

“HOW BERKELEY” FESTIVAL BOOTH REGISTRATION FORM

Thank you for being part of this year’s “How Berkeley Can You Be!?” celebration on **Sunday September 28th, 2008**. Please print and complete this form and mail with appropriate fees to **“How Berkeley Can You Be!?” -- 1674 Cypress Ave, Richmond CA 94805**

Please allow up to 2 weeks for processing. If you have any questions please call 510-644-2204 ext. 12 or email registration@howberkeleycanyoube.com. All checks must be received by September 21st, 2008. All confirmations including specific booth location, load in times, and other logistics will be provided **after registration closes**.

Your registration fee provides a 10'x10' booth space only. If you need to rent a canopy, tables, or chairs you may add them to your order below. We do not provide electricity. The City of Berkeley prohibits the use of “noisy” generators, please let us know if you would like to use a generator and we will consider your request, but cannot guarantee approval.

Type of Registration (Please circle one):	ARTS & CRAFTS	COMMERCIAL	NON-PROFIT
Name: _____			
Contact Person: _____			
Phone Number: _____			
Email Address: _____			
CA Resale Number (Arts & Crafts or Commerical Vendors): _____			
Description: 			
Special Requests / Placement (we will do our best to honor all requests but cannot make guarantees): 			

2008 Registration Fees (please include check payable to “EPIC ARTS” with this form):	
\$50 for non-profit organizations	\$ _____
\$80 for Arts & Crafts vendors (NO commercial or resale allowed).....	\$ _____
\$125 for Commercial / Retail vendors.....	\$ _____
\$175 for snack / single-item food vendors	\$ _____
\$350 for full food vendors	\$ _____
I would like to rent ____ 6’ rectangular banquet tables at \$10/each	\$ _____
I would like to rent ____ folding chairs at \$4/each	\$ _____
I would like to rent ____ 10'x10' pop-up canopy at \$90/each	\$ _____
\$36 Health Permit fee for Prepackaged foods	\$ _____
\$149 Health Permit fee for Fresh / Prepared / Unpackaged foods	\$ _____
Total payment enclosed (fees + rentals)	\$ _____

ADDITIONAL NOTES FOR CRAFTS & COMMERCIAL VENDORS

- Vendors must provide a CA Sellers Permit number. Temporary numbers may be obtained from the State Board of Equalization 510.622.4100. You are responsible for collecting and reporting sales tax.
- Booth size is 10' x 10.' No sharing of spaces. You must accept the designated space provided by the Producer.
- TO QUALIFY FOR ARTS & CRAFTS VENDING: Original, handcrafted work in any media will be acceptable. Artist must be present. Unacceptable are manufactured items, kits, imports, commercial reproductions (except your own cards), foods, or taped music.
- ARTS & CRAFTS VENDORS... PLEASE PROVIDE three (3) photographs of your work, or samples and one photo of your booth if available. The work must be representative of that to be sold in your booth. Photos will be used to determine if work screened is the same as that which is in your booth. Put your name and address on the back of each photo.

Alternately, you may email 4 JPGs of your work to registration@howberkeleycanyoube.com, and be sure to include your name and business name as listed on your application.

If you apply as an Arts & Crafts vendor but are actually reselling or vending commercial goods, you will be charged an additional \$45 and must register as a commercial vendor. This is why you must provide us with photos of your handmade artwork or crafts!

- Setup begins at 8am for you to be open for business by noon. Booths close when the festival ends at 5pm. You may unload on Center or Allston way but may not leave your vehicle on the festival grounds. Street parking for your vehicles is available nearby. Bring a hand truck! If you show up early we cannot guarantee that your space or our staff will be ready for you!
- Show is held rain or shine. However, in case of extremely bad weather or a natural disaster the show may be canceled at the discretion of the Producer. No refunds or payments will be made if show is canceled.