



Lavender Association  
of Western Colorado

10<sup>th</sup> Annual Artisan Christmas

Craft Fair Vendor Application

December 1, 2018 | 10 a.m. – 4 p.m.

Please fill out the form below to apply. Vendor space is limited! Applications will be accepted and spaces assigned at the sole discretion of the Lavender Association of Colorado (LAC) / (LAWC) Vendor Committee. Manufactured items will not be allowed without prior approval. Incomplete applications will not be considered.

VENUE: Moose Lodge #270, 567 25 1/2 Rd, Grand Junction, CO 81505

10 X 10 BOOTH ( No table, dividers or tablecloth provided ) -- \$75.00 for LAC General Members / \$100.00 for non-members

**Notifications of acceptance will be sent out on or before October 8.**

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. *If you need more space for your description, please use the back of this page.*

LAC (LAWC) General Member Booth (\$75)

Non-member Booth (\$100)

**Total Amount Due: \$ \_\_\_\_\_**

**Food manufacturers:** You must include a copy of your current Food Handlers License, an approval letter from Mesa County and your certificate of insurance when submitting this application. Any food items sold must be sold and packaged with the intention of off-site consumption. Food items such as jams etc, will need a food license from the kitchen where it was produced.

All vendors must have a Colorado Sales Tax License and appropriate city tax license when applicable, and must collect and report all necessary taxes. Everyone is responsible for his/her own booth space.

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 Moose Lodge #270 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 (LAWC)/ 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/or 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 1, 2018 from 10 a.m. – 4 p.m. at the Moose Lodge #270, 567 25 ½ Rd, Grand Junction, CO 81505

### **SET-UP / BREAK-DOWN:**

Vendors may set up between the hours of 7:30 AM and 9:30 AM. 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 will forfeit fee. Booths can be shared by no more than two (2) vendors or businesses and both must be listed on the application. Sub-letting or selling of spaces is not allowed.

### **SPACE ALLOCATION:**

Booth spaces are 10 x 10. 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. If you have special space needs, please include your request with your application and the committee will make every effort to accommodate you.

### **LICENSING/FOOD MANUFACTURERS:**

Food manufacturers must include a copy of their current Food Handlers License, a Mesa County approval letter and their certificate of insurance when submitting this application. Any food items sold must be sold and packaged with the intention for off-site consumption. Food items such as jams etc, will need a food license from the kitchen where it was produced. If vendors are giving out samples, they must be individual servings and the server must be wearing gloves.

### **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.

### **TAXES:**

All vendors must have a Colorado Sales Tax License and appropriate city tax license when applicable, and must collect and report all necessary taxes. A copy of your license should be displayed in your booth at the Fair.

### **WAIVER:**

Vendors agree to abide by all Fair rules & regulations and release and indemnify the Lavender Association of Colorado (LAC) and the Moose Lodge #270 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/LAWC Artisan Christmas Craft Fair.

### **BOOTH FEES:**

LAC/LAWC members \$75 / Non-members \$100      **Make checks payable to LAWC or LAC & mail to: PO Box 582, Palisade CO 81526.**

**Questions?** Call: Lee Ann 480-580-5773   or **Email:** NielsenVillage@outlook.com