

# HAYDEN HOLIDAY CRAFT FAIR

Saturday November 4<sup>th</sup>, 2023 • 9:00 a.m. - 3:00 p.m. •

Routt County Fair Grounds Exhibit Hall • 398 Poplar St, Hayden CO

**Venue:** The Craft Fair will be in the Exhibit Hall at the Routt County Fair Grounds, 398 Poplar St, Hayden CO. There is ample parking for both vendors and customers.

**Set-up & Breakdown:** Set up is on Sunday starting at 7:00 a.m. Your booth must be set up by 9:00. We have plenty of chairs but a limited number of folding tables that can be checked out to vendors. 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 costs \$50, payable by cash, credit card or check made out to Town of Hayden. If you would like to pay by credit card, please call the Hayden Center at (970) 276-0500.

**Sales Tax:** All vendors are required to have a **Special Event License** ([DR 0589](#)). Vendors are responsible for paying sales tax on items sold. Vendor information will be shared with the Department of Revenue after the event. All vendors are required to submit a copy of their sales tax license. You will not be allowed to set up your booth if we do not have a copy of your special event license.

**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](https://www.colorado.gov/pacific/sites/default/files/DEHS_CtgFds_Act2016.pdf)

## DIRECTIONS:

1. Complete the following application and necessary Special Event License.
2. Email application, copy of special event license, and up to 3 photos of your work to [sarah.stinson@haydencolorado.org](mailto:sarah.stinson@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 16<sup>th</sup>. You will be notified via email by October 20<sup>th</sup>.

## VENDOR APPLICATION

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Special Event Tax # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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Check if applicable:

I would like to use one of the Hayden Center's folding tables (Sizes vary. You can pick your table on a first-come, first-served basis on 1 1/4 morning).

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.

**Thank you for applying for the 3<sup>rd</sup> Annual Hayden Holiday Craft Fair! If you have any questions, don't hesitate to reach out to Sarah at [sarah.stinson@haydencolorado.org](mailto:sarah.stinson@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 2023 Hayden Holiday Craft Fair by:

Vendor Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE:**

Received by: \_\_\_\_\_ Date \_\_\_\_\_

Payment: \_\_\_\_\_