

**2019 ESTES PARK LABOR DAY ARTS AND CRAFTS SHOW VENDOR APPLICATION**  
**APPLICATION DEADLINE: FRIDAY, MARCH 1, 2019**

SETUP DATE: Friday, August 30, 2019

SHOW DATES: Saturday, August 31 – Monday, September 2, 2019

**NEW SHOW HOURS: Saturday & Sunday 10am – 6pm; Monday 10am – 3pm**

**ALL applications are assessed a \$25 Jury Fee**  
**Late applications accepted into the show are assessed a \$75 late fee**

<b>APPLICATION PROCESS</b>	
STEP 1	<ul style="list-style-type: none"> <li>• Applications must be submitted digitally using the process described in Step 2, below. We are NOT accepting snail mail applications this year.</li> <li>• This Vendor Application form is a fillable pdf. Save it to your files with your name in the file name. Using your pdf reader, fill in the information requested. Be sure to save the file again before closing it.</li> </ul>
STEP 2	<ul style="list-style-type: none"> <li>• Attach your completed application pdf to an email addressed to <a href="mailto:artsandcrafts@evsr.org">artsandcrafts@evsr.org</a>. The email subject line <b>must</b> state your name (not your business name) followed by the word application, i.e. <b>JONES APPLICATION</b>.</li> <li>• Attach digital photos to the email with your application. Include photos of your products, you producing your products, and your display.</li> <li>• DO NOT include your credit card, bank, or other payment information in this email or in your application.</li> </ul>
STEP 3	<ul style="list-style-type: none"> <li>• After we receive your emailed application and photos or a link to your photos, we will email an invoice to you for your <u>non-refundable \$25 jury fee</u> via our Square account.</li> <li>• Pay that invoice securely online by clicking on the PAY button in the emailed invoice. We accept Mastercard, Visa, Discover, and most debit cards. <b>NO CHECKS</b>.</li> <li>• You must pay your jury fee by the <u>earlier</u> of five days after the invoice is emailed to you or March 8, 2019. We will NOT process your application until the jury fee has been received in our bank account.</li> </ul>
STEP 4	<ul style="list-style-type: none"> <li>• We will notify you whether or not you have been accepted into the show no later than March 26, 2019.</li> <li>• At that time, we will email an invoice to you for the remainder of your fees via our Square account. Pay that invoice securely online by clicking on the PAY button in the emailed invoice. We accept Mastercard, Visa, Discover, and most debit cards. <b>DO NOT SEND A CHECK</b>.</li> <li>• If your fees are not paid by April 10, 2019, we reserve the right to move you to the waiting list.</li> </ul>
STEP 5	<ul style="list-style-type: none"> <li>• If we notify you that you have not been accepted into the show, we may invite you to be on the waiting list.</li> <li>• If we invite you to be on the waiting list, you must respond to us by April 10 in order to be placed on the waiting list. You will not be invoiced for your show fee balance until you are accepted into the show.</li> </ul>
STEP 6	<ul style="list-style-type: none"> <li>• If you have indicated an interest in an RV spot at the Estes Park Events Complex on your Vendor Application, we will email information to you as soon as the Town of Estes Park informs us of its policies and pricing for the 2019 events season.</li> </ul>
STEP 7	<ul style="list-style-type: none"> <li>• Cancellation requests will be considered on a case-by-case basis if a written request is received prior to June 1, 2018 via email to <a href="mailto:artsandcrafts@evsr.org">artsandcrafts@evsr.org</a>. Only approved cancellations are eligible for a refund. In no event will your jury fee be refunded.</li> </ul>

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THIS IS A FILLABLE PDF – SEE STEPS ABOVE FOR INSTRUCTIONS**

**Your Name**

**Business Name**

**Street Address Line 1**

**Street Address Line 2**

**City/State/ZIP**

**Phones**

**Email Address**

**When was the last time you participated in this Show?**

**Describe your medium, your process, and your products.**

**Price range of products to be offered for sale**

**Webpage**

**Social Media**

**Number of 10x10 booths (\$325 per booth; \$425 per food truck)**

**Number of electrical receptacles (\$20 per receptacle) 15 amp 30 amp**

**Special requests**

**Vehicle #1:**

**Vehicle #2:**

**Trailer:**

**Are you interested in an RV spot at the Estes Park Events Complex? We will contact you later about RV reservations only if you indicate interest now.**

