



## SPECIALTY FOOD VENDOR APPLICATION CHECK LIST

### CHECK LIST:

Your application cannot be considered unless it contains everything on this check list. **Return all items by mail to Pacific Fine Arts Festivals, PO Box 280, Pine Grove, CA 95665 or email all items to pfa@pacificfinearts.com.**

1. **SEND ONE (1) SET** of six (6) good quality photographs, or more if necessary to cover the breadth of your work. No CDs for this requirement, please. Images should be CURRENT—within the last two (2) years. Include four (4) images, or more as needed, of your various products, one (1) image of entire stocked display and one (1) of you working in your kitchen with supplies and tools and work in various degrees of completion. These images should be representative of all products to be displayed for sale. Your name or business name should be included on each image. When submitting your images, remember that this presentation is how the selection committee chooses the event's participants.
2. **California Strawberry Festival applicants:** Include product/s manufacturer's labels.
3. **Include a separate page with your Business Statement/Biography.** Be sure that your name/business name is included on this page.
4. **Include a separate page with a description representing all products you intend to bring including the following information**—what is your product line, how is it created, what are your general ingredients. Be sure that your name/business name is included on this page.
5. **IF SAMPLING PRODUCTS:** 1) Include a separate page with a full description of containers/materials used for sampling, 2) a full description of sampling process and 3) a close up image of your sampling containers as they are on your display.
6. Include a copy of the current health permit for your commissary —proof the food has come from or been stored in an approved/permitted food facility.
7. Space fee checks/money orders made out to PFAF or Pacific Fine Arts Festivals required for each event. A second, separate check is required for each extra space request per event. Note: \$15.00 fee for NSF checks. We also accept Mastercard/Visa for space and application fees.
8. \$15.00 non-refundable application fee per event to which you've applied **EXCLUDING SAN RAMON**. Paid by separate check to PFAF or Pacific Fine Arts Festivals. This may also be paid by MC/Visa.
9. A self-addressed envelope large enough and with adequate postage to return your pictures if you mailed them to us by USPS. Your images will be returned within four (4) weeks after the last event to which you applied takes place. If this is not submitted in a large enough size or with enough postage, your images CANNOT be returned.
10. Include a self-addressed, stamped postcard if you would like us to acknowledge receipt of your application packet. On the postcard in the memo section note the shows for which you've applied.
11. **Read and sign the hold harmless. Please note our cancellation policy on pages 3 and 4.**
12. **Copy to keep for your files the "Dates to Remember/Policies" page.** Your application cannot be considered unless it contains everything on this check list. **Return all items by mail to Pacific Fine Arts Festivals, PO Box 280, Pine Grove, CA 95665 or email all items to pfa@pacificfinearts.com. We will accept applications after the deadlines for space or waiting list consideration. Questions: Contact pfa@pacificfinearts.com or 209/267-4394.**