



## EATON DAYS ARTS AND CRAFTS FAIR JULY 14, 2018

Hello, and welcome to the 2018 Eaton Days Celebration! If you are new with us or one of our many repeat vendors, please take a moment to read the following information. As in previous years the Arts & Crafts Fair will be located in Town Park at 3<sup>rd</sup> Street and Park Avenue.

The Eaton Days Committee encourages applications for the upcoming Arts & Crafts Fair. The Fair is open to arts, crafts, information booths, home parties, and novelties. Prior participation in the Eaton Days Arts & Crafts Fair does not guarantee acceptance into this or future fairs. To ensure the event has a wide variety of offerings, the committee reserves the right to control the number of vendors with similar offerings. The committee also reserves the right to decline participation that it deems inappropriate for event attendees, based on the application description.

### FEES AND SALES TAX COLLECTION

SINGLE booth space, 12'x15'	\$75.00
DOUBLE booth space, 24'x15'	\$150.00
TRAILER space	\$125.00 - <b>limited space available</b>

*A return check fee of \$25 will be charged and collected for return checks. This fee must be paid in cash PRIOR to being admitted into fair.*

Acceptable payment for booth space include:

- **Cash**
- **Money Order** made payable to The Eaton Days Committee
- **Check** made payable to The Eaton Days Committee

*A return check fee of \$25 will be charged and collected for returned checks. This fee must be paid for in cash.*

- **PayPal** payments accessible through our website at [www.eatondays.org](http://www.eatondays.org), under "APPLICATIONS"

It is the vendor's responsibility to collect and submit all applicable (local & state) taxes directly to the State Of Colorado. Local tax rate is 3%, state tax rate is 2.9%. Please visit [www.coloradotax.com](http://www.coloradotax.com) for more information.

### WE WILL NOT DO THIS FOR YOU

### IMPORTANT DATES

July 6, 2018	Vendor Application and documentation deadline to avoid late fees
July 14, 2018 7:00am-9:00am	Vendor setup
July 14, 2018 10:00am-3:00pm	ARTS & CRAFTS FAIR

**\*\* The earlier we receive your application, the better your space location \*\***

**PLEASE NOTE:** The Eaton Days Committee reserves the right to cancel the Arts & Crafts fair due to Acts of God, weather, or other unforeseen events that will jeopardize the health and safety of the public.

**\*\* There is no rain date and vendor fees *will not* be refunded.**

### EXHIBITION SPACE

- Booth space is 12'w x 15'd (exactly) all parts of the display must fit within the limits.
- The Arts and Crafts Fair is held outdoors, we suggest suitable protection from the elements. **All vendors must provide their own equipment**, i.e. tables, chairs, sunshades, quite generators, cords, etc. Displays must be suitable for use on a grassy surface.
- Trailers will be located on the perimeter of the park to the North and West as space permits.
- Booths may begin setup at 7:00 a.m., no later than 9:30 a.m. and must be open by 10 a.m. on Saturday, July 14, 2018. Please do not double park while unloading, you will receive a ticket.
- You **may not** relocate your booth once assigned. Please do not ask.
- Trash must be picked up around your space throughout the day and prior to your departure.
- **PLEASE NOTE:** – ELECTRICITY IS NOT AVAILABLE FOR NON-FOOD VENDORS. IF YOU REQUIRE ELECTRICITY PLEASE BRING YOUR OWN QUIET GENERATOR.
- The attached APPLICATION FORM allows participation into the Arts & Crafts Fair **only**; it does not grant you the right to sell wares during any other activity/event (ex. Street Dance, Parade, Family Fun Night).

## EXHIBITION SPACE (cont.)

- ***Absolutely no driving on park turf.***
- Please leave your pets at home.
- After your acceptance into the Fair, no refunds will be issued, except in the case of an emergency. Written requests for refunds will be considered at the discretion of the Eaton Days Committee, after the event.
- **Vendors are not allowed to sell any of the following items: silly string in a can, any type of whistle, aerosol cans / packets which emit an unpleasant odor.**
- Parking for vendors will be explained in your confirmation letter.
- Violation of any rules or regulations will result in expulsion from the show.
- **PLEASE NOTE:** We will do our best to accommodate your booth space requests but we **do not** make any guarantees that you will have the same space as the prior year or that you will be granted your special request.

