

2018 Craft Fair Registration & Regulations Form

STEAM @ Tope Elementary

Please complete the following information and return the application along with payment to:

STEAM @ Tope Elementary, ATTN Kerry Oliver, 2220 N 7th St, Grand Junction, CO 81501

Saturday, November 10, 2018 9am-3pm

Number of booth spaces: _____ Enclosed booth fee: (\$40 per space, \$50 if electricity is needed) _____

PLEASE PRINT....

Participant or Organization Name:

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Description of items for sale:

Comments or suggestions:

By completing and signing this application, I verify that I have read and agree to the regulations.

Participant's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date Received: _____ Check #: _____ Amt. Paid: _____

REGULATIONS

EVENT: Tope Elementary Craft Fair

BOOTH SPACE: Booth spaces will include a table 6-8 ft in length, and 2 chairs (extra chairs available upon request). Booth spaces may vary slightly. No phone reservations will be accepted for booth space – payment must accompany a reservation form. SPACES WILL NOT BE HELD WITHOUT FULL PAYMENT.

BOOTH RENT: \$40 per space

SETUP/CLEANUP: Doors will open at 7:30 am for participants to begin setting up. All booth spaces must be cleaned up by 4:30 pm. Participants must provide their own set up including table coverings, etc. (1 table and 2 folding chairs will be provided). Some electrical outlets are available for an extra fee and are first come, first serve.

MERCHANDISE: At this time all types of merchandise such as arts & crafts, antiques, collectibles, food vendors, import and commercial vendors, etc. will be allowed. Event organizers reserve the right to limit merchandise types allowed during the event.

- All food items must be packaged “to go” with no items being sold for consumption on school property.
- Participants are responsible for collection of sales tax.
- Participants shall park away from the front of the school after unloading to allow for customer parting during the event.
- Tope Elementary reserves the right to refuse the use of school space to any group or individual.
- A list of approved applications will be posted on the Tope website tope.mesa.k12.co.us/
- If your application is declined, your payment and an explanation will be returned to you immediately.

I DO HEREBY ATTEST TO THE FACT THAT I HAVE READ THE ABOVE AND POSTED REGULATIONS AND ACKNOWLEDGE THAT I ASSUME FULL RESPONSIBILITY AND LIABILITY FOR MY ACTIONS AND FOR THE ITEMS I OFFER FOR SALE. I AGREE THAT TOPE ELEMENTARY AND EVENT ORGANIZERS DO NOT ENDORSE MY CAUSE AND ARE NOT PARTNERS. BY SIGNING BELOW, I ACCEPT THESE REGULATIONS.

Vendor Signature: _____ **Date:** _____

(please print and attach this sheet to your application)

Please contact Kerry Oliver with any questions at 970-254-7070 ext 65110 or email Kerry.oliver@d51schools.org