



ROCKLIN FINE ARTS

MEMBER SHOW MARKETPLACE GUIDELINES

RECEIVING: MARKETPLACE SET-UP & INVENTORY LIST FRIDAY ♦ OCTOBER 16, 2026 ♦ 10 am – 1 pm
SPRNGVIEW HALL ♦ JOHNSON SPRINGVIEW PARK ♦ 5480 5TH STREET ♦ ROCKLIN, CA 9567

MARKETPLACE REQUIREMENTS

1. You are a paid RFA member. A \$20 fee to participate. Online sign up and payment
2. You volunteer to work at least one shift at the Membership Show as Marketplace Host or Cashier or in another capacity if those positions are filled.
3. You sign the waiver to hold RFA harmless for damages or loss. **Bring signed waiver with you to set-up**
4. You will research and/or register for a temporary or permanent Seller's Permit with the California Department of Tax & Fee Administration at <https://cdtfa.ca.gov> depending on your personal circumstance.

DEADLINE for sign-up is Sunday, October 11, 2026, midnight or until all spaces are filled. • **SIGN UP** for the Marketplace on **website** by checking the **Marketplace box**. Be sure to complete the sign-up process. You will get an email verification that you have signed up for Marketplace.

• **You will receive email confirmation from RFA of a reserved Marketplace space by October 13, 2026.** • **SIGN UP** for volunteer positions through SignUpGenius online **before** the Marketplace sign-up deadline. • **Limited to first 20 qualified people.**

SET UP and RECEIVING is Friday, October 16 from 10 am – 1 pm. Check in with Marketplace Receiving to leave your **Inventory List, AGREEMENT/WAIVER &** set up in assigned space. Each artist will have a three-foot section on a Marketplace table. If there are fewer than 20 marketplace artists, additional space may be allotted. Tables have black tablecloths. You are responsible for creating your display. Adding height to the space works well. You may lean display stands against the wall behind the table but may not attach anything to the wall itself. We suggest you display an artist bio and leave business cards so interested patrons may contact you.

TAKE DOWN and SIGN OUT is Sunday, October 18 from 4:00 pm – 4:45 pm. You will need to: 1. Reconcile your inventory list against items sold at the show. Resolve any discrepancies with Marketplace Sign Out before you leave.

2. Remove your items and display. RFA will not be responsible for anything left at the end of clean-up on Sunday.

3. Check out with the Marketplace Sign-out before you leave.

4. **No early sign outs.** Your marketplace items must remain on display Saturday and Sunday until 4:00 pm.

PLEASE FILL OUT THE ATTACHED INVENTORY SHEET AND BRING IT TO MARKETPLACE RECEIVING. If you need more space, make additional copies. **Be sure to keep a copy for your records.** If you need a more detailed inventory, keep one for yourself that you can use to reconcile sales at the end of the show.

IDENTIFICATION ON EACH ITEM Each item must have your Marketplace spot #, item number, and price on removable label (Marketplace spot #, item number, price)

Example: Marketplace spot #1 has three items to sell, and each item is numbered as follows:

First item: **#1-1 \$2** (Marketplace spot #, item number, price)

Second item: **#1-2 \$2** Third item: **#1-3 \$10**

When an item is sold, the removable label will be put onto your inventory sheet.

Artists are responsible to pay sales tax to the State of California. RFA will mail checks to participating Marketplace artists within three weeks following the show.