

# Greeley Tribune CRAFT & GIFT 3 SHOW SERIES



5th Annual

**Craft &**  
Gift Show

*Spring*

**SAT., APRIL 27**  
**SUN., APRIL 28**

AT THE GREELEY MALL



22nd Annual

**Craft &**  
Gift Show

*Fall*

**FRI., OCTOBER 11**  
**SAT., OCTOBER 12**  
**SUN., OCTOBER 13**

AT ISLAND GROVE EVENT CENTER



3rd Annual

**Craft &**  
Gift Show

*Holiday*

**SAT., DECEMBER 7**  
**SUN., DECEMBER 8**

NORTHRIDGE HIGH SCHOOL

brought to you by

**Greeley Tribune**



Greeley Tribune

# PUT YOUR COMPANY IN FRONT OF THIS HIGHLY TARGETED AUDIENCE AND ENGAGE WITH THOSE READY TO BUY!

- Women
- Married
- 35+ Years Old
- Home Owners

The Greeley Tribune has a deep history of connecting artisans & crafters to Northern Colorado consumers for over 20 years.

Contact your Account Manager today to create a unique sponsorship package to fit your needs.  
Or contact Lindsay Haines, Event Manager,  
970-392-5637 lhaines@greeleytribune.com

### MULTI-SHOW BONUS!

Sign up for all 3 shows and receive a 10% discount!.

### Vendor Giveaway Opportunity

Companies providing a giveaway will receive on site announcements during each show. All giveaway donors must be 2019 Greeley Tribune Craft & Gift exhibitors. All products/ services donated must be completed crafts or gifts and may NOT require additional fees or purchase on the part of the winner. Prize donation collected at check-in.

# VENDOR CATEGORIES

### ARTISAN BOOTH — \$130

- Available for all goods 80+% handcrafted by the vendor.
  - 10'x10' Space.
- One 8'x2.5' Table & 2 Chairs.

### COMMERCIAL BOOTH — \$225

- Home based businesses with products & services related to arts, crafts & gifts.
  - One Vendor per Category.
    - 10'x10' Space.
- One 8'x2.5' Table & 2 Chairs.

### CORPORATE BUSINESS BOOTH - \$280

- Non-Traditional Craft & Gift Vendor.
  - 10'x10' Space.
- One 8'x2.5' Table & 2 Chairs.

### CONCESSIONAIRE - \$225

- 10'x10' Space -OR- Food Trucks Allowed.
  - One 8'x2.5' Table & Two Chairs.
- Copy of Health Department Required 2 Weeks Prior to Show Date.
- Temporary Food Permit Required 2 Weeks Prior to Show Date.

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

- 10'x10' Space.
- One 8'x2.5' Table & 2 Chairs.
- Documentation 501(c)3 required with all requests

### ADD ON OPTIONS

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

# 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.

## Late Registrations

All agreements received after the dates listed will be subject to a \$25 late fee. Summer/August Show July 12, Fall/October Show Sept 20, Winter/December Show Nov 1.

## 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 1 hour before 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. Painters tape or gaffer tape are the only acceptable adhesives for all surfaces (floors, walls, etc.). Gaffer tape will be available at cost for purchase at the show. No reduced price signage is allowed.

## Table Display Vendors

Exhibitor tables are strictly limited to ONE table top display. All items must be displayed ON the table top. No floor, wall or supplementary displays are allowed. Table reservations are limited to one per vendor. No exceptions.

## Booth Space Guaranteed Position

The Greeley Tribune will make every effort to accommodate booth space request, 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 if unused.

## 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.

## Installation

Booths must be set up and ready 1 hour prior to the show opening. Vendors may check in in the afternoon/evening, the day before the 1st show day. Exhibitors will have 3 hours after the show, on the last day, to complete removal of exhibit. 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. City and state sales taxes must be collected on all products sold. Total tax rate for City of Greeley and state is 7.01%. Taxes are due and collected on site at close of show.

