



Holiday Craft Fair

2008 Vendor Application

For vendors of hand-crafted items

Friday, December 5th from 4:00 - 8:30 pm
and Saturday, December 6th from 9:00 am – 2:00 pm
Northglenn Recreation Center, 11801 Community Center Drive

Organization: _____
Contact Name: _____
Address: _____
Phone: _____ Email: _____

All booths are 6' x 8'. Some corner locations are slightly larger.

Craft Booth _____ \$60
Electricity _____ \$5 (Please specify wattage needs: _____)
Total Amount Enclosed: \$ _____ Please make checks payable to the **City of Northglenn.**
Payment must be included with application to confirm your space.

***Credit Card Payment: _____ VISA _____ Mastercard
Expiration Date: _____ 3 digit code on back of card: _____
Name on card: _____
Full address for bill: _____

***Please note: Your credit card will not be charged until you are confirmed as a vendor for the event.

Please reserve: One table Two chairs

Taxes: I will remit 4% Northglenn City Sales Tax to staff at the end of the event.

We hold a current City of Northglenn Sales Tax License and will remit the sales tax annually. Our sales tax number is: _____

Please list everything you are planning to sell at your booth: _____

Will you donate any items for the drawings? If so, what will you donate? _____

** Please include with your application two pictures of the types of items you plan to sell. Pictures will be used to determine uniqueness of craft items for the show. **



Please read and sign the **Terms and Conditions** section located on the reverse of this application.

APPLICATION DEADLINE IS: OCTOBER 24, 2008





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Terms and Conditions

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Northglenn Recreation Center
11801 Community Center Drive

1. Sales Tax collection (city and state) is the responsibility of the vendor and must be paid. The State Special Event License is the sole responsibility of the vendor. You do not need a Northglenn Special Event License or a Northglenn Tax ID number. The City covers your entry under our ID number for the event.
2. Set-up will begin at 12:00 Noon on Friday, December, 5th. Set-up to refill is from 8:00 am - 9:00 am on Saturday, December 6th. The facility will be locked and secured overnight and booths may be left up.
3. The City of Northglenn is not responsible for any lost, damaged or stolen items.
4. Booths must be managed by one adult (18 or older) at all times and must be open for the duration of the event.
5. The City of Northglenn reserves the right to restrict the number of booths selling similar products on a first come, first served basis.
6. The City of Northglenn has the right to refuse items of questionable taste.
7. Full refunds will be given until November 1, 2008. After that date, refunds will only be given if your space can be sold to another vendor. Refunds will not be given for inclement weather.
8. A receipt will be generated and a confirmation letter will be sent within four weeks of the receipt of your application. Two to three weeks prior to the event you will receive a final packet with all necessary materials for the day.
9. As categories may fill before the event is full, your application may be held until closer to the event for review.
10. **New this year! Vendors may not burn candles or have open flames** (such as Sterno or incense burners). Vendors must bring their own UL listed 12 gauge extension chords.

I, the undersigned, have read and agree to abide by the guidelines as put forth by the City of Northglenn in regard to the above event. I understand that the activities involved with the program contain an element of hazard or risk. I recognize the inherent danger involved and take full responsibility for my actions and physical condition. I agree to indemnify and hold the City of Northglenn and any cooperating agencies involved in the activities and any of their servants, agents, officials, or employees, free and harmless from any liability, loss, cost or expense including attorney fees, which may result from participation in the activities. By signing below, I agree that I understand and consent to this statement and terms of the 2008 Holiday Craft Fair.

Signature: _____ Date: _____

For questions about the event, application process or booth space, please call Jeanette Sanchez at 303-450-8935.

You can deliver or mail your application to: Jeanette Sanchez
Holiday Craft Fair
City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233