

*City of Cerritos  
Community Participation Division  
2012 Holiday Boutique*

**I. General Information**

- A. **Date:** Saturday, December 1, 2012
- B. **Boutique Hours:** 9 a.m. to 3 p.m.
- C. **Location:** Cerritos Senior Center at Pat Nixon Park  
12340 South Street  
Cerritos, CA 90703
- D. **Participation Fee: \$30.00** (Check imprinted with a Cerritos address. Any other form of payment will require a copy of proof of residency, i.e. driver's license, utility bill). *Mail to the above address, any dropped off applications will not be processed.* **Each vendor MUST provide a separate check and application. Please remember that the name on the application and the check must match.**
- E. **ITEMS:** The City will also be accepting a variety of vendors, such as: antiques, collectibles and unique items. Handmade items are still strongly encouraged as are appropriate gift giving and embellished items. **No mass manufactured products.** Due to the accepting a variety of vendors and items, we **require a picture and a clear detail description of your items to be submitted with your application.** *The city will consider all requests and reserves the right to determine if groups/individuals or items sold are appropriate for this event and limit like vendors and products.*
- F. **State Board Requirement:** Any type of sales conducted within the State of California requires you to obtain a Seller's Permit through the State Board of Equalization. If you do not already have a **Seller's Permit** you must obtain a temporary Seller's Permit. **Temporary Seller's Permits are free-of-charge.** Contacting the **State Board of Equalization, Norwalk Office at (562) 466-1694 or <http://www.boe.ca.gov/index.htm> for more information.** Please attach a copy of your Seller's Permit to the boutique application or turn in a copy upon receiving your permit.
- G. **Business License Information:** **In addition to state requirements (item F),** the City of Cerritos, that all potential vendors that have a business franchise or are conducting business activity within the City must obtain a business license. If you have any questions, please contact the **Business License Officer at (562) 916-1236 to obtain an application. Applications will not be considered until you have obtained a Business License. Please attach a copy of your permit to application. (Temporary seller permit holders do not need a business license.)**
- H. **Inclement Weather:** In the event of inclement weather the event will continue and refunds will be mailed to **outdoor vendors only** if they can not be accommodated indoors.

**II. Spaces and Displays**

- A. All items must be appropriate for seasonal gift-giving and approved by the City. **So please remember to attach a photo that best represents the items you will be selling with your application.** Manufactured items that are embellished by hand are also acceptable. Please help us insure the integrity of our event by complying with this request.
- B. All displays are to remain for the duration of the scheduled time, 9 a.m. to 3 p.m.
- C. One six-foot table will be provided or you may bring your own. **Chairs must be provided by vendors.**
- D. The City of Cerritos reserves the right to limit the number of similar items and to deny the sale of any item.

- E. Exhibitors are responsible for their own displays. Booths must be supervised at all times. All sales are between you and the public. The City of Cerritos is not responsible for any financial transactions.
- F. All booth displays must be decorated in the seasonal theme. Craft items on sale may be used to meet this requirement. Booths will be judged and awards presented in three categories, keeping with the holiday theme:  
***Most Festive***                      ***Most Creative***                      ***Most Original***
- G. **Electricity** is very limited for inside spaces and is **not available for outside spaces**. Vendors assigned electrical usage will need to provide their own extension cords.

### **III. Set-ups**

- A. Indoor participants may set up displays from **5 to 8 p.m. Friday, Nov. 30, 2012**.
- B. The Cerritos Senior Center will open at **7 a.m. on Saturday, December 1**, for vendors. All booth spaces must be decorated and open for business at **9:00 a.m.**
- C. Vendors are required to park their personal vehicles at Carver Academy (elementary school next door to Senior Center) or neighboring streets after unloading.

### **IV. Clean-up**

- A. All participants' equipment and materials must be removed from the area by **5 p.m., Saturday, December 1**. **Clean-up can only begin after 3:00 p.m.** Vendors must leave their area clean at the closing of the event.

### **V. Miscellaneous**

- A. The sale of food or drinks for immediate consumption will be reserved for non-profit organizations as fundraisers. Written approval by staff is required.
- B. Wrapped, gift-giving food/treat items are permitted. (i.e. Homemade jams, jellies, candies, etc.)
- C. In keeping with City ordinances the following apply:
  - a. No alcoholic beverages are permitted for immediate consumption.
  - b. No pets are permitted in accordance with municipal code. **Only personal assistant dogs are permitted.**
  - c. Smoking is not permitted on the premises (inside or outside).
- D. Free customer admission.
- G. Flyers advertising the event will be available for pick-up at the Senior Center starting Monday, September 17 and also made available on-line to be printed out. Vendors are encouraged to distribute flyers to friends as well as posting them in public places such as banks, beauty shops, churches, shopping centers, etc., with permission of establishment of course. Remember, the more publicity, the more sales.
- H. If you have any questions, contact Joyel Sandoval at (562) 916-8550 or at [jsandoval@cerritos.us](mailto:jsandoval@cerritos.us).