

# 2015 Cheyenne Mountain Holiday Craft Fair

## December 5, 2015 Exhibitor Application

### Vendor Criteria

- All items sold at this show must be HANDCRAFTED by the artist or crafter selling. NO resale, wholesale or direct sales allowed. This will be strictly enforced! You will be asked to remove any items that are not in compliance and you will not be invited back.
- The right is reserved 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.
- The Craft Fair, Cheyenne Mountain High School or School District 12 assumes no responsibility for loss or damage of any artwork or display in the fair.
- Submitting an application is a commitment to the fair and no refund of an accepted artist or crafter will be made after November 14, 2015. Refunds prior to this date will be made **only** if a suitable replacement is secured.
- Artists and crafters must be present at the Craft Fair with their work during the entire show from 9am - 4pm.

The Craft Fair will be widely publicized and advertised through local and regional newspapers, internet, postcards, 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 with entry fee to the address listed on the application with the following:

- A complete description of all items to be sold.
- **3 photos** identifying all handcrafted work. Photos can be on computer paper and will not be returned.
- Check for booth fee, food, table rentals and electricity made payable to **CMHS Craft Fair**.
- Applications will be processed in the order received and/or until all booths are sold.
- Application deadline is **November 14, 2015**.

### Booth Sizes and rentals

- Corridor Space - \$40 (8'x3')
- 8' x 8' - \$60
- 12' x 8' - \$85
- 10' x 10' - \$90
- 16' x 8' - \$110
- Electricity - \$15 (additional)
- 6' Table - \$10 (additional)
- Corner Space - \$20 (additional)

Space requests will be handled on an individual basis.

### Booth Set Up/Take Down Times

- Saturday set up is from 6 – 8:45am
- Saturday take down is from 4-6pm.
- We will have student “elves” to help you unload and load during these times.

### Homemade Breakfast and Gourmet Lunch Deals

- Meals will be delivered to your booth.
- Breakfast deal: large breakfast burrito with eggs, hash browns, cheese, chilies, optional bacon, plus a hot coffee or orange juice. It will be delivered between 7:30-8:30am. \$4.00
- Gourmet Lunch Deal: Ham or turkey sandwich with condiments, fruit, chips, cookie and a bottle of water. It will be delivered between 11:30am – 12:30pm. \$6.00
- Food is available on site but our meal deals are only guaranteed if ordered and paid for in advanced.

### Website Advertising

- You may have a hyperlink on our website, CMHSCraftFair.com for \$5.
- The link will remain active until February 1, 2016.

Please direct all questions to  
[Cmhsvendorcontact@gmail.com](mailto:Cmhsvendorcontact@gmail.com)

Vendors are responsible for collection and reporting of all sales tax.

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**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) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you exhibited with us before? (Y/N) \_\_\_\_\_ If yes, what year? \_\_\_\_\_ Would you like the same booth: \_\_\_\_\_

Preferred booth: Corridor \$40 \_\_\_\_\_ 8'x8' \$60 \_\_\_\_\_ 12'x8' \$85 \_\_\_\_\_ 10'x10' \$90 \_\_\_\_\_ 16'x8' \$110 \_\_\_\_\_

Electricity \$15 \_\_\_\_\_ (limited availability - you must provide own extension cord) Corner Booth \$20 \_\_\_\_\_

Table \$10 \_\_\_\_\_ Chairs Needed (no charge) \_\_\_\_\_

### **Food**

Breakfast Meal \$4: Bacon Burrito \_\_\_\_\_ Burrito wo/Bacon \_\_\_\_\_ with Coffee \_\_\_\_\_ or OJ \_\_\_\_\_

Lunch Meal \$6: Turkey Sandwich \_\_\_\_\_ Ham Sandwich \_\_\_\_\_

Website link \$5 (print website legibly) \_\_\_\_\_

### **Totals:**

Booth Rental \$ \_\_\_\_\_ Table Rental \$ \_\_\_\_\_ Electricity \$ \_\_\_\_\_ Corner \$ \_\_\_\_\_ Web \$ \_\_\_\_\_ Food \$ \_\_\_\_\_

**Check Total \$ \_\_\_\_\_**

Checks will be shredded if not accepted into the Craft Fair.

Returned check fee \$25

### **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 handcrafted work. 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 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 will be issued after November 14, 2015.

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

**Mail to:** Lynn Glatt, 175 Ellsworth St, Colorado Springs, CO 80906

Remember to include your check and pictures.

Please retain a copy for your reference.

Date post marked \_\_\_\_\_ Accepted Y/N \_\_\_\_\_ Notified on \_\_\_\_\_ Booth Assignment \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_ Refund amount \$ \_\_\_\_\_ (if any) Date sent \_\_\_\_\_