



# City of Sacramento

## SECOND SATURDAY ART WALK PERMIT GUIDE



The Second Saturday Art Walk occurs on the Second Saturday of the month from 4:00 PM to 8:00 PM generally within the midtown area. In order to facilitate exhibits and music held outdoors on Second Saturdays, the City is establishing a special one-day permit.

- **Persons or businesses (“vendors”) wanting to display artwork, which includes paintings, photographs and other original handcrafted artistic merchandise, which may be offered for sale, either on public property (next to the sidewalk) or outdoors on private property must first obtain a Second Saturday Vendor permit.**
- **Private Property owners who allow displays by multiple vendors on their property must obtain a Multi-Vendor Location permit, assuming responsibility for compliance by its vendors.**
- **Bands and vendors that engage in activities which include outdoor amplified sound are required to have an Amplified Sound permit.**

### Where do I start?

Complete and submit a Second Saturday Permit Application. Applications can be faxed to (916) 808-3565 or mailed to Coloma Community Center, Attn: Second Saturday, 4623 T Street, Sacramento, CA 95819. For more information, please call (916) 808-2344 or email [Secondsaturday@cityofsacramento.org](mailto:Secondsaturday@cityofsacramento.org)

### When will I receive my permit?

You will receive your permit after all of the application requirements have been submitted and approved:

- A copy of photo identification (California Driver’s License or I.D. card) of the vendor or the private property owner requesting a Multi-Vendor Location permit.
- Business Operations Tax (BOT) Certificate for vendors selling artwork: A City of Sacramento BOT Certificate is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in the City of Sacramento. *A BOT is only required for vendors selling merchandise. It is not required for displays only or for bands performing at Second Saturday.*
- At least two (2) photos of your artwork and one (1) photo of your booth/display must be submitted with the application. All merchandise for display or for sale must be original artwork handcrafted by the vendor. *Photos are not required for bands performing at Second Saturday.*
- A Multi-Vendor Location permit application must submit a layout map showing the number of vendors and a description of the type of artwork for display and/or sale for approval. There must be sufficient space between vendor booths to allow the public to access each booth within the private property.
- For Vendor permits on public property, the applicant must have consent for their activity from the nearest property owner adjacent to the location where the booth is proposed with their name, address and signature.
- For amplified sound permits, the applicant must have consent from the nearest property owner adjacent to the location with their name, address and signature.

## Cancellation Policy

No refunds allowed once payment has been received and permit has been issued. If a permit is incomplete or denied, the application fee will be refunded.

## Event Set Up/Break Down

Set up begins no earlier than 3:00 PM and must be completed by 4:00 PM. All activities must end and event break down must begin at 8:00 PM. All permit holders must have removed their materials and equipment and cleaned the site by no later than 9:00 PM. All trash must be properly disposed of during the event and before leaving the site. Vendors and bands may not block streets, sidewalks, driveways, or site access by other vendors and bands during the event and while loading and unloading. Violation of these requirements or the following Rules and Regulations will result in revocation of existing permits and denial of new permits.

## Rules and Regulations

- The artwork displayed and sold during Second Saturday must be original, handcrafted and artistic merchandise produced by the vendor. Reselling merchandise that is mass-produced, manufactured or imported is not considered "artwork." Vendors displaying or selling merchandise that has not been approved or differs from that shown in the application photos will be required to remove their displays and will not receive a refund.
- Amplified sound may not exceed 70dba measured at a point 150 feet from the source. Only one warning will be provided before the permit may be revoked.
- Permit holders must take all necessary precautions to ensure electrical cords and other equipment are not located on the sidewalk or other pedestrian paths and they are secured within the display booth so that they do not present a tripping or other safety hazard.
- Sidewalks may not be blocked or otherwise closed to pedestrian traffic. A six (6) foot wide pedestrian pathway must be maintained at all times on private property for Multi-Vendor Location permits.
- Food vendors are strictly prohibited at all times.
- Permits must be on hand at all times. Permits are authorized for specific locations and times.
- All Second Saturday activities must not start before 4:00 PM and must end by 8:00 PM.

## Permit Fees

Vendor permit, \$25 per event day

Amplified Sound permit, \$25 per event day

Multi-Vendor Location permit, \$100 per event day (vendors on private property)

**For more information on Second Saturday Art Walk permits, please call (916) 808-2344, or questions can be e-mailed to [Secondsaturday@cityofsacramento.org](mailto:Secondsaturday@cityofsacramento.org)**





# City of Sacramento SECOND SATURDAY APPLICATION

4623 T Street, Sacramento, CA 95819

Phone: (916) 808-2344 / Fax: (916) 808-3565

E-mail: [Secondsaturday@cityofsacramento.org](mailto:Secondsaturday@cityofsacramento.org)



***Participants wanting to display and/or sell artwork must obtain a Vendor permit. Private Property owners who have multiple vendors must obtain a Multi-Vendor Location permit. Bands and vendors with amplified sound are required to have an Amplified Sound permit.***

