



## 2018 Winter Arts & Crafts Fair

Thank you for your interest in the DECC 2018 Winter Arts & Crafts Fair. If you wish to participate in the Fair, send the following items by Wednesday, November 21, 2018:

1. Completed page 3 of this document. Be sure to sign the bottom of the page agreeing to the terms and conditions of the Fair.
2. Check or cash for the appropriate amount (payable to Community Shares of Colorado). A space will not be held for you without payment.

Retain this part of the application for your records as it lists the terms and conditions that you, as a participating artist and crafter, agree to honor by your signature on page 3.

Applications with payments are accepted on a first come, first serve basis and are dated as received. Special requests are honored based on date received.

All table fees for the Craft Fair will be donated to the Denver Rescue Mission, you can learn more information about them here: <https://www.denverrescuemission.org/>.

Your completed page 3 and payment should be delivered to:

**Shannon Dyer**  
201 W. Colfax Dept. 1101  
Denver, CO 80202  
(Webb Building, 11<sup>th</sup> floor in the Office of Children's Affairs)  
[Shannon.Dyer@denvergov.org](mailto:Shannon.Dyer@denvergov.org)  
720 913-0878

You will receive a confirmation email upon receipt.



## Terms and Conditions

Vendors: Please note there are two new terms to this agreement

1. Items sold can in no way include any type of the plant Marijuana, this includes any extracts such as CBD Oils, Edibles, or Wax. These items cannot be sold on the Webb Building premises.
2. You will no longer be able to bring any type of display that will not fit on your table or behind it. We cannot guarantee space on the sides of your table, so we will no longer be allowing displays in between tables.
3. Tables are available to current and retired city employees, family and friends, and outside crafters.
4. The crafter will be responsible for any damage he/she may cause and will leave their space clean and orderly upon departure.
5. **The crafter agrees to leave the tables as they were initially set, do not turn in any manner.**
6. The crafter agrees to release The City and County of Denver from any loss due to fire, theft, breakage or other cause, and all liability for injury during the show.
7. **The crafter agrees no one display will be taller than a total height of five feet. This includes displays on the table including the table height.**
8. The Wellington E. Webb building holds contracts with Subway and Russell's and items sold at the Fair may not directly compete with these businesses. Consequently, the selling of immediate consumable goods such as drinks and prepared food to eat on-site is not allowed. Vendors are still allowed to sell canned, jarred, candy and baked goods.
9. We will not accept direct seller/distributor applications. Examples include but are not limited to cosmetics, skincare products, nutritional supplements, storage, cleaning supplies, wraps, serving and other manufactured items. DECC reserves the right to reject or deny applications or ask you to remove items from your table based on this criterion.
10. Table assignments and electricity will be assigned. Do not set up without seeing your name on a table. We will attempt to accommodate specific requests; however, we cannot guarantee the same table assignment from previous years. Please note on your application if you need electricity for your products – no power will be supplied for radios or items not for sale.
11. All accepted applications are non-refundable. Checks will be deposited immediately upon acceptance of application.
12. It is the responsibility of the crafter to complete the appropriate tax forms, to obtain a special event license, and then to collect and turn in all appropriate sales tax.
13. City employees who participate in the Fair must utilize personal leave, or have made arrangements with their supervisors to make up the time.
14. **LOADING DOCK:** To enter the building, you must use the loading dock on 15<sup>th</sup> Street between Cleveland Pl. and Court Pl. All members of the public entering any City and County of Denver Facility are subject to reasonable inspection for weapons and prohibited items by the Security Vendor Agents. The following items are prohibited in any Denver Facility; this includes, but is not limited to: Firearms, explosive devices, knives (regardless of the length of the blade, but not including eating utensils), chemical agents such as mace, OC, or pepper spray, cutting instruments, self-defense weapons, placards/signage or any items deemed as dangerous or a threat to safety and security by security deputies.



15. Please take note of our set up schedule and fair hours:

Thursday, November 29, 2018	Set-up	8 AM – 9 AM
Thursday, November 29, 2018	Fair Hours	9 AM – 2 PM
Thursday, November 29, 2018	Storage Open	1:30 PM – 3 PM
Friday, November 30, 2018	Storage Open	8 AM – 9AM
Friday, November 30, 2018	Set-up	8 AM – 9AM
Friday, November 30, 2018	Fair Hours	9 AM – 2 PM
Friday, November 30, 2018	Tables and chairs will be removed beginning at 2 PM	



DENVER EMPLOYEES CHARITABLE CAMPAIGN

2018 Winter Arts & Crafts Fair

Name \_\_\_\_\_

Name of 2nd Person to access Loading Dock with you (If applicable) \_\_\_\_\_

Agency/Department \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website (if you have one for your product) \_\_\_\_\_

Detailed description of craft \_\_\_\_\_

One – 6’ x 30” table will be provided per space rented. If you are not using the provided table, you must ensure your display fits within the 6’ x 30” space. Make checks payable to **Community Shares of Colorado**. Please see table options below and make your selection.

Check this box if a table will not be necessary, and you are supplying your own display. One Day (Choose a date, and how many spaces you would like)

Thursday, November 29, 2018      - or -       Friday, November 30, 2018

1 Space - \$35       2 Spaces - \$70

----- OR -----

Both Days (Choose how many spaces you would like each day)

1 Space - \$50       2 Spaces - \$100

Other requirements - We will attempt to accommodate specific requests; however, we cannot guarantee the same table assignment from previous years.

Electrical outlet (Electrical cords will not be supplied)       Yes       No

Specific requests:

I agree to honor the terms and conditions of the Arts & Crafts Fair presented by the DECC.

Signature

Date

When complete, submit this page and payment to: Shannon Dyer, 201 W. Colfax Dept. 1101, Denver, CO 80202. If you have questions, contact Shannon Dyer at [Shannon.Dyer@denvergov.org](mailto:Shannon.Dyer@denvergov.org), or 720 913-0878.