

HAYDEN HOLIDAY CRAFT FAIR

Sunday November 7th, 2021 • 9:00 a.m. - 3:00 p.m. • Hayden Center, Hayden, CO

Venue: The Craft Fair will be in the gymnasium at the Hayden Center, 495 West Jefferson Avenue in Hayden. We have plenty of chairs but a limited number of folding tables that can be checked out to vendors. Parking at the Hayden Center lot will be limited to customers.

Set-up & Breakdown: Set up is on Saturday starting at 6:00 a.m. Your booth must be set up by 9:00. Tear down will not be until 3:00. Each vendor is responsible for their own booth set up and clean up.

Booth Information: Each booth space is 10' x 10'. Please make note on your application if you need electricity, only a few booths will have access. No fundraising booths. No commercial goods or products.

Cost: Each booth will cost \$45. Checks should be made payable to Town of Hayden or paid by credit card at the Hayden Center. Refunds will be issued if the show is canceled due to COVID. If you are ill, we will issue a refund.

Sales Tax: All vendors are required to have a Colorado Sales Tax License and a Town of Hayden Sales Tax License OR a Special Event License ([DR 0589](#)). Town of Hayden Sales Tax Licenses can be found at: <https://www.haydencolorado.com/business-licenses>. Vendors are responsible for paying sales tax on items sold. Proof of sales tax number/license is required upon application.

Food Applicants: You must comply with State of Colorado rules and regulations. No exceptions. Food retail vendors will not be able to provide food samples to visitor (unless prepackaged or individual servings). For more information, please see:

https://www.colorado.gov/pacific/sites/default/files/DEHS_CtgFds_Act2016.pdf

COVID Restrictions: All state and county health regulations will be adhered to.

DIRECTIONS:

1. Complete the following application and necessary Sales Tax Licenses.
2. Email application, sales tax license, and up to 3 photos of your work to rachel.wattles@haydencolorado.org, or drop off at the Hayden Center front desk.
3. Pay by check, credit card or cash at the Hayden Center. Checks should be payable to the Town of Hayden, PO Box 190, Hayden, CO 81639.
4. Applications are due October 8th. You will be notified via email by October 15th.

VENDOR APPLICATION

Name of Business: _____

Contact Person: _____ Sales Tax #: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Item(s) you will be selling: Detailed description of art or artisan products.

Check if applicable:

I would like to use one of the Hayden Center's folding tables

I would like to use the Hayden Center's folding chairs

I would like access to electricity

*We will do our best to accommodate electricity needs and use of our tables. However, we have a limited number of both and will be issues on a first come, first served basis.

Thank you for applying for the 1st Annual Hayden Holiday Craft Fair! If you have any questions, don't hesitate to reach out to Rachel at rachel.wattles@haydencolorado.org

INDEMNIFICATION

Vendor agrees to indemnify the Town of Hayden, the Hayden Center (TOH/HC) and its officers, agents and employees as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of TOH/HC. TOH/HC agree to release and hold harmless the Vendor, its officers, agents and employees from and against any and all claims, suits, damages, costs, losses, and expenses, including attorney's fees, resulting from, arising out of, or connected with the operating of the Hayden Holiday Craft Fair. Vendor agrees to release and hold harmless the Town of Hayden, Hayden Center and its officers, agents and employees from and against any and all claims, suits, damages, costs, losses, and expenses, including attorney's fees resulting from, arising out of, or connected with the operating of the Hayden Holiday Craft Fair.

Acknowledged and Accepted for Participation in the 2021 Hayden Holiday Craft Fair by:

Vendor Name: _____

Signed: _____ Date _____

FOR OFFICE USE:

Received by: _____ Date _____

Payment: _____