

Exhibitor Regulations & Info



2017 “Hand-Made” Holiday Craft Show

Saturday, December 2nd (9am – 3 pm)
Bill Heddles Recreation Center (970) 874-0923

Please register early as spaces fill up fast! **No Registration before:**

9:00 a.m. on Monday, July 17, 2017- for walk-in applications (mail-in applications will be processed after Noon on Monday, July 17, 2017)

1. **ATTENTION: PLEASE** look over the maps and note the APPROXIMATE space sizes to ensure you are requesting the spot that will best fit your needs.
 2. Choose from spaces in the Gym/Conference Room /Foyer/Hall/Aerobics Room
Gym, Conference Room (approx. 8' x 10') Cost: (\$40) or (\$50 w/ electricity)
Foyer Spaces (approx. 8' x 10') (\$65 include electricity and prime location)
Hall Spaces (approx. 3' x 10') (\$30)
Aerobics Room (approx. 8' x 8') (\$40) or (\$50 w/ electricity)
PLEASE remember that all space sizes are APPROXIMATE actual space sizes will vary.
 3. For those spaces w/ electricity, capacity is limited (110 only). Please plan minimal usage. Exhibitor must provide cords, power bars, etc. (Electrical outlets are indicated with an E on the map and more than one booth space shares the same wall outlet.)
 4. One booth space per Exhibitor ... We have far more Exhibitors than we have spaces, therefore we will no longer be able to allow you to reserve more than one space for your own merchandise.
 5. Exhibitor will provide a protecting surface over the gym floor, prior to setting the display. Extremely heavy displays require additional protection. Exhibitor provides all components of their display, i.e. table, chairs, easel, signage, etc. Be sure if you bring your own tables that they fit within the space you choose. We have some 6' or 8' tables for rent at \$5 each. Exhibits must remain within the confines of their space and are not allowed to display products in ways that would cause injury or block views.
 6. For setup day(s), keep to your specific unloading time. Exterior entrance to the gym is located on the North and East walls of the gymnasium. Double doors measure 8 feet wide by 6.33 feet tall. Please follow the scheduled time, insuring a less hectic experience for all. Please unload all props as quickly as possible, moving your vehicle away, to allow others to continue to move in. Your Set-up time is NOT limited to this unloading time. Vendors in the Aerobics room will not set up until after 1pm on Friday.
 7. Exhibits must remain intact and active through the entire show, until 3:00pm. Early removal of an exhibitor display will also result in prohibiting the exhibitor from future participation in the event. The show will close to the public at 3:00 p.m. on Saturday and teardown is from 3pm to 4pm. This usually works well.
 8. City Sales Tax License is REQUIRED: Contact the City of Delta Sales Tax Dept for questions at 874-7566, extension 204. We **MUST RECEIVE** a copy of your license no later than November 17th. You cannot participate in the show without this!
 9. Exhibitor parking is located North and East of the Recreation Center at Delta at Lion's Club pavilion. The recreation center parking lot is reserved for recreation center users, and craft show customers.
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10. All items in this show *must* be **“HAND-MADE”**. **Anyone showing items for sale that are not made by hand will be asked to REMOVE those items.** We also expect that the items for sale are made by those personally involved with this show, or closely related to the Exhibitor in some way. Please do not bring mass-produced merchandise to this show simply because it is made by human hands. You may be asked to provide samples of your items before the show.
 11. No Vendor can occupy the same prime spaces more than 2 years in a row. Spaces considered prime are at the discretion of the City of Delta Recreation Department.
 12. Since we often have an abundance of one or another type of craft item in our shows, we reserve the right to restrict the number of vendors at any given show selling very similar merchandise.
 13. Checks will be accepted *no later* than November 1st. VISA and MC are also accepted.
 14. As a convenience to you, we provide CHILI which will be available at NOON in the Activity Room. VENDORS ONLY (limit 2 bowls per space) - please make arrangements for lunch for others with you. We cannot provide lunch for all of your family members. Food is available for purchase at T's Concessions located in the lobby of the Recreation Center.
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15. It is the responsibility of each Vendor to collect sales tax and to comply with all sales tax rules.

The Total Tax Rate to be collected is 7.9%:

<i>City of Delta Sales Tax</i>	<i>3%</i>
<i>Delta County Sales Tax</i>	<i>2%</i>
<i>State of CO Sales Tax</i>	<i>2.9%</i>

Thank you for complying with all of these requirements so that we may continue to facilitate this always awesome show!

FIRST DAY OF REGISTRATION IS MON. JULY 17, 2017 STARTING AT 9:00am

2017 Exhibitor/Vendor Contract

“Hand-Made” Holiday Craft Show

December 2nd (9am-3pm) at the Bill Heddles Recreation Center

Registration & Payment Info

Please register early as spaces fill up fast “Payment in Full” must accompany this contract. Proof that you have a *City of Delta Sales Tax License* is required by Nov 17. *Your Signature below signifies that you have been given, read, and agree with the Exhibitor Regulations/Info page for this show.* This is how we answer many of your questions and can communicate to you any changes that may have occurred from year to year.

Yes, I wish to reserve 1 space for this year’s “Hand-Made” Holiday Craft Show. Please indicate space preferences *using the Map layouts* of the Gym, the Conference Room, the Foyer, the Hall or the Aerobics Room. We will accommodate your choice as best we can on a first come, first reserved basis.

1st Choice _____

2nd Choice _____

3rd Choice _____

Description of the “Hand-Made” Merchandise you will be selling: _____

Contact Person(s): _____

Business Name: _____

Mailing Address _____

City, State, Zip _____

Day Phone _____ Eve Phone _____ **Email Address** _____

We have a limited number of tables, available on a first come first reserved basis. Ask what is available.

Space: \$ _____
6' Table @ \$5 ea \$ _____
8' Table @ \$5 \$ _____
TOTAL Enclosed \$ _____

Checks to: “City of Delta” Please-No checks after Nov 1st.

MC or Visa CC # _____ **Expires:** _____

I (We) agree to terms and conditions of this contract set forth by the City of Delta Recreation Division.

Vendor Signature(s): _____

**Return to: Bill Heddles Recreation Center
531 North Palmer Street
Delta, CO 81416 ATTEN: NANCY**

ACTIVITY # \$30-
For Spaces \$40-
(for front desk use) \$50-
\$65-
6 foot table- 8foot table-