



July 20, 2010

Re: Kimochi's Silver Bells Arts & Crafts Faire

Silver Bells Arts & Crafts Faire will be a one day event on **SATURDAY, December 11, 2010**, from 10:00 AM to 4:00 PM, in **The Event Center at St. Mary's Cathedral**, located at 1111 Gough Street, walking distance from San Francisco's Japantown.

Attached are the Application and Indemnity Clause for you to complete. We prefer that crafts be handmade and reflect a positive image of Asian/Pacific Islanders. Kimochi reserves the right of vendor selection, placement and table configuration. We are asking for a space fee, plus 10% of your gross sales, due at the conclusion of the event.

Please refer to the application and make your selection carefully. Your application MUST include a hard copy photo of the item(s) you plan to sell. Photos will not be returned.

PLEASE DO NOT SEND PAYMENT WITH YOUR APPLICATION. Vendors will be notified by 10/08/10 if they have been selected to participate or not. Selected vendors will then have 2 weeks to send in their payment. There will be no refunds for cancellations.

Kimochi, Inc. is a 501(c)(3) non-profit, senior service organization. We are excited that 2011 will be our 40th Anniversary Year of providing programs and services to our seniors. Your 10% of gross sales from the event will assist Kimochi, Inc. in continuing to provide the following programs and services to our seniors: information, referral, and outreach services; senior center activities; social services; congregate and home delivered meals; transportation services; health and consumer education lectures; in-home support services; family caregiver support services; adult social day care; and 24-hour residential and respite care. Your fees are tax deductible to the extent permitted by law.

Silver Bells is widely promoted through press releases to community and mainstream media, posters and flyers, on our website, www.kimochi-inc.org, and a host of online community event calendars. We're very excited about this special one-day event and are committed to producing a successful event for you and Kimochi!

Please contact Steve Ishii at sishii@kimochi-inc.org or Sakura Suzuki at ssuzuki@kimochi-inc.org or (415) 931-2294, if you have any questions. Thank you for your support and we look forward to your participation!

Sincerely,

Steve Nakajo, M.S.W.
Executive Director



 SP # _____
 _____ T - _____ C - _____ E
 Rec'd _____ Paid _____
 Amt. \$ _____ Ck # _____
 • FOR KIMOCHI USE •

BENEFITS: Kimochi, Inc., a 501(c)(3) non-profit organization (tax ID 23-7117402)
DATE: SATURDAY, December 11, 2010 (ONE DAY ONLY)
HOURS: 10:00 a.m. to 4:00 p.m.
LOCATION: The Event Center at St. Mary's Cathedral
 1111 Gough Street, San Francisco, CA 94109

Vendors interested in participating in the *Silver Bells Arts & Crafts Faire* must complete and return this application form **no later than Friday, August 27, 2010 (DO NOT SEND PAYMENT)**. You will be notified of your standing by 10/08/10. If selected to participate, your payment will be due in 2 weeks. Confirmations will be sent to participating vendors the week of 11/05/10. No refund for cancellation.

BUSINESS NAME		CONTACT PERSON'S NAME	
MAILING ADDRESS (STREET/P.O. BOX NUMBER, CITY)			STATE
			ZIP CODE
AREA CODE & DAYTIME PHONE NUMBER	AREA CODE & EVENING PHONE NUMBER	AREA CODE & FAX NUMBER	
E-MAIL ADDRESS		WEBSITE ADDRESS	

I have participated at previous Silver Bells Arts & Crafts Faires. Yes No; If YES, how many? 1 2 3 4 5+

FEES - Please select one package (Basic, Plus or Premium) and add any optional items.

