



## General Policy Statement

*Please Read Carefully*

1. The 26<sup>th</sup> annual Spring Craft Boutique will be held (rain or shine) on Friday, March 20<sup>th</sup> from 9:00 a.m. to 6:00 p.m. & Saturday, March 21<sup>st</sup> from 9:00 a.m. to 4:00 p.m. at the Brea Community Center, 695 E. Madison Way (corner of Madison Way and Randolph Ave.). You must participate in both days. There will be overnight security on Friday.
2. The following is the Spring Craft Boutique's registration policy. All vendors, returning or new - Please read carefully!  
Vendor approval is based upon a series of criteria listed below in #4 and #5.  
**\*\*Note: Preferred form of payment is a credit card.**
  - All registration forms will be available on [cityofbrea.gov/specialevents](http://cityofbrea.gov/specialevents) to prospective vendors in mid-December.
  - **January 5<sup>th</sup>**—Open registration will be accepted from all other participants until the Boutique is full.
  - **Important**— Early registration forms will be returned. **Vendors who participate in both the Nutcracker and Spring Boutiques will be given preference. Please note: In order to secure your spot for Nutcracker 2026 you must participate in the 2026 Spring Boutique. Failure to participate in the 2026 Spring Boutique could jeopardize your spot for the 2026 Nutcracker Craft Boutique.**
3. You will be notified by email whether or not you have been accepted into the Boutique no later than the end of January.  
**Note: At the time you are accepted, your check or credit card payment will be processed.**
4. This is a picture juried show, not first come, first served. All registration forms for NEW vendors must include photos. Returning vendors do not need to include photos. **Please Note: pictures will not be returned.** All merchandise must be approved regardless of whether you have participated previously in any City of Brea craft boutique. Approval and potential removal from any City of Brea Boutique is based on a series of criteria: Appearance and quality of merchandise, consumer demand for merchandise, current or past working relationship with Community Services staff, reputation of vendor and/or references, customer service, and locality (live, work, or attend school in Brea). **Upon approval, vendor spaces will be assigned in accordance with the above registration policy. Vendors that have been accepted into the boutique may not sublet or allow their space to be used by anyone else without Boutique staff approval. No exceptions! As the vendor accepted, you are expected to have a presence in your space the entire day, however you will be allowed to have "assistance" from friends, relatives or your employees.**
5. In order to ensure a standard of quality and balance to our boutique, our emphasis is on hand-crafted items. A limited number of commercial merchandise and jewelry will be accepted at the discretion of the organizer. Due to the nature of the boutique, any new multi-level marketing vendors will need to be approved based on the particular show and the appropriateness.
6. **There will be a \$30 processing fee on refunds. All entry fees are non-refundable after February 9, 2026.** The event will not be canceled due to the weather. If you would like to pay by check, please make payable to: The City of Brea and mail to:  
*City of Brea—Spring Craft Boutique, 1 Civic Center Circle, Brea, CA 92821*, or use the enclosed self-addressed envelope.
7. **IMPORTANT!** All vendors selling food items (including candy, cookies, drink package mixes that are part of your craft) must obtain an Orange County Environmental Health permit. Information may be obtained at [www.ocfoodinfo.com](http://www.ocfoodinfo.com) or call 714-433-6080.  
**All food vendors must apply for a Health Department Permit by March 1, 2026.**
8. Your space must be open and operating by 9:00 a.m. and remain open until the Boutique closes at 6:00 p.m. on Friday and 4:00 p.m. on Saturday. No tearing down early! **NO EXCEPTIONS! If you do leave early, your name will be removed from all City of Brea Boutique mailing lists. All vendors should be packed up and ready to go no later than 6:00 p.m. on Saturday.**
9. Thursday night set-up, March 19<sup>th</sup>, will be available from 4:00 p.m. – 8:00 p.m. for inside spaces located in the Community Hall, Art Studio, Meeting Rooms, Children's Activity Rooms, and the Gymnasium. **Please note: vendors located on the Concourse may not set up Thursday night. This area is open to the public. There is no overnight security on Thursday for outside vendors, so setup is at your discretion. Children's Activity Rooms cannot be set up until 6:00 p.m.**
10. Each vendor will be assigned an unloading/loading area, located closest to their space(s), either in the front driveway, rear entry to kitchen, or west entrance. Note: You will not be able to unload directly in front of your spot, please bring a cart to help you unload your merchandise.

