



CITY OF TORRANCE

COMMUNITY SERVICES DEPARTMENT Recreation Services Division

John Jones
Community Services Director

Richard Brunette
Recreation Services Manager

Debbie Reed
Sr. Recreation Supervisor
(310) 618-2949
DReed@TorranceCA.Gov

January 9, 2012

Dear Vendors:

The **25th Annual Spring Boutique** is hopping into town, and will give artists/craftsmen an opportunity to sell their hand-crafted merchandise. The Spring Boutique will be held at **Wilson Park, 2200 Crenshaw Blvd. on Sunday March 25, 2012 from 9:00 a.m. to 4:00 p.m.**

All spaces are 10' x 10' and are located in the parking lot area (see the attached map). Applications will be taken on a first received, first assigned basis. Spaces are limited to **one booth per person**. Please fill out the attached application and return it immediately. The fee for a booth is \$60 for Torrance residents and \$80 for non-residents. **Please note: the deadline, (must be postmarked) for returning vendors (if you were a vendor last Spring) is Friday, February 3, 2012; for all other interested vendor application will be taken in the order received. The registration for applications received after Monday February 20, 2012 postmarked) will be \$100.00 for all vendors (The last day we will accept any applications will be Friday, March 5, 2012 (postmarked).**

All work **must be personally hand-crafted by you** (please note that anything you are selling must be made by you). No mass-produced, commercial or factory-made items or crafts purchased wholesale will be allowed. Food, candy, plants and audio recordings are prohibited. The promoter will enforce his/her judgment and will have you remove any items which are not hand-crafted or close down your booth. There will be **NO** refunds or credits issued. The promoter also reserves the right to limit the number of the same types of booths; i.e. jewelry, candles etc. **It is mandatory that you send photos displaying examples of all work to be sold.** Your application will not be accepted without photos of your hand-crafted merchandise you plan on selling and your signature at the bottom of the application form attached. **All merchandise sold must be represented in the photos at the time your application is submitted.** If you have sent in photos for Spring or Christmas 2012, new photos are not necessary. **If you added to or changed your merchandise you must send new photos.** Photos will **NOT** be returned.

All vendors are responsible for collecting and paying their California Sales Tax on all sales made during the Boutique and need to possess a Sales Tax license. The sales tax permit must be in your name. If you do not have a license, please contact the California State Board of Equalization at 1-800-400-7115 or 1-310-342-1000 or visit www.boe.ca.gov.

Those participating in the Spring Boutique may arrive at Wilson Park to set-up their booths at 6:00 a.m. You are responsible for your own merchandise, securing your tent/canopy and clean up afterwards. **Participants must bring their own tables, and chairs and remain set-up until 4:00 p.m.** Tables may not be reserved and will not be available the day of the Boutique. Vendors must be confined to the booth space (10 x 10) and cannot encroach on the walkways or parking lot stall. Amplified sound is not allowed. **NO SMOKING IN BOOTHS, NO DOGS IN OR AROUND THE BOUTIQUE AREA.**

All vehicles must be out of the Boutique area and in the designated vendor parking area by 8:30 a.m. No vehicles will be permitted in the Boutique area after 8:30 a.m. (only in your assigned parking space). Vehicles parked inside the Boutique area after 8:30 a.m. not in a designated parking space will be towed away at the owner's expense. No vehicles will be permitted back into the Boutique area or leave the area until 4:00 p.m. **NO EXCEPTIONS!**

If you have any questions, please contact Debbie Reed, Senior Recreation Supervisor, at 310/618-2949.

Have a wonderful Spring!

Thank you,
THE TORRANCE YOUTH COUNCIL



25th ANNUAL SPRING BOUTIQUE

Sunday, March 25, 2012 • 9 a.m. – 4 p.m.

WILSON PARK

2200 Crenshaw Boulevard, Torrance, CA 90503

VENDOR INFORMATION: Be sure to return your application immediately. Returning vendors have until Friday, February 3, 2012 (postmarked) to return application to receive the same space as 2011. Spaces will then be assigned on a first-come, first-served basis with all your requested information completed. Incomplete applications will be returned and spaces *will not* be held. **HANDCRAFTED ITEMS ONLY.** All spaces are 10' x 10' on a flat cement/asphalt surface. All canopies and tents must be fire proof and secured in case of wind.

Deadline for ALL applications is **Monday March 5, 2012.**

NO SMOKING IN BOOTHS OR AROUND BOOTHS. DOGS ARE NOT ALLOWED IN THE BOUTIQUE AREA OR BOOTHS.

