



NEW LOCATION!
CLIFTON COMMUNITY
CENTER
MORE VENDORS!

**15th Annual Lavender & Artisan
 Winter Fair**
December 7, 2024 10am – 4pm
Vendor Application

Applications are due by Oct 31, 2024. 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, including payment.

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

VENUE: Clifton Community Center, 3270 D1/2 Rd, Bldg B, Clifton CO 81520

Notifications of acceptance will be sent out on or before October 31.

Your Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone _____

Email: _____ Website: _____

Colorado Sales Tax License or Multiple/Special Event License number: _____

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. Application & photos may be emailed to secretary@coloradolavender.org. You are not accepted until payment in full has been received, and all documents required are received.

LAC General Member:		TOTAL Amount Due:	
Single Space: \$75 (10x8)	Double Space: \$125		

Non- member / Food Vendors			
Single Space: \$100 (10x8)	Double Space: \$150		

Food/Cottage Food vendors: Any food caterer, food vendor, and Cottage Food vendor, including giving out samples, **MUST be certified through the City of Grand Junction and be on the City’s list of approved providers in order to operate in Mesa County.** You are also required to comply with Mesa County Environmental Health Department and Colorado requirements for temporary food establishments. A copy of a current Food Handlers License or Cottage Food Qualification is required when submitting this application and must be displayed at all times during the Fair. We can have up to three (3) Food Trucks outside!

A Certificate of Liability Insurance is required naming Lavender Association of Colorado as an Additional Insured.

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: _____

Mail Application to: LAC / Christmas Fair PO Box 582, Palisade CO 81526

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, 2024, from 10 a.m. – 4 p.m. at the **Clifton Community Center, 3270 D1/2 Rd, Bldg B, Clifton CO 81520.**

SET-UP / BREAK-DOWN:

Vendors may set up Saturday 12/7/24, 7:30a- 9:30a, through two doors on the north side of the building. (If Friday setup is available, you will be notified.) Breakdown 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. Breakdown 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 artisan 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, for any LAC event, must provide photos of their booth and products with their application. All vendors must be approved by the Vendor Committee. If not approved, your application fee will be refunded in full. Booths can be shared by no more than two (2) vendors, and both must be listed on the application, following all license and document requirements individually. Sub-letting or selling of spaces is not allowed. **Any cancellation after Nov 1, will forfeit fee.**

SPACE ALLOCATION:

Booth spaces are 10x8, against a wall, or in the center. 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, extra stock must be under the table, and table covers should hide items stored underneath. **No table, chairs, dividers or tablecloths 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, it's first come, first served.

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 always be manned. LAC is not responsible for merchandise or displays. Holiday music provided and bring your Holiday Decorations!

FOOD MANUFACTURERS/COTTAGE FOODS:

Any food vendor, selling, or sampling MUST be certified through the City of Grand Junction and be on the City's list of approved food and Cottage Food providers to operate in Mesa County. You are also required to comply with **Mesa County Environmental Health Department** and Colorado requirements for temporary food related events. A copy of a **current Food Handlers License or Cottage Food Qualification** is required by all food vendors when submitting this application and must be always displayed during the Fair. Also, we can have up to three (3) Food Trucks outside! **If this is omitted, you are not accepted.** <https://gcity.seamlessdocs.com/f/2024CottageFoodVendorQualificationPacket>. <https://www.mesacounty.us/departments-and-services/public-health/business-services/food-safety-and-licensing>.

COI: A Certificate of Liability Insurance is required naming Lavender Association of Colorado as an **Additional Insured**. **If this is omitted, you are not accepted.**

LICENSE/TAXES:

All vendors must have a Colorado Sales Tax License or Special Event Sales Tax License, www.colorado.gov/revenue, and must collect and report all necessary taxes. This sales tax number is to be listed on the application. 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 Clifton Community Center, and all 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 Lavender & Artisan Winter Fair.

Questions? Email: secretary@coloradolavender.org or LNBengraving@gmail.com or treasurer@coloradolavender.org