



Fort Collins Elk's Lodge #804

Vendor Application

Event: Saturday, August 19, 2017 9:00 am to 3:00 pm

Date _____

Name _____ Business Name _____

Phone _____ Email _____

Please give a brief description and submit a picture of hand-made craft item(s) being sold (home-based retail businesses will be considered, such as Avon, Pampered Chef, etc., but re-sell items or 'flea market' type items will not):

This is an indoor event. Spaces are available for rent. Cost is \$45 per 8-ft space, and includes one lunch and soda for vendor. Additional lunch meals may be purchased in advance with this application. No outside food is allowed.

_____ Number of Spaces x \$45.00 = _____

_____ Additional lunch @ \$7.50 = _____

Total Due \$ _____

Would you like to be considered for a corner spot? _____

I, _____, have read and agree with the Fort Collins Elk's Lodge #804's Vendor Show Information and Guidelines on page 2 of this document.

Signature

Date

Application and payment must be turned in by August 11, 2017 to secure a table (if still available). Applications reviewed on a first come, first served basis, all other guidelines also apply.

Fort Collins Elk's Lodge #804 Vendor Show Information and Guidelines

- 1) All craft items being sold must be handmade by the artist/craft person or a member of their family. The show coordinator reserves the right to make selections based upon quality, creativity, originality, technique, show appeal and to limit duplicates. Commercial items being sold will be limited to one of brand name retail businesses (ie., Avon, Stampin' Up, etc). Spaces for these types of vendors will be first come first served. No re-sell or "flea market" type items will be accepted.
- 2) Set up will be Saturday, August 19 from 7:30 am to 9:00 am. Volunteers will be on sight to answer any questions, but due to liability constraints will not be providing any assistance in carrying, setting up and/or tearing down your merchandise displays. You are welcome to bring someone with you to help you and work your booth.
- 3) All tables should be draped to the floor to hide any items being stored underneath. Must be displayed in a professional manner.
- 4) Please be present at your booth at all times. Vendor displays must be set up and ready on time, and open until closing time at 3:00 pm. Being that the event is all day, we ask that you do not bring your children if you are working the event. Fort Collins Elk's Lodge #804 is not responsible for lost, stolen or broken items during the event.
- 5) Fort Collins Elk's Lodge #804 agrees to provide one 6' or 8' table (based on availability) and two chairs. Electricity is available on a limited basis, and must be requested at the time of application. Vendor is responsible for collecting all taxes, fees, etc. associated with the sale of their merchandise. Restroom facilities will be available.
- 6) Fort Collins Elk's Lodge #804 reserves the right to sell concessions during the event.
- 7) Confirmation along with any other information will be given upon acceptance or rejection of applications. Funds will be returned to Vendor if their application is denied.
- 8) Outside food will not be permitted inside the building, except in the event that a vendor is selling packaged items.

To submit your application:

Make your check payable to: Fort Collins Elk's Lodge # 804

Submit Applications and Fees to: Fort Collins Elk's Lodge #804

Attn: Leslie Barela

1424 E. Mulberry

Fort Collins, CO 80524

For questions, email Leslie at leslie1981@att.net with Subject: Elk's Vendor Event

Application and payment must be turned in by August 11, 2017 to secure a table (if still available). Applications reviewed on a first come, first served basis, all other guidelines also apply.