



Holiday Marketplace

Saturday, November 10, 2018

9 am – 3 pm

Carbon Valley Recreation Center, 701 5th St., Frederick, CO 80530

Thank you for your interest in the Holiday Marketplace. Applications will be accepted through Friday, November 2 or until the event is full. Spots will be filled on a first-come, first-served basis. Apply early, spots fill quickly!

- Fees** \$35 per space (limit two)
Applications accepted until Friday, November 2, 2018.
- Electricity** Electricity is available at a limited number of booths for an additional \$5 per booth.
- Space** Booth spaces are 8' x 8'. Booth assignments will be emailed to vendors one week before the event.
- Refunds** Once accepted, no refunds will be given. The event will take place rain or shine.
- Expo Hours** 9 am – 3 pm. Vendors must keep their booth open until 3 pm.
- Setup** Friday, November 9 4:30 - 8:30 pm
Saturday, November 10 7:30 am – 9 am
- Tear Down** 3-5 pm
- Tables** Vendors must supply their own tables, shelves, and other display materials. Tables may be rented from CVPRD before November 2 for an additional \$15 per table or until supplies last. Limit three rented tables per space.
- Chairs** Vendors must supply their own chairs. Chairs may be rented from CVPRD before November 2 for an additional \$2.50 per chair.

If you are accepted as a vendor, an acceptance letter will be emailed to you. For additional information, please contact Shelly Shipley, Program Supervisor, at 303-833-3660 x 111 or sshipley@cvprd.com. We look forward to working with you at this year's Holiday Marketplace.

2018 Holiday Marketplace Vendor Application

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

In order to evenly distribute the placement of booths, we must have an accurate description of what you will be selling.

Description of your items: _____

Fees:

ITEM	FEES	AMOUNT DUE
Registration Fee Must register by November 2	<input type="checkbox"/> One space \$35 <input type="checkbox"/> Two spaces \$70	\$
Rented Tables Limit 3 per space	<input type="checkbox"/> \$15 each Qty: _____	\$
Rented Chairs	<input type="checkbox"/> \$2.50 each	\$
Electricity	<input type="checkbox"/> \$5 per booth	
	Total Due:	\$

PAYMENT INFORMATION:

Credit Card Payment: Visa MasterCard Discover American Express

Credit Card Number: _____

Expiration Date: _____ CVC Code: _____

Please make checks payable to CVPRD.

Mail payment and application to: CVPRD, Attn: Shelly Shipley, 701 5th St., Frederick, CO 80530

Release:

To the fullest extent permitted by law, I indemnify, hold harmless, and release Carbon Valley Parks and Recreation District (CVPRD) all employees of CVPRD from and against any and all liability, claims, loss, or damage to property or person resulting from participation. CVPRD will not be responsible for any injury sustained by exhibitors or guests while within space designated for exhibits. Further, I understand that I store my items at my own risk without exception or limitation. By signing this form, I agree to abide by the rules, policies, and guidelines developed by CVPRD and understand that failure to follow these regulations can mean expulsion from this year's event. In addition, by signing I agree to give CVPRD permission to publish in print, electronic, or video format the likeness or image of myself and/or family members, including children, for the general promotion of CVPRD and its programs.

Signature: _____ Date: _____