



## Vendor Application

### 5th Annual GVJCI Kansha Craft Show Fundraiser

Benefiting the Gardena Valley Japanese Cultural Institute

Sunday, September 29, 2019 9:00am –2:00pm

Welcome to the 5th Annual GVJCI Kansha Craft Show Fundraiser!

**LOCATION:** GVJCI Nisei Veterans Memorial Hall and Main Hall, 1964 W. 162nd Street, Gardena, CA 90247

Tables and spaces are limited and will be available on a first come basis upon receipt of application and payment. Application must be received in the office by Friday, August 30, 2019. Upon approval, payment and Certificate of Insurance must be received by September 6, 2019. If mailed, please send to GVJCI – Attn: Kansha Craft Show Fundraiser, 1964 W. 162<sup>nd</sup> Street, Gardena, CA 90247

**VENDOR RESERVATION FEES:** \$60 per table (8'x2.5' table) or \$120 per 10'x10' space (**outside only**, must bring own tables; canopies are welcome).

**PARTICIPATION FEE:** 10% of vendor's sales. Each vendor shall provide a tally of sales and orders from the craft show with 10% donation to the GVJCI, payable at the conclusion of the event.

**INSURANCE:** Required. We will accept a Certificate of Insurance (COI) from your Homeowner's carrier or you may obtain crafter's insurance through ACT Insurance. **COI must include a minimum of \$1,000,000 Commercial General Liability and list the GVJCI as an additional insured.** Visit [actinsurance.com](http://actinsurance.com) for more details. Deadline to submit Certificate of Insurance September 6, 2019.

**SETUP:** Vendors may arrive as early as 7:00am to set up, however must be ready to sell by the start of the craft show at 9:00am and must remain until 2:00pm.

All vendors are required to bring their own table coverings and cash box, collection and reporting of sales taxes.

Vendor table locations will be assigned by event organizers.

No pets may be brought by the vendor to the event.

By signing this application you agree to waive liability, indemnify and hold harmless the Gardena Valley Japanese Cultural Institute (GVJCI) and their officers, staff, board members, and Kansha Craft Show Organizing Committee from responsibility for any damages, lost, or stolen goods thereof before, during, or after the craft show period.

By my signature, I agree to the terms of this application.

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

**Thank you for your participation and support. We look forward to a safe, enjoyable & profitable craft show! Warm regards from the GVJCI Kansha Craft Show Committee.**

**OUR MISSION:** A space to engage, share, and embrace the Nikkei experience and culture.

[www.jci-gardena.org](http://www.jci-gardena.org) [www.facebook.com/GVJCI](http://www.facebook.com/GVJCI)



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Name /Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of craft you will be selling \_\_\_\_\_  
\_\_\_\_\_

Comments/Special Needs \_\_\_\_\_

**Booth Space (Please make checks payable to the GVJCI. Payment due by September 6, 2019.)**

\_\_\_\_\_ 8' x 2.5' space (Will bring own table)                      \$60 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ 8' x 2.5' Table (GVJCI provides)                              \$60 x \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ 10' x 10' space (Outside only)                              \$120 x \_\_\_\_\_ = \_\_\_\_\_

Must bring own table; canopies welcome.

Bringing canopy? Yes \_\_\_ No \_\_\_

Participation fee will be 10% of vendor's sales. Each vendor shall provide a tally of sales and orders from the craft show with 10% donation to the GVJCI, payable at the conclusion of the event.

\*ALL items must fit on table or within purchased space. Side racks, end caps, etc., will be an additional charge to vendor.

GVJCI Kansha Craft Show Contact: Cathy Lee, 310-324-6611, clee@jci-gardena.org