

GreeleyTribune CRAFT & GIFT SHOW SERIES



3 SHOW SERIES



VENDOR CATEGORIES

ARTISAN BOOTH

— \$130 —

- All goods must be 80+% handcrafted by the vendor.
- 10'x12' Booth Space.
- One 8'x2.5' Table & 2 Chairs included.

COMMERCIAL BOOTH

— \$225 —

- Home based business with products & services related to arts, crafts & gifts.
- One Vendor Per Category.
- 10'x12' Booth Space
- One 8'x2.5' Table & 2 Chairs included.

CORPORATE BUSINESS BOOTH

— \$280 —

- Non-Traditional Craft & Gift Vendor.
- 10'x12' Booth Space.
- One 8'x2.5' Table & 2 Chairs included.

CONCESSIONAIRE

— \$225 —

- 10'x12' space -OR- Food Truck.
- One 8'x2.5' Table & 2 Chairs Included (if needed).
- Copy of Health Department License Required.
- Temporary Food Permit Required.

NON-PROFIT – (1/2 PRICE ARTISAN OR COMMERCIAL BOOTH)

- 10'x12' Booth Space.
- One 8'x2.5' Table & 2 Chairs included.
- Booth placement determined by the Event Manager.
- Documentation 501 (c)3 required with all requests.

ADD ON OPTIONS

- Electricity - \$25.
- One 8'x2.5' Table - \$10.

MULTI-SHOW DISCOUNT!

Sign up for all 3 shows and receive a 15% discount, Sign up for any 2 of the 3 shows and receive a 10% discount*

*15% discount will not apply to a vendor who originally signs up for 2 shows and at a later date decides on a third. In order to receive the full discounted amount, payment must be made in full at time of signing up.

GreeleyTribune

For information, please contact Lindsay Haines, Event Manager
lhaines@greeleytribune.com | 970.392.5637
501 8th Avenue, Greeley, CO 80631

expectations & policies



Assignment of Space

Assignment will be made by the Event Manager on a priority basis determined by availability of space at the time of receipt of deposit and signed contract. First right of refusal for 2019 exhibitors returning to the show are Spring/April Show Jan 1, Fall/October Show April 30. Holiday Show July 1, 2019.

Refunds

No refunds will be made if space engaged is not used or used only part of the time. No refunds will be made within 30 days prior to the show. All cancellations must be submitted in writing to Event Manager Lindsay Haines. Approved cancellations 1 to 3 months prior to show will receive refund less 10% of total.

Care of Exhibit Space

Each exhibitor must keep spaces cleaned and exhibits manned and in good order. All exhibitors must be ready for display when the show opens to the public.

Unoccupied Spaces

If the exhibitor fails to check in/occupy space contracted for 2 hours before the show opens to the public or fails to comply in any other respect with the terms of this agreement, the Event Manager shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed upon with this contract.

Limitations

Exhibits shall be installed with quality appearance and consideration of neighboring vendors. Displays will not extend beyond the space allotted. Distribution of printed matter, souvenirs or other articles must be restricted to the space of the exhibit. Any part of the exhibit that is over eight (8) feet high must have prior written approval for installation by the Event Manager. No individual public address systems or highly flammable materials will be permitted on the premises. Music or audio-visual sound must not be audible more than eight (8) feet from the booth. No one manning an exhibit may be in the aisle or walkways surrounding that exhibit. No reduced price signage is allowed.

Booth Space Guaranteed Position

The Greeley Tribune will make every effort to accommodate booth space requests, however, we do reserve the right to move your space. We do not offer exclusive rights to any of our participating vendors. We do reserve the right to limit quantity of vendors per category. Jewelry vendors will be limited to 15% of total number of exhibitors. After which a waitlist will be created with entry fees held secure until accommodations open or returned id unused. All other categories will be juried appropriately.

Parking

Exhibitors must park in designated areas, after set up, until designated time to tear down. Exhibitor Parking for each show will be announced in pre-show communications. Absolutely no parking allowed in fire lanes or handicapped spaces. You will be towed. Absolutely no parking allowed in fire lanes or handicapped spaces without documentation.

Installation

Booths must be set up and ready by the show opening. Vendors may check in in the afternoon/evening, the day before the 1st show day. Exhibitors will have 2-3 hours after the show, on the last day, to complete removal of exhibit based on location. After this time, a late fee of \$50 per hour will be assessed and collected. No one will be allowed to take down exhibits until after the official closing of the show. Doing otherwise or unpaid late fees will forfeit the right to enter future shows.

Liability

The Greeley Tribune cannot guarantee exhibitors against loss or damage of any kind. Space is leased with the understanding that the exhibitors will hold The Greeley Tribune harmless from any or all liabilities from any cause. The Greeley Tribune shall not be responsible for any loss, damage, or injury that may occur to the exhibitors, their employees, or property from any cause whatsoever prior to, during or subsequent to the periods covered by the exhibit contract and the exhibitor, upon signing the contract, expressly releases The Greeley Tribune, and all claims for such loss, damage or injury.

