



Mission Viejo Activities Committee

Established 1967

An Organization of Volunteers Devoted to the Enhancement of Community Pride



August 1st, 2023

Dear Crafter/Vendor:

This year MVAC is hosting our 2nd Annual Día de Los Muertos Fiesta Event and it's bigger and better than ever! We will have a "Immersive Cultural Artisan Market" – there are limited openings for vendors that have relevant cultural items related to Día de Los Muertos or Latino(a) heritage.

Día de Los Muertos (The Day of the Dead) is a holiday that originated in Mexico and is now celebrated all over the world. Friends and families come together to welcome back the souls of their deceased loved ones for a brief reunion that includes food, drink, and celebration. This is a community/family friendly event and all items must be culturally relevant.

Now accepting applications. First come first served dependent items being culturally relevant and meeting criteria below.

We ask that you follow the enclosed rules and regulations. **You are required to submit a photocopy of your Seller's Permit.** Make sure your application is signed and dated. Incomplete applications will not be accepted.

POLICIES AND PROCEDURE

*Please submit: **4 photos of your merchandise.** The market is first come first serve dependent on the items being culturally relevant and criteria below.

BOOTH FEE IS NOT DUE UNTIL YOU ARE NOTIFIED OF ACCEPTANCE.

*All merchandise will meet the following criteria:

- A. Cultural Relevance
- B. Quality
- C. Creativity
- E. Presentation
- F. Uniqueness

***Acceptance EMAILS** will be sent as soon as application has been reviewed. Please allow 1 week from the time you submit application.

Mission Viejo Activities Committee

Día de Los Muertos Fiesta

TERMS & CONDITIONS OF USE:

The Mission Viejo Activities Committee reserves the right to remove, without refund, any person and/or merchandise not complying with the following regulations:

A. All items must be culturally relevant and/or related to Central/South American heritage and/or seasonal.

B. All items must be appropriate to the spirit of a family-oriented sale.

C. MVAC is not responsible for damage to merchandise or cancellation of the Día de Los Muertos Fiesta in whole or part due to fire, windstorm, lightning, rain or any other inclement weather. MVAC spends substantial sums in preparation and advertisement of this event and refunds for spaces cannot be made in the event the Día de Los Muertos Fiesta is cancelled in whole or in part by such Acts of God.

D. Theft of work: Although this rarely happens, theft does sometimes occur at the events. Mission Viejo Activities Committee and the NP Murray Community Center cannot be held liable by exhibitors for theft that may occur during the event.

E. MVAC reserves the right to change the show layout or space locations if it becomes necessary.

F. MVAC does not provide tables, chairs, electricity, fixtures, or supplies.

G. **Set up for the Fiesta will be between 8:00 AM and 1:00 PM on Saturday, October 28, 2023.**

H. **Vendors are to remain at the event from 2 PM to 7 PM.** This is important to both the customers and the aesthetics of the event. Vendors not complying with this will be removed from the mailing list and will not be asked to participate again.

I. If two crafters wish to share a booth, EACH crafter must submit a completed application and photos.

L. Every effort is made to place crafters in spaces that compliment one another. Our goal is that as your customers are shopping, they view each booth "with fresh eyes".

M. MVAC is a non-profit volunteer group and our goal is to run a show that is fun as well as profitable for both crafters and MVAC. As important as the search for artistic talent is, we do not lose sight of the need for artists/vendors who are cooperative and easy to work with. *Please be kind to our volunteers.*

N. **FOOD PRODUCTS:** If you are vendor selling a food product (homemade candy, seasonings, jams, etc.) please check with the Orange County Health Department (www.ochealthinfo.com) to make sure that you are in compliance with the latest rules and regulations (**TFF permit**). During the past few years these requirements have become strictly enforced and we want your event experience to be a good one.

More information on temporary food facilities at:

<https://www.ochealthinfo.com/services-programs/environment-food-safety/food/food-safety-programs/food-booths>

Dia de Los Muertos Fiesta Vendor Application

SATURDAY, October 28TH, 2023

2:00 PM – 7:00 PM



☐ Completed application.

☐ **PRODUCT PHOTOGRAPHS:** Four photos of your merchandise. Upon submission, photographs become the property of MVAC if mailed.

☐ **ATTACH COPY OF SELLER'S PERMIT** If you have questions regarding this license, please CALL STATE BOARD OF EQUALIZATION AT (949) 440-3473. Temporary license: There is minimal or no charge to get a temporary CA resale license number, available 90 days before the event. For more information visit: <https://www.cdtfa.ca.gov/industry/temporary-sellers.htm>

DO NOT SEND BOOTH PAYMENT UNTIL YOU ARE NOTIFIED OF ACCEPTANCE.