11. Gym Vendors: Please do not scratch the floors. Please pay attention as you wheel your merchandise in and out. Also, you must have some sort of protective covering (rubber pads, carpet squares, etc.) under your tables, chairs and display props to protect the gym floor. If you have questions, call Kristin at 714-990-7771.
12. When you're finished unloading your merchandise into your space, **IMMEDIATELY** move your car to the Embassy Suites Hotel or Brea Civic & Cultural Center parking structure located at the corner of Randolph Ave. and Birch Street. The parking structures are underneath the building. There will be directional signs taking you to this location. This will make room for other vendors who still need to unload. We will have a van available to take you back to the Community Center.
13. **Most spaces are 10' x 10', but may vary. Gym spaces and Outside spaces are 10x10. Community Hall and Concourse spaces are NOT.** Inside spaces are \$180 and outside spaces are \$145. For safety purposes, all participants must setup within the space allotted them. Areas between spaces may not be used as additional space or an added charge will be incurred.
14. No enclosed canopies will be allowed inside. You may have sides to your space, however they must be see-through (examples: lattice, lace, etc.). Inside canopies must not be taller than 7½ feet. If you have an outside space and need an overhead covering or canopy, you will need a freestanding unit, as all outside spaces are located on concrete or asphalt.
15. A limited number of spaces are available with electrical outlets for an additional charge of \$20 each. If you are renting a space with an electrical outlet, you will need to bring your own extension cords and/or power plug. Participants using a heating element (i.e., glue gun) must provide heating insulation between the element and table; such as plywood covered in heavy-duty aluminum foil. You will be responsible for repairing or replacing any damaged property.
16. Table rentals will be available on a first come/first served basis, at a cost of \$20 each. Vendors may not staple or nail anything to the rental tables. Tables are 8' x 3' and 29" to the floor. **You must bring your own chairs. We do not provide them.**
17. Each vendor is responsible for their own starting change, money aprons, and storage of money, signage, decorations and table coverings that must reach the floor.
18. All spaces must have adult supervision at all times. Experience has shown that adult participation is essential for a profitable operation. **No animals, other than Service Dogs are allowed in your booth.**
19. **Individual use of portable P.A. systems is prohibited.** Controversial pamphlets, fliers, buttons, posters, or displays will not be allowed.
20. The City of Brea will not assume responsibility for any damage, theft, or loss of personal property, damage, theft to your space, or loss of items offered for sale. Vendors may not staple or nail anything to the surrounding foundations.
21. **Please no smoking allowed in the boutique area (inside or outside).** All vendors are responsible for cleaning up their space and surrounding area. Please remove all trash and other items from your area each day.
22. **IMPORTANT! A business License will be required to do our events-annual business license costs \$34 (which includes the \$4 CASP fee), provided your gross receipts within Brea do not exceed \$50,000. Please see attached handout and sample Business License application. As always, feel free to contact us if you have questions.**
23. **IMPORTANT! Vendors may not park in the Community Center parking lot or on Madison Way. Vendors parking in this parking lot will not be asked back.** The parking lot is for unloading only. These areas need to be available for Boutique customers... your customers. This will be strictly enforced. The only exception is vendors with a handicap permit displayed in their window. These vendors may park in the Community Center parking lot, but are asked not to take the marked handicap parking spots. We need to save these for boutique handicap customers. *Vendor parking will be available near the Boutique at the Embassy Suites Hotel parking structure located on the corner of Randolph Ave. and Birch Street. The parking structure is on Level 2 underneath the Hotel. There will be directional signs taking you to this location. This will make room for other vendors who still need to unload. We will have a van available to take you back to the Community Center.*
24. **WARNING:** If you are uncooperative before, during or after the boutique you will not be invited back to participate in other City boutiques. The City of Brea Community Services staff reserves the right to close any space that is not being conducted in conformance with the Boutique General Policy Statement, or is not being managed properly.
25. If you participate in the 2025 Nutcracker Craft Boutique your \$50 deposit fee will be applied to your total due.  
**For more information, please email [BreaSpecialEvents@CityOfBrea.Gov](mailto:BreaSpecialEvents@CityOfBrea.Gov)**

