

Fort Collins Senior Center
1200 Raintree Drive
Fort Collins, CO 80526



Friday, November 28
Saturday, November 29
10:00 AM-4:00 PM

fcgov.com/holidaymarket

WELCOME

You are invited to apply to participate in the Holiday Artisan Market on Friday, November 28 and Saturday, November 29, 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, 2014. 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.

For a full list of the rules and regulations please visit the website at:
www.fcgov.com/holidaymarket.

FACILITY

All market vendors are responsible for cleaning up in 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 a.m. Friday, November 28 and must be completed by 9:30 AM. Breakdown can be no earlier than 4:00 PM Saturday, November 29. 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, if they would be willing, 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.

City of Fort Collins Sales Tax Office
(970) 221-6780

Please review the tax information sheet from the State of Colorado for state and county taxes. This form can be viewed online at fcgov.com/holidaymarket or a copy can be emailed to you by request at pmoore@fcgov.com.

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.

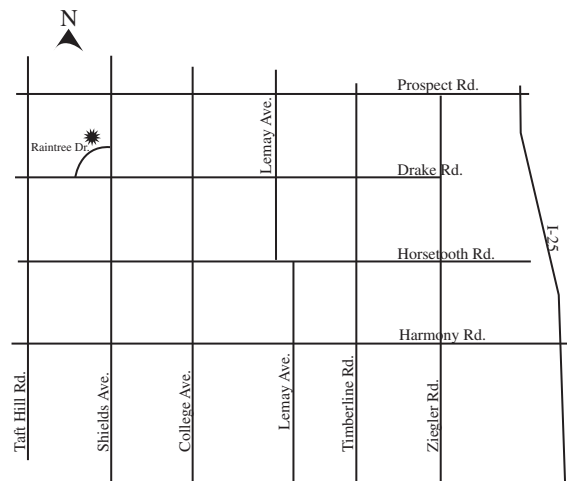
Vendors will not be allowed to have easy-up tents or awnings in the building.

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 mailed to you by September 24. There is a \$30 cancellation fee. No refunds or cancellations after October 24, 2014.

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: _____

1. Enclose or email four (4) photos representative of your work and booth. Include your name on the back of the photos.
2. Provide a stamped self-addressed envelope if you would like photos returned.
3. Mail all requested items to:

Holiday Market
Attention: Pat Moore
Fort Collins Senior Center
1200 Raintree Drive
Fort Collins, CO 80526

or email pmoore@fcgov.com

*Requested items must be RECEIVED by August 19, 2014.

4. Signed Rules & Regulations need to be returned before October 14, 2014.

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....\$ _____

Outdoor Booth* \$85....\$ _____

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

TOTAL \$ _____

Include payment with registration.
 Make payable to Fort Collins Senior Center or 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.

OUTDOOR BOOTH:

- * Located around entry drive.
- * Must be prepared for inclement weather

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: _____