

2024 Cheyenne Mountain Holiday Craft Fair

Exhibitor Application

Saturday, December 7th, 2024 9am - 4pm

All questions must be sent to cmhsvendorcontact@gmail.com

The CMHS PTO sponsors this show. Profits from this event go towards our Teachers' Grants that are used for items and programs that have long-term applications and enhance the student experience at Cheyenne Mountain High School.

Please read the following information carefully. Eligibility is by application and jury.

Please note deadlines, fees, and vendor selection requirements.

- The artist or crafter selling **must HANDCRAFT** all items sold at this show. **NO resale, wholesale, or imports allowed.** This will be strictly enforced! You will be asked to remove any items that are not in compliance, and you may not be invited back. CMHS PTO reserves the right to request removal of any exhibitor or work that differs from application and/or photos submitted.
- No open flame will be used to display/sell crafts.
- **Cancellation after Acceptance:** Prior to October 1st, you are eligible for a 50% refund. After October 1st your fees will be considered a tax-deductible donation and no refund will be given (unless Fair is cancelled by local/state officials).
- Artists and crafters must be present at the Craft Fair with their work during the entire show from 9am - 4pm. Packing up early may result in not being allowed to participate in future craft fairs.
- The CMHS PTO will widely publicize and advertise our craft fair through social media, local and regional newspapers, and posting of signs throughout the city.

Eligibility, Application, and Selection Process

All artists and crafters applying for the **Cheyenne Mountain Holiday Craft Fair** must complete the application form and mail or email the form to the address listed on the application with the following:

- \$10 application fee payable via Check/Venmo/Credit Card. \$10 fee is considered a tax-deductible donation to the PTO.
- A completed application form with description of all items to be sold.
- **Photos** representing all items to be sold. Photos will not be returned if mailed.
- Vendors will receive an email solely acknowledging receipt of their application (not acceptance/rejection).
- For Accepted Vendors: Your \$10 application fee will be applied towards your total craft fair fees. Payment of remaining balance (booth, food, tables, electricity) is due **immediately** upon notification of acceptance to secure your spot at the fair.
- Once all booths are full, a waitlist will be created.
- Each application will be juried and notified via email if they have been selected by **September 1st at the earliest**.
- Returned check fee: \$25.
- Applications **not** accepted will be shredded.
- The majority of communication will be through email. Ensure your application is legible.

Booth Sizes and Rentals (Waitlist only if booth size is crossed out)

- 8' x 8' - \$85 10' x 10' - \$120 12'x8' corner - \$130 12'x8' no corner - \$110 (only two available)
- 16'x8' - \$140 (**Note: These 16x8s have only 8' of frontage. Booths are tucked into a corner/ walk-in style booth**)
- Electricity - \$15 (additional), 8' Table - \$10 (additional), Corner Space - \$20 (additional)

Marketing/Advertising

- All accepted vendors will be listed on our CMHS Craft Fair website. (Company Name or Owner Name Only)
- For an additional \$10 we will promote your business via our Social Media campaign (Facebook) and add a hyperlink/photos on our website. The hyperlink/photos will remain active until the beginning of our following year's application process.

Booth Set Up/Take Down Times

- Set up is on **Saturday only** from 6 - 8:45am.
- Vendors assigned to Gym 2 **may** have the opportunity to set up Friday evening from 5:30 - 7pm, depending on scheduling.
- Saturday take down is from 4 - 6pm.
- We will have student "elves" to help you unload and load during these times.

Breakfast and Lunch Deals delivered to Your Booth

- Breakfast Deal: Breakfast burrito with eggs, potatoes, cheese, optional bacon, plus a hot coffee or orange juice. It will be delivered between 7:30 - 8:30am. \$10.00
- Lunch Deal: Ham or turkey sandwich, fruit, chips, cookie, and a bottle of water. It will be delivered between 11:30am - 12:30pm. \$13.00
- Meal deals are only guaranteed if ordered and paid for in advance.

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Exhibitor Application for 2024 Vendors

PLEASE TYPE OR PRINT CLEARLY

Vendor Name or Names: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Description of **all** items to be sold: (Please be specific): _____

If you are a returning vendor: Would you like to request the same booth? Y N What was your booth # _____

Preferred booth size: _____ 8'x8' \$85 _____ Corner Booth \$20
WL=Waitlist Only _____ 10'x10' \$120 _____ Electricity \$15 (limited
availability) _____ 12'x8' corner \$130 _____ Table \$10
_____ 12'x8' no corner \$110 (only two available)
_____ 16'x8' \$140 (only 8' frontage/walk-in style) _____ # of Chairs Needed (no charge)

Food:

Breakfast Meal \$10: _____ Bacon Burrito or _____ Burrito, no Bacon **AND** Choose _____ Coffee or _____ OJ
Lunch Meal \$13: _____ Turkey Sandwich or _____ Ham Sandwich
Social Media Marketing and website hyperlink or photos: \$10 _____

If you are "Accepted" you will be notified of your Final Total to secure your space at the fair.

Final Total is based on final booth size assignment and any additions (electricity/table/food/marketing) requested minus your prepaid \$10 application fee.

Vendor Agreement

Please Sign and Date Below

I have read the application information and agree to abide by all the terms, vendor criteria and those described therein, including being present the entire show, selling and exhibiting only my approved items. If chosen to participate in the Craft Fair, the undersigned and their family and representatives agree to release, discharge, indemnify and hold harmless Cheyenne Mountain PTO, Cheyenne Mountain High School and District 12 and their officers, agents, employees and volunteers of and from claims, demands, action, or cause of action, which may hereafter exist by reason of any damage, loss, sickness, or injury which may be sustained by the undersigned, their family, or representatives, in consequence of being allowed to participate in the Cheyenne Mountain Holiday Craft Fair. No refunds to accepted vendors will be issued after October 1st, 2024.

Signature _____ Date _____

\$10 Application fee payment options (Please Check one box):

Check (made out to CMHS Craft Fair) **Mail to:** Holly Dziaba, 1454 Kirkham St, Colorado Springs, CO 80910

Venmo @CMHSPTO-Treasurer (last 4 digits 2384). Put your Vendor name in Remarks Section.

Please do NOT select the purchase protection as it adds unnecessary fees.

Credit Card via Square. Type in your web browser: cmhs-craft-fair.square.site

Under "Order Summary" select "Add an order note" and place your Vendor Name.

If you selected Venmo or Credit Card payment: Please mail/email application and photos to:

Mail - Holly Dziaba, 1454 Kirkham St, Colorado Springs, CO 80910; or

Email - cmhsvendorcontact@gmail.com AND attach photos of ALL products to be sold.

Application is NOT considered complete until CMHS PTO has received a signed application form AND \$10 application fee.

Please retain a copy for your reference.

Date Application received: _____ Application Fee received: _____ Check # _____ Venmo/Square Payment Date: _____ Accepted: Y/N
Notified on _____ Final Fee total (minus app fee): _____ Final payment received: _____ Booth Assignment _____
Refund amount \$ _____ (if any) Date sent _____