# REGISTRATION FORM

Please print carefully

Two Day Event!

Day 1 | March 20, 2026 | 9 AM-6 PM

Day 2 | March 21, 2026 | 9 AM- 4 PM



Brea Community Center

695 E Madison Way | Brea, Ca | 92821

Social Media Username



Name:		Company's Name:	
Address:			
City:		Zip:	
Phone (Day/Evening/Cell):		Email:	
**Note: You will be notified by email whether or not you have been accepted into the Boutique.			

Please check appropriate item(s) **MOST SPACES ARE 10' X 10'**

	Inside Space at \$180 (maximum per person is one space)	\$	
	Outside Space at \$145 (maximum per person is two spaces)	\$	
	Electricity available at \$20 (limited number available - first come/first serve)	\$	
	Tables for rent at \$20 each (limited number available - first come/first serve)	\$	
Payment Method:	<input type="checkbox"/> Check Included	<input type="checkbox"/> Card Info.	<b>Name on Credit Card:</b> <b>Credit Card Number:</b> <b>Exp. Date:</b> <b>CVV/CVC:</b>
	PAYMENT MUST BE INCLUDED WITH APPLICATION TO BE CONSIDERED		
<b>Total Amount Enclosed:</b>			\$

**IMPORTANT! PLEASE SEE THE REGISTRATION POLICY ON THE ATTACHED GENERAL POLICY STATEMENT.** This is a picture juried show, not first come, first served. All registration forms must include photographs of the majority of merchandise to be sold. All merchandise must be approved regardless of whether you have participated previously in any City of Brea Craft Boutique. In order to insure a standard of quality and balance for our Boutique, a limited amount of commercial vendors and jewelry vendors will be allowed. Vendors must have merchandise to sell the day of the Boutique. Due to the nature of the boutique, any new multi-level marketing vendors will need to be approved based on the particular show and the appropriateness.

**IMPORTANT: A business License will be required to do our events-annual business license costs \$34 (which includes the \$4 CASP fee), provided your gross receipts within Brea do not exceed \$50,000. Please see attached handout and sample Business License application. As always, feel free to contact us if you have questions.**

**Please note:** If you are a past vendor, and want the same space you had in the previous show we will make every effort to grant your request. Same space number is not guaranteed.

**Top 3 Space Numbers:**

Please describe the merchandise you sell (continue on back if needed):

Notes/Comments:

- It is important that you read the attached General Policy Statement very carefully.
- Registration fee must accompany this application. If paying by check, make payable to: *The City of Brea*.
- Use enclosed return envelope or mail to: Spring Craft Boutique, 1 Civic Center Circle, Brea, CA 92821-5732.
- There will be a \$40 processing fee on all cancellations and refunds. All entry fees are non-refundable **after February 9, 2026**.
- For speedier processing, please email your completed application to [BreaSpecialEvents@cityofbrea.gov](mailto:BreaSpecialEvents@cityofbrea.gov)
- You will be notified **by email** whether or not you have been accepted into the Boutique by end of January.
- **Note: At the time you are accepted, your check or credit card payment will be processed.**
- This event will be held rain or shine and not canceled due to the weather.
- For further information, email [BreaSpecialEvents@cityofbrea.gov](mailto:BreaSpecialEvents@cityofbrea.gov)