Eventualities

In case of facility damage caused by fire, other elements or causes, or in case any other circumstances shall make it impossible for the Management to permit the contracted space to be occupied by the exhibitor, then this lease shall terminate and the exhibitor shall waive any claim for damages or compensation except the pro rate return of the amount paid for space rental.

Taxes

You are responsible for calculating taxes on each sale. The Colorado Department of Revenue REQUIRES all vendors to have a "Special Event" License to participate in any events. The Greeley Tribune will collect City of Greeley Tax on behalf of the vendors at 4.11%. This payment is due at the close of the shows NO EXCEPTIONS. Vendors are responsible for filing their own state taxes at 2.9% by the 20th day of the month following the month in which the special event began. For more information visit: www.colorado.gov/pacific/tax/special-event-sales-tax.

Rain or Shine Policy

Regardless of any weather circumstances (i.e. Rain, snow or shine), the Craft & Gift Show series will be held and will NOT be cancelled. No refunds, partial refunds or IOUs will be given out in the event of the listed weather circumstances. Vendors who choose not to participate due to weather understand this is their choice and will not hold the Greeley Tribune responsible.

Fall Concession Fees

Island Grove, by policy, collects a "concession fee" of 15% on sales of food and beverages at all events. This fee is to be collected on all food and beverage sold in Island Grove, which in the opinion of the Island Grove Facility Manager, is sold for consumption on site.

In accordance to the Island Grove policy, concession sales are defined as all food and beverage sold for consumption on site and are subject to concession fees. Any and all food and beverage distribution (sales or giveaways) must be cleared with the Event Manager approval prior to the event.

WARNING

While security will be provided it is recommended that all cash boxes be picked up or removed between show days.

Greeley Tribune

Sat, May 2nd : 9am-5pm
Sun, May 3rd : 11am-4pm

Show Facility:
Greeley Mall

Please complete the agreement and return to the Greeley Tribune along with your payment in full. **All booths are on a first-come, first-served basis.**

Exhibitor Information

Company Name: _____
 Contact Person: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone#: _____
 E-mail: _____
 Website: _____

■ **Full description** of art, craft or product to be displayed/sold:

■ **Define your main** product category from the following:

- | | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> Quilting | <input type="checkbox"/> Sewing/Needlework | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Soap/Candles | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Food | <input type="checkbox"/> Home Decor | <input type="checkbox"/> Holiday Decor |
| <input type="checkbox"/> Misc. | <input type="checkbox"/> Information/Education | |

■ Email 3 photos of your product for our review.

CONDITIONS: Only one exhibitor and business per agreement. Sharing a booth may be approved upon request.

Please select exhibit package (See attached sheet for details)

Booths:

___ Corporate Booth(s)	\$280 each
___ Commercial Booth(s)	\$225 each
___ Artisan Booth(s)	\$130 each
___ Non-Profit Booth(s)*	1/2 price*
Add on options: ___ \$25 Electricity	
___ \$10 Table Rental	
(8'x2.5' w/2 chairs)	

Booth Vendor Total \$_____

*Non-profit documentation required for discount.

☐ Copy of 501(c)3 provided.

Booth Location

Please note that there is no guarantee on location, but you may note your requests! We will try our best to accommodate as many preferences as possible.

Special Requests: _____

PLEASE NOTE: We do not offer exclusive rights to any of our participating vendors. We reserve the right to limit quantity of vendors per category. Contact Event Manager for more details.

FOR OFFICE USE ONLY

ACCOUNT#: _____ **ORDER#:** _____

We hereby acknowledge that we have read the rules and regulations and it is agreed that these rules and regulations are a part of the agreement and no agreement other than those contained herein shall be binding upon the parties unless in writing and signed by an official of the Craft & Gift Show.

Authorized Signature of Exhibitor _____


Date _____

Payment

☐ Check (made out to **The Greeley Tribune**) Ck# _____ Amount \$ _____

☐ Credit Card ☐ Visa ☐ MC ☐ DC ☐ AE

CC# _____ Exp _____

 **YES, I use Facebook & Etsy to promote this business. Follow me at:** _____

How did you hear about us? _____

Please mail completed agreement to: **Lindsay Haines, Email: lhaines@greeleytribune.com**
501 8th Avenue, Greeley, CO 80631 Phone: 970-392-5637

GreeleyTribune

Sat, Oct 10th : 9am-5pm
Sun, Oct 11th : 11am-4pm

Show Facility:
Island Grove Event Center

Please complete the agreement and return to the Greeley Tribune along with your payment in full. **All booths are on a first-come, first-served basis.**

Exhibitor Information

Company Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone#: _____

E-mail: _____

Website: _____

■ **Full description** of art, craft or product to be displayed/sold:

■ **Define your main** product category from the following:

- | | | |
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| <input type="checkbox"/> Quilting | <input type="checkbox"/> Sewing/Needlework | <input type="checkbox"/> Clothing |
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501 8th Avenue, Greeley, CO 80631 Phone: 970-392-5637

GreeleyTribune

December

Show Facility: TBD

Please complete the agreement and return to the Greeley Tribune along with your payment in full. **All booths are on a first-come, first-served basis.**

Exhibitor Information

Company Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone#: _____

E-mail: _____

Website: _____

■ **Full description** of art, craft or product to be displayed/sold:

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