



**SANTA CELLAR 2012**  
**November 17th**  
**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 3<sup>rd</sup>.**

**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 16, 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](http://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](mailto:dcabot@broomfield.org).**

**DID YOU REMEMBER TO....**

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



2012 Arts and Crafts  
Space Application

[www.broomfieldrecreation.com](http://www.broomfieldrecreation.com)

- Fee must accompany your application.
- Applications accepted until Nov 5, 2012 or until the event is full
- Craft Fair is on Saturday, November 17
- Friday set up is available from 4-7pm
- The Center will provide you with one table (two tables in an double space) and two chairs. Areas will be marked and displays cannot extend beyond this marked area. One space is approximately 8x8. Maximum space allotment is 2 tables per person.

BUSINESS NAME \_\_\_\_\_

CONTACT PERSON 1. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE (W) \_\_\_\_\_ (H) \_\_\_\_\_

Please provide an e-mail address where your organization can be contacted.  
E-MAIL \_\_\_\_\_

CONTACT PERSON 2. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE (W) \_\_\_\_\_ (H) \_\_\_\_\_

Describe the contents of your booth. Please include a complete list of items to be sold. \_\_\_\_\_

\_\_\_\_\_

WILL YOU SET UP ON FRIDAY? \_\_\_\_\_ WHAT TIME? \_\_\_\_\_

WILL YOU SET UP ON SATURDAY? \_\_\_\_\_ BETWEEN- 7AM AND 9AM

**APPLICATION FEES**

**ARTS & CRAFT VENDORS (please circle appropriate fees)**

<b>Lakeshore room single</b>	<b>Lakeshore room double</b>
Fee	Fee
\$40	\$60

<b>Silver room single</b>	<b>Silver room double</b>
Fee	Fee
\$30	\$40

**Gold room single**

Fee  
\$30

**Gold room double**

Fee  
\$40

**Lobby room double**

Fee  
\$60

**Electricity**

Fee  
\$5

**PAYMENT OPTIONS: Application will not be processed until payment is received.**

1. MC VISA # \_\_\_\_\_ Exp Date \_\_\_\_\_

2. CHECK

**MAKE CHECKS PAYABLE TO : CITY AND COUNTY OF BROOMFIELD**

MAIL TO: SANTA CELLAR

DROP OFF AT: BROOMFIELD COMMUNITY CENTER

280 Lamar Street

Broomfield, Co 80020

3. CASH - Do not send cash through the mail! (Money Orders will be accepted)

**DID YOU REMEMBER TO....**

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

**RELEASE:** As a participant in the Santa Cellar Fair, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injuries, property damage or loss which I may sustain as a result of my participating in any and all activities connected with or associated with my participation in the Fair. Further, I understand I store my products overnight and during the festival at my own risk.

I agree to waive and relinquish all claims I may have against the City and County of Broomfield, Broomfield Recreation Services, all associated fair sponsors and any agents thereof, as a result of my participation in the Fair and that I share my products and services at my own risk.

**Contractor** expressly agrees to indemnify and hold harmless the City and County of Broomfield or any of its officers, employees, elected official or insurance carriers from any and all claims, damages, liability, or court awards, including costs and attorney's fees, that are or may be awarded as a result of any loss, injury, or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership, or corporation, in connection with or arising out of any omission or act of commission by Contractor or any of its employees or agents in performing work pursuant to this Agreement or **arising out of, connected with, or in any way associated with the activities of the Festival.**

I agree that all demonstration and exhibits may be photographed for publicity purposes.

I agree to abide by all rules set forth in this application:

\_\_\_\_\_  
Applicant's Name (print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY \$ PAID _____	\$ OWE _____	DATE RCD _____
# OF SPACES _____	SPACE _____	GEN _____