I have read and understand that I must comply with the Spring Craft Boutique General Policy Statement handed down by the City of Brea and I also agree to protect, defend, indemnify and hold harmless the City of Brea, agents, employees and volunteers from all loss, damage and claim resulting from the event. I understand if the General Policy Statement is not upheld, my booth will be closed immediately and my fees will not be returned. **Please make a copy of this form for your records.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# How to Apply



## TELEPHONE

For immediate assistance, please call the City of Brea Business Support Center at

**(714) 886 - 6314**

A Tax Specialist will help you with the application process and answer all your licensing questions



## ONLINE

### APPLYING ONLINE CAN BE QUICK AND EASY!

You can apply for a business license online from the comfort of your home or office

Please visit:

<https://Brea.HdlGov.com>



## BY MAIL

You can also download an application at

<https://Brea.HdlGov.com>

To request an application to be mailed to you, please call

**(714) 886 - 6314**

**OR**

Mail your completed form to:

City of Brea

Business Support Center

8839 N. Cedar Ave #212, Fresno, CA 93720

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the business taxes are paid, a business license account number will be issued. A certificate will be mailed or e-mailed to you once the process is completed. Upon receipt of your license certificate, the City of Brea Municipal Code requires it be posted in a conspicuous place at your place of business.



### BUSINESS SUPPORT CENTER

8839 N. Cedar Ave #212 Fresno, CA 93720-1832 | Phone: **714-886-6314** | Fax: 909-348-0465 | E-mail: [Brea@HdlGov.com](mailto:Brea@HdlGov.com)



City of Brea

Business License Tax Application

Business Licensing Division
8839 N Cedar Ave #212, Fresno, California 93720
PH 714-886-6314 • FAX (909) 348-0465

Apply Online Today At: brea.hdlgov.com

OFFICIAL USE ONLY
Business License No.
Expiration Date
NAIC Code
Tax & Fees \$
Check # Credit Card

PLEASE TYPE OR PRINT WITH PEN
Business Name: ABC Arts & Crafts Vending
Bus. Start Date: 1/1/2026
Corporate Name:
Business Location:
Mailing Address: 12345 Dove Canyon Place, Fullerton, CA 92831
Phone No.: 714-400-1111
Description of Business: Homemade trinkets and supplies
Ownership: Sole Proprietor

PERSONAL INFORMATION - Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)
1st Owner Name: Ana De Armas, Title: Owner, Social Security No.: 123-12-1234
Home Address: 12345 Dove Canyon Plance, Fullerton, CA 92831
2nd Owner Name:
Home Address:

• Have you filed a Fictitious Business Name Statement? Yes
• Is this application for a City or Chamber of Commerce Event? Yes
Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code.

EMERGENCY NOTIFICATION - In case of emergency and I cannot be reached, please call:
Name: Tom Cruise, Title: Partner
Address: 314575 Wild Spring Lane, Beverly Hills, CA 90210
Phone No.: 213-445-6122
Cell Phone No.: 213-225-0545

PLEASE FILL IN THE APPROPRIATE BOXES BELOW AND SIGN Business License Application Fees

CERTIFICATION AND ACKNOWLEDGEMENT
I declare under penalty of perjury that the statements made in this application are true.
SIGN HERE
Signature: Ana De Armas
Title: Owner, Date: 10/14/25
Thank you for doing business in the City of Brea

No. of Employees: #
Estimated First Year Gross Receipts: \$1,500.00

NOTICE: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public.

RETURN APPLICATION BY MAIL TO:
City of Brea - Business Licensing
8839 N. Cedar Ave #212
Fresno, CA 93720-1832
SCAN & RETURN APPLICATION BY EMAIL TO:
brea@hdlgov.com

**SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION**

If you wish to protect your residential address with a different service of process address, please provide it here.

NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

**Service of Process Address** \_\_\_\_\_  
\_\_\_\_\_

**Residential Address to protect**       Business Location       Mailing Address       Owner/Partner/Officer Address