

## 2013 Cheyenne Mountain Holiday Craft Fair & Gift Market Exhibitor Agreement December 7, 2013, 9am-4pm

**Registration Deadline:** Return signed Exhibitor Application and Agreement, plus fees ASAP. First-come first-serve. Registration closes November 15, 2013. Specific booth sizes, corner spaces, tables and electricity are limited. No guarantees. You will be notified in advance what requests were met.

### 1) Registration Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

2) **Exhibitor Items** – Please describe the items to be sold and attach photos. Applications without pictures will not be considered. All Direct Sale vendors will be limited to one vendor per type/company, on a first-come first-serve basis. All Direct Sale vendors must have product available on-site for purchase at fair.

### 3) Booth Fee

Item	# Needed	Cost Per	Total
Corridor Space*		\$30	
8x7 Booth		\$45	
8x8 Booth		\$50	
12x8 Booth	SOLD OUT	\$75	UNAVAILABLE
16x8 Booth	SOLD OUT	\$90	UNAVAILABLE
Electricity		\$15	
6' Table		\$10	
Corner Space		\$20	
Chairs Needed**		\$0	

\*A limited # of 8x4 corridor spaces will be available.

\*\*Chairs must be reserved in advance.

### 4) Pre-Ordered Meals

A pre-ordered Breakfast Deal is available for \$4.00 and would be delivered to your booth during morning set-up. It consists of a large breakfast burrito with eggs, hash browns, cheese, chilies, and optional bacon, plus a hot coffee or orange juice.

BREAKFAST DEAL	Coffee or OJ?	Quantity	Cost	Total
Burrito with Bacon			\$4	
without Bacon			\$4	

A pre-ordered Gourmet Lunch is also available for \$6.00 and would be delivered to your booth between 11:30am and 12:30pm. It consists of ham or turkey sandwich, fruit, chips, cookie and a bottle of water.

GOURMET LUNCH	Quantity	Cost	Total
Ham Sandwich		\$6	
Turkey Sandwich		\$6	

Food will be available on-site but our Breakfast Deal and Gourmet Lunch are only guaranteed if ordered and paid for in advance.

### 5.) Website Advertising

If you would like a hyperlink to your website to be included on our website, [CMHSCraftFair.com](http://CMHSCraftFair.com), please include \$5. This link will remain active until Feb. 1, 2014. Clearly print the link here \_\_\_\_\_

**TOTAL CHECK AMOUNT ENCLOSED WITH APPLICATION** \_\_\_\_\_

**Make checks to:** CMHS PTO, with "Craft Fair" in the memo **and Mail with Application and Agreement to:** Janna Mulder, 380 Brandywine Dr., COS CO 80906

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**Holiday Dollars** -- In an effort to boost sales, we will hand out one raffle ticket per customer upon entrance and hold a drawing for "Holiday Dollars" every 15 minutes from 9:30am-3:30pm. Each drawing winner, if present, will receive a \$10 certificate which can be used toward a purchase with any participating vendor. At the vendor's discretion, they can choose to accept more than one certificate. At the end of the sale, vendors will be reimbursed \$5 per certificate accepted.

**Parking** -- Nearby off-site parking will be required for vendors and an all-day courtesy shuttle will be available. We ask our vendors NOT to use the limited handicap spots outside the school unless absolutely necessary. Everyone will be better served if all shoppers are provided easy access.

**Exhibit Spaces** — Cheyenne Mountain High School Gyms, individual booth sizes are 8x7, 8x8, 12x8, and 16x8 walk-in. Displays, tables and chairs must stay within the contracted space. Height limitations are restricted to eight (8) feet. No burning scents, candles or other live flames are allowed. Do not use TAPE, STAPLES, NAILS, etc. on floors or walls. We reserve the right to deny or revoke permission for use of all sound devices such as microphones and stereo. All tables must be covered to the floor. We offer a limited number of tables, corner spaces and outlets. (A corner booth is a booth with more than one frontage.) All applications and special requests will be handled on a first-come first-serve basis. There are NO guarantees. Please note, the \$15 fee for electricity entitles Exhibitor to the use of only one outlet off of which they may run two (2) electrical cords from one electrical strip. Extension cords will not be allowed to run overhead or across walkways. Booths are rented for the sole use of the individual(s) to whom they are rented and may not be transferred or "sold" to another vendor. Exhibitor is responsible for reserving or providing all the tables, chairs, equipment and labor needed for their area. We do not furnish or supply watchmen at any time.

