

**Reservation Application**  
**Fall DEEP Arts, Crafts, and Handmade items Sale**

Fill out portion of reservation that applies to you only

Priority will be given to current and retired employees first,  
So get your reservations in right away

**For current employees or retirees Only**

Name:  
Agency or Department (current or past):  
Position (current or past):  
Phone:  
Email address:

Items you will be selling:

Number of tables:  
Number of days:  
Total Cost: (\$15 per table per day) \$

**OR if you are family of friend of employee:**

Your Name:  
Employee you are related to:  
Their agency or department:  
Their phone number:  
Your phone number:  
Your email address:

Items you will be selling:

Number of tables:  
Number of days:  
Total Cost: (\$20 per table per day) \$

**OR other crafters:**

Name:  
How you heard about sale:  
Your phone number:  
Your email address:

Items you will be selling:

Number of tables:  
Number of days:  
Total Cost: (\$30 per table per day) \$

**OR if you want to sign up for volunteers table for someone to sell your wares: See rules for more information**

Name:  
Agency or Department (current or past):  
Position (current or past):  
Phone:

Email address:

Items you will be selling:

Number of tables you think are necessary to place your items:

Number of days:

Total Cost: (\$30 per table per day) \$

No photos are required this year, please clearly describe your items for sale. IF you have questions about what you wish to sell contact Lauren via email only:

[Laureen.ferris@denvergov.org](mailto:Laureen.ferris@denvergov.org)

See Rules and Regulation Document for Options and Pricing Reminder:

All tables are on a first come first reserved basis and we are limited to total tables in the atrium. We are adding options to help raise more funds for DEEP which has more needs than ever this year and will again next year.

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**Reservation Deadline is**  
**Wednesday 4 November 2009 at 5 PM**

Interoffice mail, drop off, or mail your entry check to:

Human Rights and Community Relations  
Atten: Lauren Ferris  
201 West Colfax 12<sup>th</sup> floor  
Denver, Colorado 80202

(All checks must be received by Wednesday November 4, 2009 at 5 PM to keep your reservation)

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**NOTE: NO REFUNDS**

*Checks for payment in full must accompany this application made payable to the order of Denver Employees Emergency Program (DEEP)*

*Event hours: Monday and Tuesday - set up at 8:30, sales from 10:00 A.M. - 3:30 P.M.  
Exhibits MUST be removed by 4:00 at the latest each day.  
Overnight storage is not confirmed at this time*