

1st Annual Chino Branch Library Book Sale and Boutique

Saturday, April 16, 2011

We hope you choose to participate in our 1st Annual Book Sale and Boutique. The Library is a 501(c) 3 non-profit organization and by participating, you are supporting the library and the community which we serve.

The boutique will be held April 16, 2011 from 9:00 am to 3:00 pm outside of the library, including but not limited to the front entrance and side & rear of the building (facing Central Avenue) of the library.

Guidelines:

Exhibitors must be 18 years of age or older to participate.

All items for sale in the boutique area must be made by the exhibitor. Direct home sales booths will be allowed. The boutique committee will tour the booths and if any type of merchandise is found to be unacceptable, you will be asked to remove it from your booth or you will be asked to leave the fair. If you are asked to leave, your entry fee will not be refunded.

The entry fee is payable at the time the application is sent and must be accompanied by the application form. **Application deadline is March 1, 2011** or until all spaces are filled. Entry fees will be returned if all the spaces are filled. An acceptance letter will be sent to you once your application is accepted, followed by a confirmation letter after March 15, 2011.

Set-up time will be Saturday, April 16 from 7:45-8:45 am. You can use the library parking lot for unloading and set up. After unloading, please move your vehicle to the west side of the parking lot near the Chaffey Technology Center or to the north side near Chaffey College.

Exhibitors must provide their own booth display or EZ Up. **No tables or chairs will be provided by the library.** All displays should be contained within the assigned space. No display should obstruct the view of other exhibitors. No nails or tape may be used on the walls of the library. There will be no electrical outlets provided.

Exhibitors must conform to the San Bernardino County Library's policy regarding a drug-free building, which **prohibits the use of smoking materials and alcohol on library/City property.**

Rainy Day Policy - In the event of rain, all exhibitors will be issued a refund.

Mail application to: Chino Branch Library, Attn: Suzanne Mason, 13180 Central Avenue, Chino, CA 91710

Email: president@chinofriends.com or visit our website: www.chinofriends.com

1st Annual Chino Branch Library Book Sale and Boutique Application

April 16, 2011

Deadline: **March 1, 2011** or until full

NAME: _____ BUSINESS NAME: _____

EMAIL: _____ BUSINESS WEB: _____

ADDR: _____ CITY _____ STATE _____ ZIP _____

HOME PHONE: _____ CELL PHONE: _____

HOW DID YOU HEAR OF OUR BOUTIQUE? _____

DESCRIPTION OF ITEM(S): _____

BOOTH SPACE: 10' X 10' @ \$20/SPACE # OF SPACES _____ PRICE _____

**The City of Chino requires exhibitors to purchase a temporary business license for \$12. See supplemental application for details. For questions, contact Alicia at 909-591-9818.

Make checks payable to: FOCL

TOTAL FEE ENCLOSED \$ _____

I, the undersigned, have read, understood and agree to the conditions of the fair and its sponsor, the Friends of the Chino Library (FOCL). I understand that neither the Friends Group nor the library are responsible for any theft, damage to goods or my personal property, before, during or after the fair. I also agree to pay the FOCL for any repairs for damage to the library that is caused by me within my assigned space.

Signature: _____ Date: _____

For office use only

Date received: _____ Check # _____

1st Confirmation sent _____ 2nd Confirmation sent _____

BOOTH #