



3rd Annual CEC Holiday Craft Fair

ASC Plachy Hall Field House

www.adams.edu/committees/cec

Jeff Cook: jtcook@adams.edu 719-587-7956 or 719-588-5074

Saturday, December 4, 2010

We will be accepting vendors of unique handmade items, supplies for creating handmade items, homemade jams/jellies, art works, etc. However, limited sponsorships of commercial items may be considered based on relevance, please contact us for details.

Important details:

Fees: Art/ Food/Info Vendor Booths: \$10.00 for a 10' x10' space. Fee must accompany application. Fees will be returned if vendor is not accepted (for example, if there are already similar vendors contracted) but no fees will be returned to those who do not show up to participate. Licenses: Vendors are responsible for having city and state tax licenses. State Special Event License is located online at <http://www.colorado.gov/cms/forms/dor-tax/dr0589.pdf> The fees are pro-rated for multiple events or \$8 for a single event.

City of Alamosa requires a city sales tax license available at:

<http://www.cityofalamosa.org/Documents/Fianance/SALES%20TAX%20APPLICATION%202009.pdf>

Fees are \$15 for the year or no charge for a one time event.

Electricity: Electricity is available. Please let us know what your needs may be.

Tables/Chairs: Will be available for use upon request.

Insurance: All vendors must provide their own liability and property insurance if desired. ASC and CEC assume no risk to you or your property.

Setup/Tear Down: Set up may begin as early as 7am. Vendors must be set up before 9:00am on Saturday morning. **Tear down is not allowed to begin until the 4pm closing time.**

Name (please print): _____

Mailing Address: _____

Phone #: _____ E-mail address: _____

Fees Enclosed: Make checks payable to: *ASC Classified Employees*

\$10.00 for each 10'x10' space

Total Enclosed: \$ _____

Description of work/product(s)	Price range
_____	_____
_____	_____
_____	_____

Application Checklist:

- Contact Info
- Description of products/ price ranges
- Payment of Vendor Booth Fee
- Mailed CO event license to CO Dept of Revenue
- Mailed Alamosa sales tax license to City of Alamosa

Hand Deliver or Mail application and fee to:
 ASC Classified Employees/Attn: Jeff Cook
 208 Edgemont Blvd
 Alamosa, CO 81102

I, _____, have read and understand all the limitations and expectations of the CEC Craft Fair and agree to said terms. Signature: _____ Date: _____

DEADLINE FOR RECEIVING COMPLETED VENDOR APPLICATIONS/FEE WEDNESDAY DECEMBER 1, 2010 BY 5PM