## Requirements

- Copy of photo identification
- BOT (required for Vendors selling artwork)
- Two (2) photos of Artwork/One (1) of display
- Vendor Layout map for Multi-Vendor Location and photos or description of artwork to be displayed/sold
- Permission from property owners for bands, vendors with amplified sound, or vendors on public property

## Application Information

Name:		
Address:		
City:	State:	Zip:
E-mail address:		
Contact phone #:	Cell phone #:	

## Dates of Participation April 2011-October 2011 ~ Please select all that apply

Art Vendor	Music Vendor	Multi-Vendor Location
(\$25 per event day)	(\$25 per event day)	(\$100 per event day)
April 9	April 9	April 9
May 14	May 14	May 14
June 11	June 11	June 11
July 9	July 9	July 9
August 13	August 13	August 13
September 10	September 10	September 10
October 8	October 8	October 8
TOTAL DUE \$	TOTAL DUE \$	TOTAL DUE \$

**Please fill out all section(s) that are applicable.**

**Vendor**

Business Operations Tax License # (Copy Required) for selling artwork:

Have you received permission from the property owners for your Second Saturday activity?	YES	NO
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Please list Business name:	Contact:
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Address:

Phone number:	Owner's signature:
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Describe artwork to be displayed/sold: ***Please attach at least two (2) photos of artwork and one (1) photo of booth/display with the application.***

**Multi-Vendor Location**

Are you the property owner? YES NO *If not owner but business at that location, please obtain property owner's signature for approval of use of property for the vendors during event.*

Please list Business name:	Contact:
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Website:

Address:

Phone number:	Owner's signature:
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How many art/craft vendors will you have per event?

Describe work to be shown: ***The artwork to be shown must be original, handcrafted, and artistic merchandise produced by the vendor.***

**Amplified Sound**

Have you received permission from the property owner and the adjacent businesses for your Second Saturday activity?	YES	NO
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Please list Business name:	Contact:
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Address:

Phone number:	Owner's signature:
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Describe music to be played and instruments to be used, or type of sound to be amplified:

## Rules and Regulations

- Initial \_\_\_\_\_ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the permit prior to scheduled date and time or during the event without liability. Refunds will be made if cancellation by the City is necessary prior to the date of the event.
- Initial \_\_\_\_\_ Amplified sound may not exceed 70dba measured at a point 150 feet from the source. Only one warning will be provided before the permit may be revoked.
- Initial \_\_\_\_\_ Second Saturday fees are due when application is submitted. No refunds for rain or inclement weather.
- Initial \_\_\_\_\_ Food vendors are strictly prohibited at all times.
- Initial \_\_\_\_\_ All Second Saturday activities must not start before 4:00 PM and must end by 8:00 PM.
- Initial \_\_\_\_\_ Sidewalks may not be blocked or otherwise closed to pedestrian traffic. A six (6) foot wide pedestrian pathway must be maintained at all times on private property for Multi-Vendor Location permits.
- Initial \_\_\_\_\_ The artwork displayed and sold during Second Saturday must be original, handcrafted and artistic merchandise produced by the vendor. Reselling merchandise that is mass-produced, manufactured or imported is not considered "artwork." Vendors displaying or selling merchandise that has not been approved or differs from that shown in the application photos will be required to remove their displays and will not receive a refund.
- Initial \_\_\_\_\_ Permits must be on hand at all times during Second Saturday. I understand permits are issued for specific times and locations.
- Initial \_\_\_\_\_ Power is not provided by the City of Sacramento. Permit holders must take all necessary precautions to ensure electrical cords and equipment do not pose a tripping or safety hazard.
- Initial \_\_\_\_\_ The applicant shall indemnify, defend, and save harmless, the City of Sacramento and its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by the City for attorneys and any fees and expenses incurred in enforcing this obligation to which any or all of them may be subjected to which are caused by or arise from any act or omission of the applicant.
- Initial \_\_\_\_\_ I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and not a guaranteed permit. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any persons under my control, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any permit issued shall automatically become null and void and any activity associated with this application will immediately cease. If the activity has not yet taken place, the permit will be cancelled and no refund shall be made.
- Initial \_\_\_\_\_ I understand that a City of Sacramento Business Operations Tax (BOT) License is required for all Second Saturday vendors selling merchandise. The BOT must be submitted before the permit may be issued.
- Initial \_\_\_\_\_ All debris and trash must be removed from the permitted site during the event and immediately after the activity ends. Vendors and bands may not block streets, sidewalks, driveways, or site access by other vendors and bands during the event and while loading and unloading.

## Agreement and Signature

I, the undersigned vendor, business owner, property owner or representative of the vendor or band has read the rules and regulations with reference to this application and I am duly authorized by the organization listed in the application to submit and sign this application on its behalf. The information contained herein is complete and accurate.

Name (printed):

Signature:

Date:

## Payment Information

Amount Due:

Cashier Initials:

Check or Money Order#

Cash \$

Visa/MasterCard #:

Expiration Date:

Verification Code (Last 3 digits on signature strip):

Authorized Signature: