

2021 Cheyenne Mountain Holiday Craft Fair

Saturday, December 4th, 2021 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 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 may 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.
- **Cancellation after Acceptance:** Prior to October 1st, you are eligible for a 50% refund. After October 1st your fees will be considered a tax-deductible donation and no refund will be given (unless Fair is cancelled by local/state officials).
- Artists and crafters must be present at the Craft Fair with their work during the entire show from 9am - 4pm. Packing up early may 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, 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 in a business size envelope to the address listed on the application with the following:

- Check for \$10 application fee payable to **CMHS Craft Fair**. This \$10 fee is considered a tax-deductible donation to the PTO.
- A completed application form with description of all items to be sold.
- **Photos** representing all items to be sold. Photos will not be returned.
- Vendors will receive an email solely acknowledging receipt of their application (not acceptance/rejection).
- For Accepted Vendors: Your \$10 application fee will be applied towards your total craft fair fees. Payment of remaining balance (booth, food, tables, electricity) is due **immediately** upon notification of acceptance to secure your spot at the fair.
- Application deadline is **November 1st, 2021**. Once we are full, a waitlist will be created.
- Each applicant will be juried and notified via email if they have been selected by **September 1st at the earliest**.
- Returned check fee: \$25.
- Applications **not** accepted will be shredded.
- The majority of communication will be through email.

Booth Sizes and Rentals (Waitlist only if booth size is ~~crossed-out~~) NOTE: We are honoring those who applied for 2020 fair

- 8' x 8' - \$80 ~~10' x 10' - \$115~~ ~~12' x 8' corner - \$125~~ ~~12' x 8' no corner - \$105 (only two available)~~
- ~~16' x 8' - \$135~~ (Note: These 16x8s have only 8' of frontage. Booths are tucked into a corner/walk-in style booth)
- Electricity - \$15 (additional), 8' Table - \$10 (additional), ~~Corner Space - \$20 (additional)~~

Website Advertising

- All final vendors will be listed on our CMHS Craft Fair website. (Company Name or Owner Name Only)
- You may add a hyperlink or photos on our website, www.CMHSCraftFair.com, for \$5. In addition, we will promote you via our Social Media campaign. The hyperlink will remain active until March 1st, 2022.

Booth Set Up/Take Down Times

- Set up is on **Saturday only** from 6 - 8:45am.
- Vendors assigned to Gym 2 **may** have the opportunity to set up Friday evening from 5:30 - 7pm, depending on scheduling.
- Saturday take down is from 4 - 6pm.
- We will have student "elves" to help you unload and load during these times.

Homemade Breakfast and Box 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. \$7.00
- Box 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. \$10.00
- Food is available on site, but our meal deals are only guaranteed if ordered and paid for in advance.

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December 4th, 2021 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) _____

If you are a returning vendor: Would you like to request the same booth? Y N What was your booth # _____

NOTE: Due to the 2020 Holiday Craft Fair being cancelled due to COVID; we are honoring 2020 applications. At this time only 8x8 size booths are available. We will maintain a Wait List for larger booth requests.

Preferred booth size: _____ 8'x8' \$80 WL ~~Corner Booth \$20~~
WL=Waitlist Only WL 10'x10' \$115 _____ Electricity \$15 (limited availability)
WL 12'x8' corner \$125 _____ Table \$10
WL 12'x8' no corner \$105 (only two available)
WL 16'x8' \$135 (only 8' frontage/walk in style) _____ # of Chairs Needed (no charge)

Food
Breakfast Meal \$7: _____ Bacon Burrito or _____ Burrito, no Bacon. Choose _____ Coffee or _____ OJ
Lunch Meal \$10: _____ Turkey Sandwich or _____ Ham Sandwich

Website hyperlink or photos on our Craft Fair website: \$5 _____

Requested subtotal: _____

(When you are Accepted you will be notified of your Final total. Final total is based on actual booth size/electricity/corner availability compared to your application request minus your prepaid application fee.)

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, sickness, 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 to accepted vendors will be issued after October 1st, 2021.

Signature _____ Date _____

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

Did you include:

- \$10 application fee (checks made out to **CMHS Craft Fair**)
- photos of products you intend to sell
- this application (with legible contact information)

Please retain a copy for your reference.

Date Application post marked _____ Application Fee: Y/N Check # _____ Accepted: Y/N Notified on _____

Final Fee total (minus app fee): _____ Final payment: \$ _____ Check # _____ Booth Assignment _____

Refund amount \$ _____ (if any) Date sent _____