PLEASE CHECK ONE: New Vendor Returning Vendor (2012 Spring Boutique)

NAME: _____ Business Name: _____
(Please Print) (Please Print)

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: Home (____) _____ Work (____) _____

E-MAIL ADDRESS: _____

FLYERS: Please check amount of flyers and/or postcards you would like to distribute: 25 50 100

FEE: Please check one: Torrance Resident \$60 Non-Resident \$80
 Postmarked after Friday, February 20, 2012 \$100 FOR ALL VENDORS

PAYMENT OPTION: Check (Make check payable to City of Torrance) or Credit Card

I hereby authorize the use of my: MasterCard Visa

Print name as it appears on card: _____

Master Card or Visa #: _____ Expiration Date: Month _____ Year _____

Signature: _____ *Credit card requests must have a signature.*

SALES TAX PERMIT NUMBER: _____ (MANDATORY) if you do not have a Sales Tax Permit, please call the State Board of Equalization at (310) 342-1000 and apply for a permit. You are responsible for collecting and paying California sales tax on all sales made during the event.

SUBMIT PHOTO DISPLAYING EXAMPLES OF ALL WORK TO BE SOLD:
 A photo file has been compiled. If you sent a photo for a previous Spring or Christmas Boutique, another photo is not necessary, unless you have added something new. *If not, it is mandatory.* ALL WORK MUST BE HANDCRAFTED BY YOU. NO COMMERCIAL, MASS-PRODUCED OR FACTORY-MADE ITEMS ARE ALLOWED! YOU MUST SEND A PHOTO DISPLAYING EXAMPLES OF ALL WORK TO BE SOLD. PHOTOS WILL NOT BE RETURNED.

LIST ALL ITEMS TO BE SOLD: _____

MAIL OR FAX IN APPLICATION: Please complete this entire application, sign at the bottom and return with check/credit card information and photos to: City of Torrance Community Services Department – Recreation Services Division
 3031 Torrance Boulevard, Torrance, CA 90503
 ATTN: Spring Boutique
 FAX: (310) 618-2903

1. All work has been handmade by me. I do not have any mass-produced, factory or labeled items. Upon request of the promoter, I will remove any such items or be shut down, and fees will not be refunded.
 2. Rainouts will be determined the morning of the boutique. You must be present to receive a credit. CREDITS ONLY! NO REFUNDS will be issued, regardless!!
 3. I will not leave the boutique area until 4 p.m., and only when it is safe to do so.
- I HAVE READ THE RULES AND REGULATIONS AND AGREE TO ABIDE BY THEM.**

Signature Required: _____ Date: _____



"HANDCRAFTED" BOUTIQUE RULES AND REGULATIONS (SPRING AND CHRISTMAS)

Our Mission is to support our vendors'/crafters' recreational talents and provide our residents with unique one-of-a kind gifts, by offering a wide selection of arts and crafts goods that are made by hand, not by machine, and made by a process requiring manual skills (i.e. hand-sewn, hand-carved, hand-knit, improvised, hand-tailored or handcrafted).

GENERAL INFORMATION AND GUIDELINES

Boutique Items:

- **Handcrafted Items Only!** All items must be personally designed, created, crafted and made by the vendor. No store-bought items, manufactured products, imported goods, items made from kits, assembled from pre-manufactured items, or crafts purchased at wholesale cost are allowed. **All work must be personally handcrafted by you and only you!**
- The name on the application must match the signature at the bottom of the application, as well as the name on the Seller's Permit.
- Food, candy, plants, alcoholic beverages, smoking, burning of incense and audio recordings are prohibited.
- The promoter will enforce his/her judgment and will have you remove any items which are not handcrafted, or close down your booth. **NO refunds or credits** will be issued. Please help us insure the integrity of our event by complying with this request.
- The City of Torrance Community Services Department reserves the right to limit the number of similar items and to disallow the sale of any item that is not keeping with the standard of the event. We reserve the right to place vendors where we feel they can be placed, so they are next to vendors selling the same or similar items.

Photos Displaying Examples Work to be Sold:

- In order to maintain the integrity of our vision, we must see your handcrafted products. All handcrafted items sold must be represented in the photos that are submitted. If you add or change your merchandise, you must send new photos. Photos will not be returned and will be kept on file for future events. Photos are not necessary for returning vendors (if you were a vendor last Christmas or Spring), unless you are adding something new.

