



HOLIDAY *Artisan* MARKET

FRIDAY
November 25
SATURDAY
November 26

10 a.m. to 4 p.m.

fcgov.com/holidaymarket



WELCOME

You are invited to apply to participate in the Holiday Artisan Market on Friday, November 25 and Saturday, November 26, one of the premier artisan markets in the area. Approximately 120 artisans and crafters will share their handmade creations. This market has become a Fort Collins tradition, with thousands of shoppers in attendance.

PRODUCT

This is a juried fair. Jurors will evaluate exhibitors' work on the basis of artistic talent, creativeness, product diversity and presentation. Past participation in previous markets is not a guarantee of acceptance into this year's event.

Work for sale must be quality handmade items and priority will be given to personally-created items. Any commercially manufactured items or kit work will not be considered. Inclusion of commercial items for sale will exclude you from future shows.

Objects identified as Native American must adhere to the Indian Arts and Crafts Act of 1990. This Act makes it illegal to sell or display for sale, any product not made by Native American Indians in a way that falsely suggests it was.

Only products that are representational of those listed on the original application will be allowed for sale.

City of Fort Collins reserves the right to remove any sale or display items or people they deem inappropriate.

INDEMNITY

The vendor takes full responsibility for their assigned booth space and agrees to hold the City of Fort Collins free from all liability, claims and demands on account of injury, loss or damage. The vendor understands that the City of Fort Collins and the Senior Center bear no responsibility for any damages, theft, weather, vandalism or any unfortunate acts of God.

Vendors will receive a copy of all rules and regulations with their confirmation letter. A signed receipt of acceptance **MUST** be submitted prior to October 14, 2016. No vendor will be accepted without this signed form.

No person except security personnel and peace officers in the performance of their duties will carry firearms in the building.

During Holiday Market open hours vendors must not park in the parking lot. This will allow parking space for patrons. After set-up, vendor vehicles need to be moved from the parking lot.

FACILITY

All market vendors are responsible for cleaning up their space during the fair.

Vendors are required to stay within their allotted spaces.

Vendor agrees not to store any dangerous items or noxious products in the space.

No alcohol is allowed.

No pets or live animals are allowed, except for service animals.

EVENT

Setup begins at 6:00 AM, Friday, November 25 and must be completed by 9:30 AM. Breakdown can be no earlier than 4:00 PM Saturday, November 26. No one will be permitted to set up or leave any equipment prior to 6:00 AM on Friday. Check in at the front door. Set-up on Saturday will begin at 9:00 AM. All vendors must be checked in by 8:45 AM on Friday, NO EXCEPTIONS. Vendors not checked in by 8:45 AM will not be permitted until Saturday morning.

DONATION

The Holiday Market is a fundraiser for the Fort Collins Senior Center. We are asking all vendors to donate a piece of their work as a door prize to help with the benefit.

Your donation may be tax deductible. Consult your own tax advisor regarding IRS requirements and how this donation may affect, or be affected by, your particular tax situation.

Door prizes will be collected at the time of check-in. Please be prepared to affix a value to your donation.

VENDOR / TAX LICENSE

The vendor is responsible for collecting and paying all required sales tax. City, county and state sales tax licenses can be obtained for this one event. All sales tax offices will be given your name and address to comply with state, county and sales tax laws. Tax licensing is your responsibility. To assist you we will provide necessary forms and info upon your acceptance to the show. If you need more info please contact;

City of Fort Collins Sales Tax Office
970-221-6780 www.fcgov.com/salestax

State of Colorado for State Tax Office
303-238-7378 www.colorado.gov/tax

BOOTH SPACE

All market vendors are responsible for supplying their own complete setup, whether inside or outside.

Tables and chairs can be rented.

Two vendors per space will be admitted free of charge. All others will need to pay the entry fee.

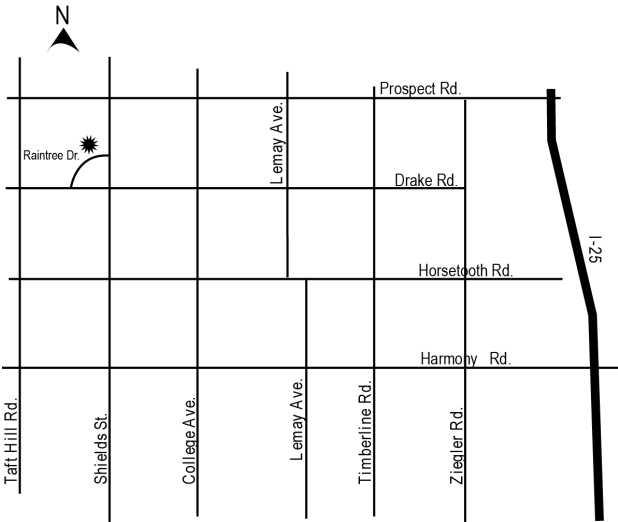
Vendors will not be allowed to have easy-up tents or awnings in the building.

Once a booth assignment has been made, we will be unable to make any changes.

Market application must be RECEIVED by August 19. Confirmation of acceptance will be emailed to you by September 23. There is a \$30 cancellation fee. No refunds or cancellations after October 14, 2016.

LOCATION

The Fort Collins Senior Center is located at 1200 Raintree Drive, one block north of Drake Road and one block west of Shields Street. Please call 970-221-6644 for further directions or for any other information.



BOOTH APPLICATION (Please print)

Contact Name _____

Business Name _____

Address _____

Email _____

Phone _____

Alternate Phone _____

Description of Artisan Craft/Food _____

In addition to the application, please email/enclose four (4) photos representative of your work and booth.

If mailing, provide a stamped self-addressed envelope if you would like photos returned.

Email application and photos to aruffer@fcgov.com

Or by mail to:

Holiday Market
Attention: Ashley Ruffer
Fort Collins Senior Center
1200 Raintree Drive
Fort Collins, CO 80526

*Requested items must be RECEIVED by August 19, 2016.

Signed Rules & Regulations need to be returned before October 14, 2016.

Interior Booth

10' Wide x 8' Deep	\$85	\$	_____
10' Wide x 10' Deep	\$100	\$	_____
6' Table @ \$10 each (max. 2)		\$	_____
Chairs @ \$3 each (max. 4)		\$	_____
Electricity for 2 days	\$15	\$	_____

Non-Profit Booth** \$45 \$ _____

TOTAL \$ _____

Preferred method of payment is credit card.

Charge my credit card.

Name on card _____

Card Number _____

Expiration _____

CVC Code _____

Signature _____

Some booth sizes vary slightly but will have the same amount of square footage.

NON-PROFIT BOOTH

** Will be admitted on a space available basis only.

NO RELOCATIONS ALLOWED

Please describe the space you would prefer.

I have read this application brochure and I agree to comply with the rules it contains.

Signature _____

Date _____