



SANTA CELLAR 2011
November 12th
ATTENTION ALL VENDORS



The following guidelines have been established.

Each application will be stamped with the date it is received.

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. Food vendors will need to follow the Health Department guidelines and extra fees will be charged.

YOUR CANCELLED 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 3rd.

SET-UP: The fair opens at 8:00am and ends at 3pm. You may set up as early as 7:00am on Saturday. To make Saturday easier, we encourage that you may set-up your booth on Friday, November 11, between 4pm and 7pm.

TAKE DOWN:

All artists must remain until 3:00pm when the fair is scheduled to close.

SALES TAX: Sales Tax is 8.25%. 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 October 15 will receive a follow-up letter, which will include all the additional information you will need to know. This letter will be mailed out October 30.

QUESTIONS: Dana Cabot 303-464-5530 or e-mail dcabot@broomfield.org.

DID YOU REMEMBER TO....

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