**Conduct** — Exhibitor shall conduct the exhibit operation in a quiet and orderly manner at all times and shall keep display clean and debris free. Use of profane or obscene language or materials is not allowed. There is positively no smoking on the school property.

**Confirmation** — Exhibitor will receive a phone call or email to confirm receipt of application. Checks will be returned if not accepted. Confirmation letters will be mailed at least two weeks prior to the event. Letters will include information regarding booth number and location, plus a map. Our Fair Committee reserves the right to approve or decline any vendor/vendor items

**Check-in/Set-up** — Exhibitor must bring confirmation letter to check-in **Prior** to setting up. Exhibitor can enter the building at 6am on Dec. 7 and set-up will be from 6:00am — 8:45am. Exhibitors are encouraged to bring moving carts and dollies. Exhibitor vehicles will not be allowed in the loading/unloading area between 8:45am and 4pm. **BEFORE YOU START SETTING UP** move your car to off-site parking. Exhibitors who have not arrived by 8:30am on Dec. 7 forfeit their space.

**Display Time/Tear-Down** — Exhibitor agrees to have the exhibit open and fully operational Saturday, December 8, from 9:00am — 4:00pm. Tear-down will take place immediately following the show. Anyone packing up exhibits prior to 4pm will not be permitted to exhibit in future Cheyenne Mountain Arts & Crafts Fairs. Exhibitor vehicles will be allowed in the loading/unloading area after 4pm and completed by 6pm. Exhibitor is responsible for removing all boxes, paper, and trash during the event and upon vacating their space at departure.

**Payments/Taxes** — Total booth space must be paid in full at time of reservation. No post-dated check accepted. Exhibitor's returned check fee is \$25. We assume no responsibility for Exhibitor's acceptance of fraudulent credit cards or bad checks. Exhibitor is solely responsible for any and all taxes, licenses, permits, etc.

Cheyenne Mountain High School, its PTO and the Cheyenne Mountain School District, its agents, volunteers and/or employees shall not be liable for injury to persons or property during arrival, the event, or departure. Any and all equipment shall be the responsibility of the Exhibitor. Cheyenne Mountain High School, its PTO and the Cheyenne Mountain School District, its agents, volunteers and/or employees shall not be responsible for loss of or damage to Exhibitor equipment and property whatsoever. It is expressly understood and agreed that the Exhibitor assumes all risk of loss and damage to their equipment and property. The Exhibitor shall indemnify, save, defend and hold harmless the Cheyenne Mountain High School, its PTO and the Cheyenne Mountain School District, its agents, servants, volunteers and/or employees from and against all losses, claims, demands, payments, suits, actions, costs, expenses, recoveries and judgments of every nature and description incurred by, or brought or recoverable against, Cheyenne Mountain High School, its PTO and the Cheyenne Mountain School District, its agents, volunteers and/or employees by reason of any act or omission of any act of commission of the Exhibitor, its agents or employees while exhibiting or attending the Cheyenne Mountain Holiday Craft Fair & Gift Market or in consequence of any negligence of carelessness in regarding the same.

The Show Chairmen and Committee reserve the right to enforce and/or interpret the rules and regulations and make final judgment without exception. Exhibitors agree to comply with show policies, and terms and condition as stated herein and in the Application Contract. Show Chairmen and Committee reserve the right to restrict, modify or expel without refund any exhibit that it deems undesirable or in non-compliance.

**Exhibitors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Please retain a copy of the application and agreement for your records. Thank you and we look forward to working with you.