## INSURANCE

### Liability Insurance:

Concessionaire/vendor agrees to defend and indemnify and hold harmless the Eaton Days Committee and the Town of Eaton from any loss, damage, claim, suit, action or other liability, including, without limitation, court costs and attorney fees, arising from or relating to any grossly negligent or intentionally unlawful act or omission, of concessionaire/vendor, concessionaire/vendor's agents, guests or invitees, or third parties. Concessionaire/vendor shall carry a general public liability insurance policy with a limit of \$1,000,000 for bodily injury and death per occurrence and \$1,000,000 for property damage.

Concessionaire/vendor, for itself, its heirs, successors, and assigns, hereby releases/waives any and all claims, damages and losses arising from or relating to the acts or omissions, whether intentional or negligent of third parties or an act of God.

This is a requirement of our Event Insurer. If you are unable to provide this insurance, please contact us at [eatondaysartscrafts@gmail.com](mailto:eatondaysartscrafts@gmail.com)

## APPLICATION CHECK LIST

- Complete Application Form and sign
- Submit Proof of Liability Insurance listing "The Eaton Days Committee, Inc." as an additional insured. Please contact us if you are unable to provide this. **[www.eatondaysartscrafts@gmail.com](http://www.eatondaysartscrafts@gmail.com)**
- Enclose \$75.00 check, money order (payable to The Eaton Days Committee) or use PayPal, for each 12'x15' booth space request
- Enclose \$125.00 check, money order (payable to The Eaton Days Committee) or use PayPal, for each TRAILER SPACE - **limited space available**
- Completed application packet must be received in our office or at the Town Of Eaton Office (223 1st Street, Eaton, CO) on or before Friday, June 23, 2018 (to avoid late fees). Acceptance notifications will be sent via e-mail one week following the receipt and acceptance of your completed form, booth payment, and proof of insurance.

## QUESTIONS and GENERAL INFORMATION

Contact us at [www.eatondaysartscrafts@gmail.com](http://www.eatondaysartscrafts@gmail.com)

### MAIL COMPLETED APPLICATIONS, ALL REQUIRED DOCUMENTS, AND PAYMENT TO:

Eaton Days Arts & Crafts Fair  
P.O. Box 573  
Eaton, Colorado 80615

### DROP OFF COMPLETED APPLICATIONS, ALL REQUIRED DOCUMENTS, AND PAYMENT TO:

Eaton Days Arts & Crafts Fair  
c/o Eaton Animal Den  
231 South Elm #1  
Eaton, Colorado 80615

Please type or print

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Description of Vehicle \_\_\_\_\_ Make & Model \_\_\_\_\_

License Place # \_\_\_\_\_

**Please Check:**

- I am requesting a SINGLE booth space, 12'x15', for a total of \$75.00
- I am requesting a DOUBLE booth space, 24'x15', for a total of \$150.00
- I am requesting a TRAILER SPACE for \$125.00

Please describe work to be displayed: **silly string in a can, any type of whistle, aerosol cans / packets which emit an unpleasant odor will not be allowed**

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**RISK AND LIABILITY WAIVER**

The undersigned hereby releases and agrees to hold harmless the Town of Eaton (Town) and The Eaton Days Committee, Inc. (Committee) from any damage to undersigned's property and/or any personal injury which he/she or helpers may sustain while participating in the Arts & Crafts Fair on July 14, 2018. The undersigned agrees to indemnify the Committee and the Town from any and all liability loss, or damage that the Committee or the Town may suffer as a result of any claim, demands, costs, or judgment against the Committee or the Town arising out of or any way connected with the activity of the applicant and any liability which becomes the responsibility of the Committee or the Town due to the acts or omissions of the applicant or relative to any cause of action arising out of the applicant's activities. Whether the liability, loss, or damage is caused by, or arises out of the neglect of the applicant, its servants, employees, or otherwise. The Committee reserves the right to cancel the Arts & Crafts Fair due to Acts of God, weather, or other unforeseen events that will jeopardize the health and safety of the public. Further, I agree to abide by the rules, policies, and guidelines developed by the Committee and understand that failure to follow these regulations can mean expulsion from this year's Arts & Crafts Fair and future Arts & Crafts Fair. The Committee does not carry insurance to cover your personal property. As an independent contractor you are advised to obtain your own insurance. By signing this form I understand that I display and store my wares at my own risk. I also understand that failure to pay any part of the required sales taxes will result in permanent expulsion from future Eaton Days Arts & Crafts Fairs.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MAIL COMPLETED APPLICATION, ALL REQUIRED DOCUMENTS, AND PAYMENT TO:**

Eaton Days Arts & Crafts Fair  
 P.O. Box 573  
 Eaton, Colorado 80615

<u>EDC USE ONLY</u>	
Date received	_____
Payment received	_____
Insurance received	_____
Confirmation sent	_____
2018	