



# City of Burlingame 2023 Winter Market

## Vendor Application, Agreement, and Waiver

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We are happy to announce and accept vendor applications for our 1st Annual Winter Market! Our new Community Center with ample parking, within walking distance from downtown Burlingame and the Caltrain Station, makes it a great location. The Winter Market will be held at the Burlingame Community Center, 850 Burlingame, Burlingame, on Saturday and Sunday, December 2 and 3, from 9 a.m. - 5 p.m. The public will be admitted for free. The Winter Market will include local vendors, handmade goods, crafts for children, music, and more.

**Vendor applications must be submitted to Claudia Vega or mailed to the Burlingame Community Center by Friday, September 15, 5 p.m., to be considered for the Winter Market.**

**Vendor acceptance is an impartial juried selection based on category and quality of merchandise.** Notification of acceptance will be sent by the end of September, along with additional information for participants. No refunds will be given to accepted vendors. If you are not accepted, your check will be returned, and your name will be placed on the waitlist.

**ITEMS MUST BE HANDCRAFTED BY THE VENDOR/APPLICANT.**

**NO IMPORTS OR RESALE ITEMS ARE ALLOWED.**

**A booth space is \$200.** Booth spaces are approximately 8' wide by 6' deep, including a table (2.5x5') and two chairs. Please note that booth spaces may vary slightly depending on location. All displays must be free-standing and no taller than 8'. Double booth spaces are not available. You must provide your own linen.

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NOTIFICATION: Beginning Monday, August 7, Applicants will be notified, on a rolling basis, by email if they have been selected to participate, placed on the wait list, or not accepted. Selected vendors will receive an emailed Vendor Acceptance Packet with additional information. If your application is not accepted, your booth fee will be returned.



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**To apply**, complete the attached paperwork (application and agreement). Include no more than three current colored photos representative of your craft items. **These photos will be used in the selection process and will not be returned, but may be used in future event advertising. Do not send sample items.**

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Completed applications should be emailed to [cvega@burlingame.org](mailto:cvega@burlingame.org) or mailed to the Burlingame Community Center.

Payment must be done with a credit card or check; cash will not be accepted. Checks must be made out to the City of Burlingame. Credit card information may be provided in the credit card section of the application. Visa and Mastercard ONLY.

Please be sure to complete the application requirements. Not fulfilling each requirement may disqualify you from the Market.

✓ **Application Checklist:**

- Complete Winter Market Application
- Sign Vendor Agreement and Liability Waiver
- Include full payment, check, or credit card
- Include no more than three (3) current photos of items to be sold.
  - Photos will not be returned
  - Judges will not look at vendor websites.
- The above items must be submitted via email to [cvega@burlingame.org](mailto:cvega@burlingame.org) or to Burlingame Winter Market, 850 Burlingame Ave, Burlingame, CA, by Friday, September 15, 5 p.m.

Thank you for your interest in our first-ever Winter Market!

If you have any questions, please contact the Burlingame Community Center, Monday through Friday, 8:00 a.m. to 5:00 p.m. at 650.558.7300 or email [cvega@burlingame.org](mailto:cvega@burlingame.org).

Thank you,  
Claudia Vega  
Recreation Supervisor



# City of Burlingame 2023 Winter Market

## Exhibitor's Agreement

1. All exhibits must be in place by Saturday at 8:30 a.m. Exhibits must be staffed no later than one-half hour before the opening to the public. Exhibits must be open and staffed during all Market hours. All exhibit structures must be removed, one hour after the close of the Market on Sunday, December 3.
2. Exhibitor agrees to confine all display and selling activity within the assigned booth space, refraining from placing signs and goods or other materials within or over public aisle space, vendor aisle space, or in other vendors' space.
3. Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permits.
4. Exhibitor agrees to maintain the dignity and integrity of the Market. The Burlingame Parks and Recreation Department reserves the right to ask any exhibitor to leave the Market if not acting in the best interest of the Market, or who does not meet vendor requirements.
5. Exhibitor confirms that all items to be sold have been handcrafted by vendor/applicant, and no items have been imported or commercially produced for resale.
6. Exhibitor agrees that the application fee is non-refundable once accepted to the Burlingame Winter Market.
7. This agreement constitutes the entire contract between parties, and no charges shall be valid unless agreed to by both parties in writing.
8. Exhibitor agrees that the City of Burlingame has the right to use any photographs taken during the Winter Market Special Event for future marketing and publicity purposes.

**Be sure to read and sign below:** I hereby agree to indemnify and hold harmless the City of Burlingame and its officers and employees from and against any and all liabilities for any injury that I may suffer arising out of or in any way connected with participation in the program noted above. In case of emergency, I may be treated by a qualified physician. I give permission to use mine, or my business's photograph in Burlingame Parks and Recreation magazine, website, social media or publicity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# 2023 City of Burlingame Winter Market

## Vendor Application

<b>Main Contact:</b>		<b>Contact Phone:</b>	
<b>Business Name:</b>			
<b>Mailing Address:</b>			
<b>Email:</b>			
<b>Website:</b>			

### MAIN CATEGORY

If applicable: List additional items as "Other"

Please **select the MAIN category** that best represents your items:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Ceramic  | <input type="checkbox"/> Fabric/Yarn     | <input type="checkbox"/> Fine Art/Photography |
| <input type="checkbox"/> Glass  | <input type="checkbox"/> Health/Wellness | <input type="checkbox"/> Home & Garden Décor  |
| <input type="checkbox"/> Jewelry  | <input type="checkbox"/> Paper Crafts    | <input type="checkbox"/> Wood                 |
| <input type="checkbox"/> <b>FOOD</b> : must hold SMC Health Services Temp. Food Facilities Permit |  |   |
| <input type="checkbox"/> Other:   |  |   |

### DESCRIPTION OF ITEMS:

### PRICE RANGE OF ITEMS:

Please **select the price category** that best represents your items:

- |                                     |                                     |                                    |
|-------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Under \$10 | <input type="checkbox"/> \$10-\$20  | <input type="checkbox"/> \$20-\$40 |
| <input type="checkbox"/> \$40-\$100 | <input type="checkbox"/> Over \$100 |                                    |

### DESCRIPTION OF BOOTH

#### DISPLAY:

Include height, width, and depth of any structures. Attach a sketch if necessary. **NOTE: All displays must be free standing**

### Payment Information

Payment Method:  Credit Card

Check:  
Payable to "City of Burlingame"

Name of Card Holder: \_\_\_\_\_

Mail application fee to:  
Burlingame Winter Market  
850 Burlingame Ave.  
Burlingame, CA. 94010

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

Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_