



11th Annual Artisan Christmas Fair
Dec 7, 2019 10a - 4p
Vendor Application

Applications are due by Oct 15, 2019. Vendor space is limited! Applications will be accepted and spaces assigned at the sole discretion of the Lavender Association of Colorado (LAC) Vendor Committee. Manufactured items will not be allowed without prior approval. Incomplete applications will not be considered.

WHAT IS THE FAIR LOOKING FOR? Fine quality handcrafted lavender-related products and unique quality arts and crafts. Local artisans are encouraged to apply. Products made in Colorado by the applicant are preferred. MLM, party plans, commercial items, are prohibited.

VENUE: Mesa County Fairgrounds, Community Building, 2785 Highway 50, Grand Junction, CO 81503

Notifications of acceptance will be sent out on or before October 16.

Your Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone _____

Email: _____ Website: _____

Items you will be offering for sale (a detailed description is required). If you are a new vendor to LAC, please enclose up to 3 photos of your products & display, and a SASE if you'd like your photos returned. Any items deemed inappropriate by the Vendor Committee will not be approved.

General / Charter Member:

TOTAL Amount Due:

Table with 4 columns: Single: \$75 (10x8 or 12x6)** | 2-sided: \$100 (limited) | Double: \$125 | TOTAL Amount Due:

Non-member / Supporter Member / Food Vendors (if not a General Member)

Table with 4 columns: Single: \$100 (10x8 or 12x6)** | 2-sided: \$125 (limited) | Double: \$150 | TOTAL Amount Due:

Food vendors: "Any food caterer or vendor MUST be certified through the City of Grand Junction and be on the City's list of approved providers in order to operate at the Mesa County Fairgrounds" and required to comply with Mesa County Environmental Health Department and Colorado requirements for temporary food establishments. A copy of a current Food Handlers License is required when submitting this application and must be displayed at all times during the Fair. A Certificate of Liability Insurance is required naming Lavender Association of Colorado as an Additional Insured. We can have up to three (3) Food Trucks outside!

All vendors must have a Colorado Sales Tax License and must collect and report all necessary taxes.

By signing this form I, the Vendor, agree to abide by all Fair rules & regulations and I accept full responsibility for my products, displays, etc. and any claims or damages resulting from my participation in this event. LAC and the Mesa County Fairgrounds and their employees and representatives are in no way responsible for my products or my actions. Please submit your payment to the address below.

*Participation allows the possibility of photography of you/your booth to be used in future advertising.

Signature: _____ Date: _____

Rules, Regulations & Important Vendor Information:

WHAT IS THE FAIR LOOKING FOR?

Fine quality handcrafted lavender-related products and unique arts and crafts. Local artisans are encouraged to apply. Products made in Colorado by the applicant are preferred.

DATE & HOURS:

The Fair will be held Saturday, December 7, 2019 from 10 a.m. – 4 p.m. at the Mesa County Fairgrounds, Community Building, 2785 Highway 50, Grand Junction, CO 81503

SET-UP / BREAK-DOWN:

Vendors are encouraged to set up Fri 12/6/19, 4p-8p, through two large bay doors. Sat 12/7/19, 7:30a- 9:30a, only through a regular door, bay doors will be closed. Break down can start no sooner than 4 p.m. No vendor is to close before the official closing time. If a vendor sells-out early a “**sold-out**” sign must be displayed on the table until closing time. Vendors who break down before the 4 p.m. closing time will not be accepted at future LAC events. Sellers are responsible for their selling spaces. Before leaving, be sure your area is clean and trash-free. Break down must be completed by 6 p.m.

WHAT CAN BE SOLD:

Only the items listed on your application and approved by the Vendor Committee may be sold. The Vendor Committee retains the right to determine which crafts are suitable for sale at the Fair and the Committee's decisions are final. To permit a wide variety of goods, some products may be limited. This decision will be made at the sole discretion of the Vendor Committee. Vendors will be notified in advance of products that may not be sold and at that time will be given the option to withdraw from the Fair and receive a full refund. A vendor selling a product not disclosed in the application may be, at the sole discretion of the Vendor Committee, prohibited from any further sales of such product.

VENDOR APPROVAL:

All new vendors, to any LAC event, must provide photos of their booth and products with their application. Please enclose a SASE if you'd like your photos returned. All vendors must be approved by the Vendor Committee. If not approved, your application fee will be refunded in full. **Once approved, cancellation after Nov 1, will forfeit fee.** Booths can be shared by no more than two (2) vendors and both must be listed on the application. Sub-letting or selling of spaces is not allowed.

SPACE ALLOCATION:

Booth spaces are 10x8, (10 wide x 8 from the wall), limited that can be 2-sided. There are 3 at 6x12 that can be 3-sided, in the center and extra stock must be under the table. Electricity is available on the walls, but not in the center, and no cords will be run for the center booths. Your display must **NOT exceed the boundaries of your booth. No table, dividers or tablecloth provided. Vendor spaces will be assigned by the Vendor Committee. Placement, flow and competition will be taken into consideration to provide the best experience for Fair attendees. And as always, its first come, first served.

LICENSING/FOOD MANUFACTURERS:

“Any food caterer or vendor MUST be certified through the City of Grand Junction and be on the City’s list of approved providers in order to operate at the Mesa County Fairgrounds”, per MCF Event Holder Guide. Food vendors are required to comply with Mesa County Environmental Health Department and Colorado requirements for temporary food establishments. A copy of a current Food Handlers License is required by all food vendors when submitting this application and must be displayed at all times during the festival. A Certificate of Liability Insurance is required naming Lavender Association of Colorado as an Additional Insured. If this is omitted, you are not accepted. We can have up to three (3) Food Trucks outside!

STAFF:

Each vendor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the Fair. Vendor booths must be manned at all times. The LAC is not responsible for merchandise or displays. Christmas music provided, and bring your Holiday Decorations!

TAXES:

All vendors must have a Colorado Sales Tax License, www.colorado.gov/revenue, and must collect and report all necessary taxes. A copy of your license should be displayed in your booth at the Fair. Mesa County Fairgrounds is an unincorporated area, requiring 5.27% sales tax.

WAIVER:

Vendors agree to abide by all Fair rules & regulations and release and indemnify the Lavender Association of Colorado (LAC) and the Mesa County Fairgrounds and all of their representatives from any and all claims for injury, theft, damage or loss incurred as a result of their participation in, or their provision of products and/or services at, the LAC Artisan Christmas Fair.

Questions? Email: info@coloradolavender.org or treasurer@coloradolavender.org