

2016 Estes Park American Legion Craft Fair Application & Contract

Friday, November 25, 2016 * 10 a.m. – 9 p.m.

Saturday, November 26, 2016 * 9 a.m. – 5 p.m.

Estes Park Post 119, American Legion 850 N. St. Vrain, Estes Park

ALL ITEMS MUST BE HAND CRAFTED!

Mail Application and payment to PO Box 127, Estes Park, CO 80517

Crafter Name: (please print): _____

Business Name: (if different) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

How did you hear about the Post 119 Craft Fair? _____

Number of Booths: _____

Booth Size: 10'X10' - \$50 each 4'X10' - \$35 each 10'x15' - \$85 - 1 only

10'X18' Stage area - \$135 – 1 only 5'X10' Front Entry - \$75 – 1 only

Electricity - \$10.00 8' table - \$10 each (limited qty) 6' table - \$7 (limited qty)

5' round table - \$10 each (limited qty)

All booth fee proceeds go to the American Legion Post 119 general and building funds. The American Legion supports other non-profit organizations within the Estes Park Community.

Special Request: _____

What hand crafted items will you be selling? _____

No food vendors accepted. Food will be available from the American Legion

Crafter set-up is Wednesday, Nov 23rd, 5-8pm and/or Friday Nov. 25th 8-10 am

Sales Tax is your responsibility. The Colorado Department of Revenue website answers many questions for your convenience.

Exhibitor Signature: _____ **Date:** _____

For Office Use Only; Date received _____ Check _____ credit card _____ cash _____

2016 Estes Park American Legion Craft Fair

- **Booth Fee** proceeds benefit the American Legion Post 119 general and building funds
- **TABLES ARE NOT PROVIDED.** Please bring tables/display as needed for your booth. 1 chair is provided per booth rental. Rental tables are limited. Mark your preference on the application and forward payment with application.
- **ELECTRICITY** may be available. Bring your own extension cord. Indicate electrical needed on application and forward payment with the application.
- **Wireless Internet** is available.
- **Fees are non-refundable after October 31, 2016.**

Registration: Applications are accepted until the fair is full. **Space is limited; register early!** If you need to cancel your booth reervation, please notify us as soon as possible. **Booth fees are non-refundable after October 31, 2016. Fill out the application and return it with your check or email the form and call with a credit card.**

THE ESTES PARK POST 119 AMERICAN LEGION IS NOT RESPONSIBLE FOR ANY ACCIDENTS OR DAMAGES that occur before, during, or after the fair. Exhibitors are responsible for all merchandise and property used in creating their booth. **During overnight hours the facility will be locked but no extra security measures will be enforced. PLEASE TAKE VALUABLE ITEMS WITH YOU!**

Set-up & Booth Location Doors will open for booth set-up Wednesday, November 23rd at 5 pm until 9 pm and again Friday, November 25th at 8 am. We ask that you are finished unloading items by 10 am on the 25th when the fair begins. End time is 9 pm on Friday and 5 pm on Saturday. We encourage you to not tear down until the fair is closed. Exhibitors ***MUST STAY WITHIN THE GUIDELINE TAPED OUT*** for your booth. This will be enforced to facilitate a free flowing aisle of traffic for shoppers. The fair committee will determine your booth placement. Special requests will be taken into consideration but NOT guaranteed. One available booth will be assigned when payment is received. You will be given notification of your booth placement when you arrive for set-up at the check-in table, located in the lounge area. Please check-in before you unload.

SERVICE TO EXHIBITORS Coffee, breakfast and lunch items will be available to purchase from the kitchen window in the hallway beginning 30 minutes before opening time each day. If you need to leave your booth for a bathroom break or to eat after the fair begins, please flag down one of the volunteer hostesses. Please bring an additional person to man your booth if you would like to do some shopping.

Contact us by phone, email or snail mail:

Phone: 970-586-6118

Email: estespost119@hotmail.com

Snail Mail: PO Box 127, Estes Park, CO 80517

Website: Estespost119.org

We look forward to a fun, profitable craft fair and thank you for participating!