



2017 Spring Artisan Market Rules and Regulations

The Spring Artisan Market (EVENT) is an annual arts and crafts sale event hosted at the Fort Collins Senior Center. The EVENT welcomes 50 artisans and crafters to sell their homemade creations. In 2017, the EVENT will take place on Saturday, April 8th, 2017.

The following Rules and Regulations are set forth by the City of Fort Collins Recreation Department. Artisans that participate in the Spring Artisan Market must sign and adhere to the following Rules and Regulations or risk dismissal from participating in the event.

PRODUCT:

- This is a juried fair. Jurors evaluate exhibitors' work on the basis of artistic talent, creativeness, product diversity, and presentation. Participation in previous markets does not guarantee acceptance into the present year EVENT.
- Work for sale must be quality handmade items and priority is 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. If submitting Native American work, please submit a copy of your membership card in a federally recognized Indian tribe, band, nation, or organized group or community, with your entry for authenticity purposes.
- Only products listed on the original application will be allowed for sale. The Market Manager must approve any additional items in advance.
- City of Fort Collins reserves the right to remove any sale or display items or people they deem inappropriate by the guidelines stated in the *Fort Collins Senior Center Facility Guidelines*.
- In addition, artwork may be deemed ineligible if: 1) it has insufficient work by hand, 2) made from inappropriate or protected natural materials, 3) is technically insufficient, 4) is rude or lewd, 5) not acceptable for the environment and, 6) does not fit the focus of the event marketing program.
- The sale, display, or distribution of merchandise that infringes upon copyrighted designs or materials or bears counterfeit trademarks are strictly prohibited.

DONATION:

- The Spring Market is a fundraiser for the Fort Collins Senior Center. We ask all vendors to donate a piece of their work as a door prize to help with the benefit.
- Your donation may be tax deductible. A receipt is available upon request. Consult your own tax advisor regarding IRS requirements and how this donation may affect, or be affected by, your particular tax situation.
- Door prizes are collected at the time of check-in. Please be prepared to affix a value to your donation.

FACILITY:

- Set-up/Tear-down
 - Setup begins at 8 a.m., Saturday, April 8th and must be completed by 9:30 a.m..
 - All vendors must be checked in by 8:45 a.m. on Saturday.
 - Breakdown can be no earlier than 4 p.m. on Saturday
 - No one is permitted to set up or leave any equipment prior to 8 a.m. on Saturday.
 - Check in at the front door.
- Vendors are responsible for supplying their own complete set up including equipment, whether inside or outside, and breakdown. Tables and chairs are available for rent through the Fort Collins Senior Center.
- Two vendors are allowed per booth.
- Vendors may not use their spaces as to interfere with or jeopardize the health or safety of other vendors or patrons in the discretion of Senior Center personnel.
- Easy-up tents or awnings are not permitted in the building.
- No changes will be made once a booth assignment has been made.
- No pets or live animals are allowed, except service animals.
- All vendors are responsible for cleaning up around their space during the EVENT. All trash is to be hauled out by vendor.
- Advance notice must be given if the vendor requires electrical power.
- The City of Fort Collins shall have the right to enter the spaces at all times for the purpose of: 1) inspecting the spaces and all property and, 2) at all reasonable times for making repairs, additions or alterations to the spaces.
- All walkways and driveways are emergency lanes and must remain clear of merchandise. Vendors are required to stay within their allotted spaces.
- No bicycles, motorbikes, motorcycles, skateboards, roller skates, or inline skates may be ridden in the selling area of the EVENT.
- Vendors agree not to store any gasoline, petroleum, explosives, or any other dangerous items or noxious products in the spaces.
- All vendors agree to vacate the Fort Collins Senior Center parking lot between 10 a.m. - 4 p.m. (during the EVENT). Vendors will park at Rolland Moore Park and can be shuttled by our vans to the center.
- The Fort Collins Senior Center is located at 1200 Raintree Drive, one block north of Drake Road and one block west of Shields Street. Contact 970.221.6644 for

further directions or for any other information.

SALES TAX:

- Taxpayer identification will be checked when you are checking in.
- Vendors are 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 are given your name and address to comply with state, county, and sales tax laws. Tax licensing is your responsibility. To assist you, we provide necessary forms and information upon your acceptance to the show. For more information, contact City of Fort Collins Sales Tax Office, 970.221.6780; fcgov.com/salestax or State of Colorado for State Tax Office: 303.238.7378; colorado.gov/tax.

RESTRICTIONS:

- Alcoholic beverages are not permitted on the premises nor may be consumed, sold, or given away.
- The City of Fort Collins reserves the right to restrict the sale, display, or distribution of any printed material, photographs, books, magazines, pictures, or other representations if deemed inappropriate.
- Vendors shall not sell or display drug-related paraphernalia, guns, ammunition or explosives.
- No person except security personnel and peace officers in the performance of their duties may openly carry a firearm in the building.
- No games of chance, skill, raffles, lotteries, auctions, or psychic readings may be conducted by the vendor on site without prior written consent from the City of Fort Collins.
- Due to laws restricting the sale of cigarettes to minors, the sale of cigarettes or tobacco products is not permitted.
- All food and drink sales, sampling and giveaways, must be approved in advance.

INDEMNITY:

- The performance of any of the covenants herein contained, or to recover damages for breach of this Agreement of any part thereof the City of Fort Collins shall recover, in addition to the relief demanded, all court costs and attorney's fees.
- If repairs are required to the facility, the City of Fort Collins shall be responsible for making such repairs.
- If repairs are necessitated due to negligence of the vendor, vendor's family members, vendor's employees, or guests of the vendor, the vendor shall pay all charges (other than normal wear and tear). In no event shall the vendor make the repairs themselves. Any vendor who causes damage or destruction to the space and/or facility will be asked to leave immediately.
- Vendor agrees to, and shall save harmless and indemnify the City of Fort Collins, its successors and its assigns, against any and all damages resulting from any act, omission or condition created by or arising from the



conduct of vendor, vendor's guests, members of vendor's family, or vendor's employees, agents, or contractors, or as a consequence of any product sold or representation made by vendor or its agents at the event site, whether based upon negligence, product liability, or any other legal theory, or for any and all debts, liabilities, chooses in action or claims of any nature against the event or its landlord, absolute or contingent together with all expenses and legal fees which may be incurred to compromise or defend such debts, liabilities, chooses in action, or claims.

- Vendor shall at his or her sole cost and expense, promptly comply with all laws, ordinances and regulations of Federal, State, County, Municipal or other lawful authority pertaining to the use and occupancy of the Market space, and shall conduct himself or herself at all times in an acceptable manner. If vendor fails to conduct him/herself in an acceptable manner, as deemed appropriate by the Market Manager, then the vendor will forfeit all monies paid and be ejected from the remainder of the event.

OFFICE COPY –PLEASE RETURN BY March 24th

I have read and agree to the above Artisan Market
Rules and Regulations for Vendors for the Spring Artisan Market

Signature: _____ Date: _____

Business Name: _____