Santa's Cellar Craft Fair

November 22, 2014

ATTENTION ALL VENDORS:

The following guidelines have been established.

Each application will be stamped with the date it is received.
Applications will be processed July 1.

Vendors will be accepted into the event, according to the following:

1. Past vendors will NOT be given priority for this event. All applications will be taken on a first-come, first-serve basis. Send your applications in early.
2. Due to the close and confined area of this event, we will limit the number of vendors offering the same or similar products. Unique products are encouraged.
3. You may be denied acceptance if your application is received after we have already accepted the same or similar product.
4. No vendors selling ready-to-eat prepared food will be accepted.
5. Applications are accepted until Thursday, November 6 or until the event is full.
6. Purchase for resale is approved.

YOUR CLEARED CHECK IS YOUR CONFIRMATION! I WILL SEND EMAIL CONFIRMATIONS IF I HAVE YOUR EMAIL ADDRESS. A FOLLOW-UP LETTER AND MAP WILL BE SENT NOVEMBER 7.

SET-UP: The fair opens at 8 a.m. and ends at 3 p.m. You may set up as early as 7a.m. on Saturday. To make Saturday easier, we encourage that you to set-up your booth on Friday, November 21, between 4:30–7p.m. **Dollies are not available please bring your own.**

TAKE DOWN: All artists are encouraged to stay until 3p.m. when the fair is scheduled to close.

SALES TAX: Sales Tax is 8.15%. Information about the collection and payment of sales tax can be downloaded from our web site at **www.BroomfieldRecreation.com**. Questions? Please contact the Broomfield Sales Tax Office at 303.464.5811.

FOLLOW-UP LETTER: Those registered prior to November 6 will receive a follow-up letter, which will include all the additional information you will need to know. The follow-up letter will be mailed on November 7.

QUESTIONS: Jenifer Chrisman, 303.464.5536 or jchrisman@broomfield.org

DID YOU REMEMBER TO:

- **DOWNLOAD AND READ ALL VENDOR INFORMATION**
- **SEND VENDOR APPLICATION AND PAYMENT**
- **DOWNLOAD AND READ SALES TAX INFORMATION**