

2017 Cheyenne Mountain Holiday Craft Fair

Saturday, December 2, 2017 9am - 4pm

All questions must be sent to cmhsvendorcontact@gmail.com

The CMHS PTO sponsors this show. Profits from this event go towards our Teachers' Grants that are awarded in the spring. These grants are used for items and programs that have long-term applications and enhance the student experience at Cheyenne Mountain High School.

Please read the following information carefully. Eligibility is by application and jury.

Please note deadlines, fees, and vendor selection requirements.

- The artist or crafter selling must HANDCRAFT all items sold at this show. **NO resale, wholesale, or imports allowed.** This will be strictly enforced! You will be asked to remove any items that are not in compliance and you will not be invited back. CMHS PTO reserves the right to request removal of any exhibitor or work that differs from application and/or photos submitted.
- No open flame will be used to display/sell crafts.
- CMHS PTO, Cheyenne Mountain High School and School District 12 assume no responsibility for loss or damage of any artwork or display in the fair.
- Cancellation: Prior to October 1, you are eligible for a full refund. Prior to November 1, you are eligible for a 50% refund. After November 1 your fees will be considered a tax-deductible donation and no refund will be given.
- Artists and crafters must be present at the Craft Fair with their work during the entire show from 9am - 4pm. Packing up early will result in not being allowed to participate in future craft fairs.

The CMHS PTO will widely publicize and advertise our craft fair through local and regional newspapers, internet, postcards, and posting of signs throughout the city.

Eligibility, Application, and Selection Process

All artists and crafters applying for the **Cheyenne Mountain Holiday Craft Fair** must complete the application form and mail with all fees to the address listed on the application with the following:

- A complete description of all items to be sold.
- **3 photos** representing all handcrafted work. Photos will not be returned. Hard copies on regular paper accepted.
- Check for booth fee, food, table rentals and electricity made payable to **CMHS Craft Fair**.
- Application deadline is **November 1, 2017**. Once we are full, a waitlist will be created.
- Each applicant will be juried and notified via email if they have been selected. Your check will be cashed and serve as your receipt. Applications and checks not accepted will be shredded.
- The majority of communication will be through email.

Booth Sizes and Rentals

- 8' x 8' - \$70 ~~12'x8' - \$115 (this includes corner fee, as these are corner booths as well)~~
- ~~10' x 10' - \$100 16'x8' - \$120 {2 12'x8' booths - \$95 (not corner booths)}~~
- ~~Electricity - \$15 (additional), 8' Table - \$10 (additional), Corner Space - \$20 (additional)~~

Website Advertising

- You may have a hyperlink on our website, www.CMHSCraftFair.com, for \$5.
- The link will remain active until February 1, 2018.

Booth Set Up/Take Down Times

- Set up is on **Saturday only** from 6 - 8:45am.
- Saturday take down is from 4 - 6pm.
- We will have student "elves" to help you unload and load during these times.

Homemade Breakfast and Gourmet Lunch Deals Delivered to Your Booth

- Breakfast Deal: Large breakfast burrito with eggs, potatoes, cheese, optional bacon, plus a hot coffee or orange juice. It will be delivered between 7:30-8:30am. \$4.00
- Gourmet Lunch Deal: Ham or turkey sandwich with condiments, fruit, chips, cookie and a bottle of water. It will be delivered between 11:30am - 12:30pm. \$6.00
- Food is available on site but our meal deals are only guaranteed if ordered and paid for in advance.

2017 Cheyenne Mountain Holiday Craft Fair

December 2, 2017 Exhibitor Application

PLEASE TYPE OR PRINT CLEARLY

Vendor Name or Names: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Description of **all** items to be sold: (Please be specific) _____

Have you exhibited with us before? (Y/N) _____ What year? _____ Would you like the same booth: _____

Preferred booth size: _____ 8'x8' \$70 _____ ~~Corner Booth \$20~~
_____ ~~12'x8' \$115;~~ _____ ~~Electricity \$15 (limited availability)~~
_____ ~~10'x10' \$100~~ _____ Table \$10
_____ ~~16'x8' \$120~~ _____ Chairs Needed (no charge)
_____ ~~12'x8' \$95 (only 2 available – no corner)~~

Food

Breakfast Meal \$4: _____ Bacon Burrito or _____ Burrito wo/Bacon: choose _____ Coffee or _____ OJ

Lunch Meal \$6: _____ Turkey Sandwich or _____ Ham Sandwich

Website link \$5 (print website legibly) _____

Totals:

\$ _____ Booth Rental; \$ _____ Table Rental; \$ _____ Electricity; \$ _____ Corner; \$ _____ Web; \$ _____ Food

Check Total \$ _____

Checks will be shredded if not accepted into the Craft Fair.

Returned check fee \$25

Vendor Agreement

Please Sign and Date Below

I have read the application information and agree to abide by all the terms, vendor criteria and those described therein, including being present the entire show, selling and exhibiting only my approved items. If chosen to participate in the Craft Fair, the undersigned and their family and representatives agree to release, discharge, indemnify and hold harmless Cheyenne Mountain PTO, Cheyenne Mountain High School and District 12 and their officers, agents, employees and volunteers of and from claims, demands, action, or cause of action, which may hereafter exist by reason of any damage, loss or injury which may be sustained by the undersigned, their family, or representatives, in consequence of being allowed to participate in the Cheyenne Mountain Holiday Craft Fair. No refunds will be issued after November 1, 2017.

Signature _____ Date _____

Mail to: Andrea Niedzwiecki, 5925 Daltry Ln, Colorado Springs, CO 80906

Remember to include your check and pictures.

Please retain a copy for your reference.

Date post marked _____ Accepted Y/N _____ Notified on _____ Booth Assignment _____
Amount Enclosed \$ _____ Check # _____ Refund amount \$ _____ (if any) Date sent _____