- _____ **BASIC** – 8'x6' space **limited** to 2 tables & 4 chairs
 \$85 (returning **2009** vendor) / \$100 (1st time vendor) - Fee includes, 1 table & 2 chairs = \$ _____
- _____ **PLUS** – 16'x6' space **limited** to 4 tables & 6 chairs
 \$170 (returning **2009** vendor) / \$200 (1st time vendor) - Fee includes, 3 tables & 4 chairs = \$ _____
- _____ **PREMIUM** – 24'x6' space **limited** to 6 tables & 8 chairs
 \$240 (returning **2009** vendor) / \$300 (1st time vendor) - Fee includes, 5 tables & 6 chairs = \$ _____
- _____ **Electrical / Wall Space** (sorry, no guarantee) = \$25 - Optional
 Note: Overflow placement will be in the hallway between the two vendor rooms. = \$ _____
- _____ **Extra Space** limited to 6' = \$75 - Optional = \$ _____
- _____ **Extra Table** = \$15 - Optional = \$ _____
- _____ **Extra Chair(s)** @ \$10 each - Optional = \$ _____

~ **DO NOT SEND PAYMENT.** PAYMENT DUE UPON SELECTION TO PARTICIPATE. ~ **TOTAL = \$**

BRIEF DESCRIPTION OF TOP 3 CRAFT ITEMS YOU PLAN TO SELL. ITEMS MUST REFLECT A POSITIVE IMAGE OF ASIANS/PACIFIC ISLANDERS.

1. _____ 2. _____ 3. _____

MAIN MEDIUM (E.G. PAPER, METAL, FABRIC) _____ PRICE RANGE: _____

Continue on back...

~ RAFFLE PRIZE DONATION ~

In our history of Silver Bells, we've asked vendors to donate one (1) item. Tickets will be sold for \$1 each, but better yet, shoppers earn FREE tickets when they spend a total of \$25 or more! This is a great incentive to get people to shop! Please provide a description and value of your donated item. **PRE-MADE SIGNS WITH YOUR PRIZE DESCRIPTION AND NAME WILL BE POSTED AT THE EVENT, SO PLEASE USE A GENERIC DESCRIPTION (E.G. T-SHIRT) AND DO NOT CHANGE YOUR DONATION.** The item will be picked up from you the morning of Silver Bells.

BRIEF DESCRIPTION OF ITEM: _____

VALUE OF DONATION: \$ _____

PLEASE CHECK ALL THAT APPLY AND INITIAL HERE _____
INITIALS

- I have photos of my items in electronic format and available for poster/PR consideration.
- I am willing to be interviewed for promotional purposes (e.g. newspaper articles).

I give Kimochi, Inc. permission to:

- Use my photos/website address on any promotional materials, including website links.
- Share my contact information with customers who contact Kimochi after the event.
- Share my contact information with other organizations hosting an arts & crafts festival or fair.

IMPORTANT REMINDERS:

- Silver Bells Committee will review the applications and have the right of vendor selection, placement and table configuration (may be L-shaped or U-shaped for 2 or more tables).
- First preference will be handcrafted items. Items should possess a positive image of Asian/Pacific Islanders.
- No food items allowed to be sold.
- Hard copy photo(s) **MUST** be included with application and will not be returned.
- Indemnity Clause must be signed and returned with application.
- All items to be sold must be clearly labeled with your business name and contact info.
- Wireless Internet is currently not available and cell phone signals may be unreliable in some areas, so plan ahead and be prepared.
- You will be responsible for covering your own tables with tablecloths/fabric/props.

I hereby assume all responsibility for any damages to my own merchandise incurred during Silver Bells. I understand that Kimochi, Inc. and St. Mary's Cathedral are in no way responsible for damages caused by fire, theft or natural disaster that may occur during Silver Bells.

I have read and agree to the above terms and conditions.

Signature: _____

Date: _____

CHECKLIST:

- Application is complete & signed
- Indemnity Clause is signed
- Photo(s) enclosed

RETURN APPLICATION TO:

Kimochi, Inc.
Attn.: Silver Bells
1715 Buchanan Street
San Francisco, CA 94115

For information, please contact Steve Ishii at sishii@kimochi-inc.org , Sakura Suzuki at ssuzuki@kimochi-inc.org or call (415) 931-2294.



GENERAL INDEMNITY AGREEMENT

The vendors will indemnify Kimochi, Inc. against any and all liability, loss, costs, damages, fee of attorneys and other expenses which Kimochi, Inc. may sustain or incur by reason of, or in consequence of their sponsorship of any of Kimochi's programs including but not limited to their Silver Bells program.

Vendor agrees to hold Kimochi, Inc. harmless for any defects or charges that may occur in the merchandising and sale of their products.

Signature: _____

Date: _____