**Are you interested in donating products to the Estes Valley Sunrise Rotary Silent Auction (proceeds to benefit local nonprofit organizations)?**

**Check this box to agree to the Vendor Agreement and Release on the next page.**

**2019 ESTES PARK LABOR DAY ARTS AND CRAFTS SHOW VENDOR APPLICATION**  
**VENDOR AGREEMENT AND RELEASE**

1. With the following exception, the products in your booth must be handmade by you. However, your booth may include some commercially produced items (not more than 10% of the items in your booth), if you have altered these items by hand yourself and the items enhance the overall character of your booth. The following are not eligible for sale as at the show: kits, imported work, manufactured goods, or items distributed through multi-level marketing. You agree and represent that the items in your booth will comply with these requirements.
2. You agree that you, your associates, and your guests will abide by the rules, policies and guidelines of the Estes Park Labor Day Arts and Crafts Show and understand that failure to follow these regulations may mean expulsion from this year's show and/or future shows:
  - No stakes permitted in Bond Park.
  - Your booth must be weighted down with a minimum of 50 lb. weights on each corner.
  - No parking on the perimeter of the park after unloading.
  - No parking of trailers or oversized vehicles in downtown Estes Park. During Show days, no parking of any vehicles around Bond Park or on the streets leading to Bond Park.
  - Each booth that you rent is 10' by 10'. You must keep your tent, products, display, chairs, and other items within that perimeter. Subject to approval by the Chairperson of the Show which will be granted in her sole discretion, some exceptions may be permitted on a case-by-case basis, if your booth has a space between you and the booth to the side of you or if your booth backs up to a space that is not used for foot or vehicle traffic.
  - No sales before the opening day of the Show. No sales on the Show Setup Day.
  - Sales taxes must be paid to the Estes Park Labor Day Arts and Crafts Show on the last day of the show before departure, even if you have a state-issued tax license. If multiple vendors are sharing a booth, you must submit one, combined sales tax payment. Sales taxes includes state, county, and local taxes. Payment directly to the applicable taxing authority does not eliminate the requirement to pay these funds to the Estes Park Labor Day Arts and Crafts Show. If you pay any taxes directly to the applicable taxing authority, the Estes Park Labor Day Arts and Crafts Show will not refund the taxes collected at the Show. You agree to accurately report your sales to the Estes Park Arts and Crafts Show Team.
  - Cooperation with the Estes Park Arts and Crafts Show Team and volunteers before, during, and after the Show is necessary for the smooth running of the Show. Confrontations with other vendors, customers, guests, volunteers, or the Estes Park Arts and Crafts Show Team are not permitted.
  - The terms and conditions of this Vendor Agreement and Release, rules policies and guidelines included in supporting materials now or in the future, or as required by the Town of Estes Park or applicable law.
3. The Estes Park Labor Day Arts & Crafts Team reserves the right, in its sole discretion, not to accept your application for any reason. Selection of exhibitors is based on the description provided in the Vendor Application, the photos submitted (at least three photos must be included with the application), and other factors to be determined by the selection committee, in its sole discretion, such as apparent originality, uniqueness, quality, and display. Prior participation in the show does not guarantee your acceptance into this or future shows.
4. Requests for specific booth assignments and electricity are considered on a case-by-case basis.
5. If you are accepted into the show and do not attend without giving the committee at least 10 days prior notification, do not keep your booth open for business during all show hours, do not pay all amounts due including your sales taxes on the last day of the show, depart early, or otherwise violate any show regulations or the terms of this Vendor Agreement, you will not be considered for future shows.
6. The Town of Estes Park and Estes Valley Sunrise Rotary Club reserve the right to cancel the show for any reason without liability.
7. You release and agree to hold harmless The Town of Estes Park, Estes Valley Sunrise Rotary, the Arts & Crafts Team and volunteers from any and all damages of any nature, including without limitation and any and all personal injury, which you, your business, your assistants, your customers, or others may incur. The Arts and Crafts Show and the Estes Valley Sunrise Rotary does not carry insurance to cover your personal property. As an independent contractor, you assume all responsibility and liability for the personal property of you, your assistants, your guests, your customers, and others. You are advised to obtain your own insurance.