IMPORTANT: INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL NOT BE ACCEPTED.

NAME _____ BUSINESS NAME _____

ADDRESS _____

CITY _____ ZIP _____ CELL PHONE _____

PHONE _____ BUSINESS PHONE _____

E-MAIL ADDRESS _____

CHOOSE THE CATEGORIES THAT BEST DESCRIBE YOUR MERCHANDISE AND FILL IN WHAT PERCENTAGE OF THE TOTAL BOOTH THAT ITEM FILLS.

CATEGORY	%
ARTWORK	
CERAMICS	
CLOTHING	
FLORAL	
JEWELRY	
HOME DECOR	

CATEGORY	%
TOLE PAINTING	
HOLIDAY	
STATIONARY/PAPER GOODS	
CHILDREN/BABY ITEMS	
PACKAGED FOOD	
OTHER (Specify)	

I would like placement (*if available*) in the following room:

☐ Jacaranda Room

☐ Palo Verde Room

☐ Hibiscus Room

☐ Space Available

ACTS OF NATURE

The MVAC is not responsible for Acts of Nature, such as fire, rain, wind, thunder, lighting, earthquake, or other inclement weather. No refunds in the event the Boutique is canceled (in whole or part) by such acts of Nature.

HOLD HARMLESS

I hereby release, discharge and agree not to sue the Mission Viejo Activities Committee or the City of Mission Viejo for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the **MVAC Día de Los Muertos Fiesta, October 28, 2023** from whatever cause, including the active or passive negligence of the Mission Viejo Activities Committee, the City of Mission Viejo or any other participant in the **MVAC Día de Los Muertos Fiesta**. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence" as that term is used in applicable case law and /or statutory provision. In consideration for being permitted to participate in the event, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify and hold harmless the Mission Viejo Activities Committee and the City of Mission Viejo from any and all claims, demands, actions or suits arising out of or in connection with my participation in the **MVAC Día de Los Muertos Fiesta**.

I have carefully read this release, hold harmless and agreement not to sue and fully understand its contents. I am aware that it is a full release of all liability and sign it on my own free will.

NOTE: The Mission Viejo Activities Committee reserves the right to remove, without refund, any person and/or merchandise not complying with the Terms and Condition of Use (see above).

SIGNATURE_____

DATE_____

Submit to:

mvac@cityofmissionviejo.org

or

**Mission Viejo Activities Committee
Día de Los Muertos Fiesta
24932 Veterans Way
Mission Viejo, CA 92692**

Dia de Los Muertos Fiesta
SATURDAY, October 28TH, 2023
2:00 PM – 7:00 PM

BOOTH DESCRIPTIONS AND SPACE ALLOCATIONS

MVAC does not provide tables or chairs

BOOTH SIZES: Venue map is on our website www.mvactivities.com

Jacaranda Room	8 x 8
Palo Verde Room	8 x 8
Hibiscus Room	8 x 8

No canopies are permitted; displays and/or fixtures may not exceed the booth measurement in any way.

BOOTH FEE

All Booths are \$75* and one item from your product line (min \$10 value)**

*Booth fee is payable upon notification of acceptance into the show, not prior

**The vendor products are assembled in gift baskets for the Opportunity Drawing, the proceeds of which go to fund MVAC community activities such as Santa's Workshop, Outreach Programs, and Scholarships.

Cancellation Policy

*** **CANCELLATIONS MUST BE RECEIVED IN WRITING** ***

Cancellations August 1st thru September 15th, 2023

\$25.00 Fee

Cancellations September 16th, 2023 & after

NO REFUND

Cancellation notice must be submitted in writing before any refund will be issued. This policy is strictly adhered to.

Dia de Los Muertos Fiesta
SATURDAY, October 28TH, 2023
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Frequently Asked Questions

- 1.** Does my item have to meet the criteria for this culturally significant event?
 - a. Yes, acceptance will be based on cultural relevance.
- 2.** Does MVAC provide tables or chairs?
 - a. No, it is the vendors responsibility.
- 3.** How many pictures of my product(s) do I need to submit?
 - a. **4** total
- 4.** Does MVAC provide electricity?
 - a. No, there is no guarantee that that there will be an outlet in your space, however, there are many spaces that do have outlets.
- 5.** Can I share a space with another vendor?
 - a. Yes! However, the 2 vendors must apply and be approved individually. There will be NO additional space provided. Both vendors must fit in 1 space.