## 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.

For information, please contact  
Lindsay Haines, Event Manager  
lhaines@greeleytribune.com  
Office: 970.352.0211 ext. 11228 • Direct: 970.392.5637  
Fax: 970.352.4059  
Mail: 501 8th Avenue, Greeley, CO 80631

**GreeleyTribune**

**Sat, April 27th : 9am-5pm**  
**Sun, April 28th : 11pm-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 serve basis. All agreements received after April 4th will be subject to a \$25 late fee.**

**Exhibitor Information**

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

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

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

- Quilting       Sewing/Needlework       Clothing
- Jewelry       Soap/Candles       Woodwork
- Food       Home Decor       Holiday Decor
- Misc.       Information/Education

■ Email 3 photos of your product for our review. We have a new event manager & event staff. Please send in your photos even if you are a returning vendor to the show.

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 \_\_\_\_\_

**Please select exhibit package** (See attached sheet for details)

<b>Booths:</b>	
___ Corporate Booth(s)	\$280 each
___ Commercial Booth(s)	\$225 each
___ Artisan Booth(s)	\$130 each
___ Non-Profit Booth(s)*	1/2 price*
<b>Add on options:</b> ___ \$25 Electricity	
___ \$10 Table Rental	(8'x2.5' w/2 chairs)
Booth Vendor Total \$ _____	<input type="checkbox"/> After April 4, \$25.00 late fee applies.

\*Non-profit documentation required for discount.

Copy of 501(c)3 provided.

**Booth Location – New Spring Layout**

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: \_\_\_\_\_

Referred by: \_\_\_\_\_

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.

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

  **YES, I use Facebook & Etsy to promote this business. Follow me at:** \_\_\_\_\_  
 \_\_\_\_\_  
**How did you hear about us?** \_\_\_\_\_  
 \_\_\_\_\_

**Fri, Oct 11th : 12pm - 5pm**  
**Sat, Oct 12th : 9am - 5pm**  
**Sun, Oct 13th : 11am - 4pm**

**Show Facility:**

**Island Grove Event Center**  
**14th Ave. & A St., Greeley**

Please complete the agreement and return to the Greeley Tribune along with your payment in full. **All booths are on a first come, first serve basis. First right of refusal for 2018 exhibitors will expire April 30, 2019. All agreements received after September 20 will be subject to a \$25.00 late fee.**

**Exhibitor Information**

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

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

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

- Quilting       Sewing/Needlework       Clothing
- Jewelry       Soap/Candles       Woodwork
- Food       Home Decor       Holiday Decor
- Misc.       Information/Education

■ Email 3 photos of your product for our review. We have a new event manager & event staff. Please send in your photos even if you are a returning vendor to the show.

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 \_\_\_\_\_

**Please select exhibit package** (See page 2)

**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 \$ \_\_\_\_\_  After Sept. 20, \$25.00 late fee applies.

\*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.

Desire Same Location as 2018? Yes / No

Other Special Requests: \_\_\_\_\_

Referred by: \_\_\_\_\_

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

  **YES, I use Facebook & Etsy to promote this business. Follow me at:** \_\_\_\_\_  
 \_\_\_\_\_  
**How did you hear about us?** \_\_\_\_\_

**Sat, Dec 7th : 9am - 5pm**  
**Sun, Dec 8th : 11am - 4pm**

**Show Facility:**

**Northridge High School**  
**100 71st Ave, Greeley**

Please complete the agreement and return to the Greeley Tribune along with your payment in full. **All booths are on a first come, first serve basis. First right of refusal for 2018 exhibitors will expire June 15, 2019. All agreements received after November 1 will be subject to a \$25.00 late fee.**

**Exhibitor Information**

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone#: \_\_\_\_\_  
 Mobile#: \_\_\_\_\_  
 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 |  |

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\_\_\_\_\_  
Authorized Signature of Exhibitor

\_\_\_\_\_  
Date

**Payment**

Check (made out to **The Greeley Tribune**) Ck#\_ Amount \$ \_\_\_\_\_  
 Credit Card  Visa  MC  DC  AE  
 CC# \_\_\_\_\_ Exp \_\_\_\_\_

**Please select exhibit package** (See attached sheet for details)

**Booths:**

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<b>Add on options:</b> ___ \$25 Electricity	
___ \$10 Table Rental	(8'x2.5' w/2 chairs)
Vendor Booth Total \$ _____	<input type="checkbox"/> After Nov. 1, \$25.00 late fee applies.

\*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: \_\_\_\_\_

Referred by: \_\_\_\_\_

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**How did you hear about us?** \_\_\_\_\_