as it applies to your business activity in the City of Sausalito. If you need any assistance completing this application, please contact a MuniServices Representative, Monday through Friday, 8:00am to 5:00pm Pacific Time.

## Section I Variable Information

Business Name	Phone #	Fax #
Business Address	City	State Zip
Mailing Address (if Different)	City	State Zip
E Mail Address (Optional)		
Owner Name	Phone #	
Owner Address	City	State Zip
SSN/FEIN #	SEIN #	
State Resale License #	Contractor License #	

Start Date of Business in Sausalito: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Home Based Business: YES / NO

Is your business income generated from activity performed within the City of Sausalito? YES / NO

## Section II Certifications

*I certify under the penalty of perjury that the information in Section I & II is accurate and correct to the best of my knowledge and belief.*

Signature of person authorized to sign for firm	Date	Phone Number
Title	FEIN or Social Security Number	

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies

- \* The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)
- \* The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- \* The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

# Business License

## City of Sausalito Credit Card Authorization Form

Card Type:  \_\_\_\_\_ Visa

 \_\_\_\_\_ MasterCard

Card Holder Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Card Expiration Date \_\_\_\_\_ CVV2\* \_\_\_\_\_ (\*3-digit number on back of card)

Billing Address of Card Holder \_\_\_\_\_

Telephone #: \_\_\_\_\_ Billing Zip Code of Card Holder \_\_\_\_\_

Amount of Payment \$ \_\_\_\_\_

*I hereby authorize the City of Sausalito to utilize the credit card listed above for payment of my business license Fee. Must be satisfied prior to a business license being issued*

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



# Caledonia Street Festival

**May 25th, 2014**