State Board Requirements:

- Any type of sales conducted within the State of California requires you to obtain a Seller's Permit; you must obtain a temporary Seller's Permit.
- Temporary Seller's Permits are free-of-charge. You can get more information by contacting the State Board of Equalization at (310) 342-1000 or visit www.boe.ca.gov.

BOTH GUIDELINES

- All booth spaces are 10' x 10' and are located in the parking lot area (at Wilson Park). Booths cannot encroach on the walkways or parking lot stalls. You are only allowed to set up and sit in the 10' x 10' space.
- Amplified sound is not allowed in the booths or boutique area.

- Returning vendors have until the deadline date to return the application, in order to receive the same space as last year. *If you are requesting a different booth than last year, your paperwork will be processed after all returning vendor paperwork is processed.* Then, if the booth is available, it will be issued to you. If not, your booth from 2011 will be assigned to you. *New applicants will then be taken in the order received.*
- Due to vendor interest, spaces are limited to one booth per person.
- Vendors must bring their own tables, chairs and canopy (optional). Tables and chairs cannot be reserved and will not be available the day of the boutique.
- You are responsible for your own merchandise, securing your tent/canopy, setup and cleanup afterwards.
- Vendors must have each item for sale clearly marked. There will be no posting of signs stating ½ price sales, 50% off sales or blowout sales.
- There is no electricity in the booths and the use of generators is strictly prohibited.
- No smoking is allowed in or around booths.
- Dogs are not allowed in the boutique area or booths, in accordance with Municipal Code TMC 49.2.10. (exception service dogs in which the owner must be responsible for them).
- Those participating in the Boutique may arrive at Wilson Park at 6 a.m. to set up their booth. After 8 a.m., you will have to walk your booth supplies to your booth.
- Vendors must be open for business at 9 a.m. and remain set up until closing at 4 p.m. Those leaving before 4 p.m. will not be allowed back to any future Boutiques.

PARKING GUIDELINES

- No vehicles will be permitted in the boutique area after 8 a.m. (unless in a designated parking space assigned to your booth). All designated parking spaces are only allowed one vehicle. Anyone working with or helping a vendor **must** park behind the Sports Center.
- Vehicles parked inside the boutique area after 8 a.m., not in an assigned area, will **be towed away at the owner's expense. If you do not follow this guideline, you may not be allowed to participate in the future. Extra vehicles MUST park behind the Sports Center.**
- No trailers or oversized vehicles will be allowed. Trailers/oversized vehicles are required to unload merchandise in the designated loading/unloading area, and then park vehicles in the off-site vendor parking on the east side of the park (behind the Sports Center). It is very important to leave the parking lot at Wilson Park (near the event) available for your customers.
- No vehicles will be permitted back into the boutique area or leave the area until 4 p.m. Vehicles may leave only when it is safe to do so.

MISCELLANEOUS

- Flyers advertising the event will be mailed with your receipt and confirmation information. Vendors are encouraged to distribute flyers to friends, as well as post them in public places (only with permission of the establishment). Remember, more publicity equals more sales.
- Your signature on the application form is an agreement to abide by the rules and regulations of the boutique. Refunds will not be issued.
- **All incomplete applications will be returned and spaces will not be reserved! Please make sure you fill in each blank.**

Crenshaw Blvd.

Visitor Parking

Softball Fields

Softball Fields

Softball Fields

Sports Center/
Restrooms

Additional Vendor Parking

Vendor Parking	64
	65
	66
	67
	68
	69
	70
	71
	72

Aisle

Vendor Parking	75
	76
	77
	78
	79
	80
	81
	82
	83
	84
85	
86	

Aisle

Vendor Parking	89
	90
	91
	92
	93
	94
	95
	96
	97
	98
99	
100	

Food tables

O
N
M

Food Vendors

DJ

Boutique Area

Vendor Parking	35
	34
	33
	32
	31
	30
	29
	28

Aisle

Vendor Parking	26
	25
	24
	23
	22
	21
	20
	19
	18
	17
16	
15	
14	
13	
12	
11	
10	

Aisle

Vendor Parking	8
	7
	6
	5
	4
	3
	2
	1

Aisle

TYC	Parking

Aisle

INFO BOOTH	Island

ONLY ← Unloading/Loading Area → ONLY

← Unloading/Loading Area →

Vendor's Entrance

Vendors Entrance

Vendor's Entrance

Visitor Parking

Wilson Park
2200 Crenshaw Blvd.
Torrance, CA 90503

Map is based on 2011
Spring Boutique

Visitor Parking

Jefferson St.

Jefferson St.

405 FWY

Carson St.

Oak St.

N

