



Bill Heddles Recreation Center

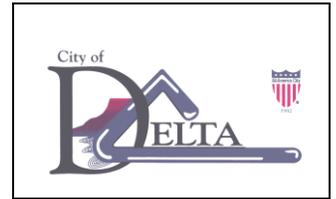
531 N. Palmer St. Drive • Delta, Colorado 81416 • Phone (970) 874-0923 • Fax 970-874-1353

2016 Holiday Craft Fair – Bill Heddles Recreation Center Saturday December 3, 2016

The 2016 Holiday Craft Fair by the Delta Recreation Department held at Bill Heddles Recreation Center is Saturday December 3, 2016 from 9:00am- 3:00pm. We will start taking completed Vendors Packets for Booth Space starting Friday July 15, 2016 at 9:00am Attached to your letter in this email are the Vendors packets and Booth Diagrams. Please complete Vendors Packets and bring them in or mail into Recreation Center with payment. Please note: Walk-ins on first day of registration--Friday July 15th will have priority for spaces over mail-ins packets that come in. Early Mail-in packets will be completed July 15th after **NOON**. We will not be taking any over the phone registrations – since the packets needs to be totally completed/signed with payment – thank you for your understanding! This craft Fair is very popular and fills up quickly. Please read the Rules and Regulations carefully (so you fully understand). We have added some extra spaces in the Hall and Aerobic Room this year – Please note: **SIZES** of booth spaces are different in Gym, Aerobic Room and \$30 spaces in the Hall. Remember to give details of your “HAND MADE items” and email addresses.

For more information – please contact Nancy Doerer at the Recreation Center 874-0923.

Exhibitor Regulations & Info



2016 “Hand-Made” Holiday Craft Show

Saturday, December 3rd (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 Friday, July 15, 2016

1. **ATTENTION:** We have added more spaces this year and some of the prices have changed. **PLEASE** look over the maps and changes 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 18th. 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.
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.

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 FRI.. JULY 15, 2016 STARTING AT 9:00am
2016 Exhibitor/Vendor Contract
“Hand-Made” Holiday Craft Show
December 3rd (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 18. *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 so 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 \$ _____ |
|--|--|

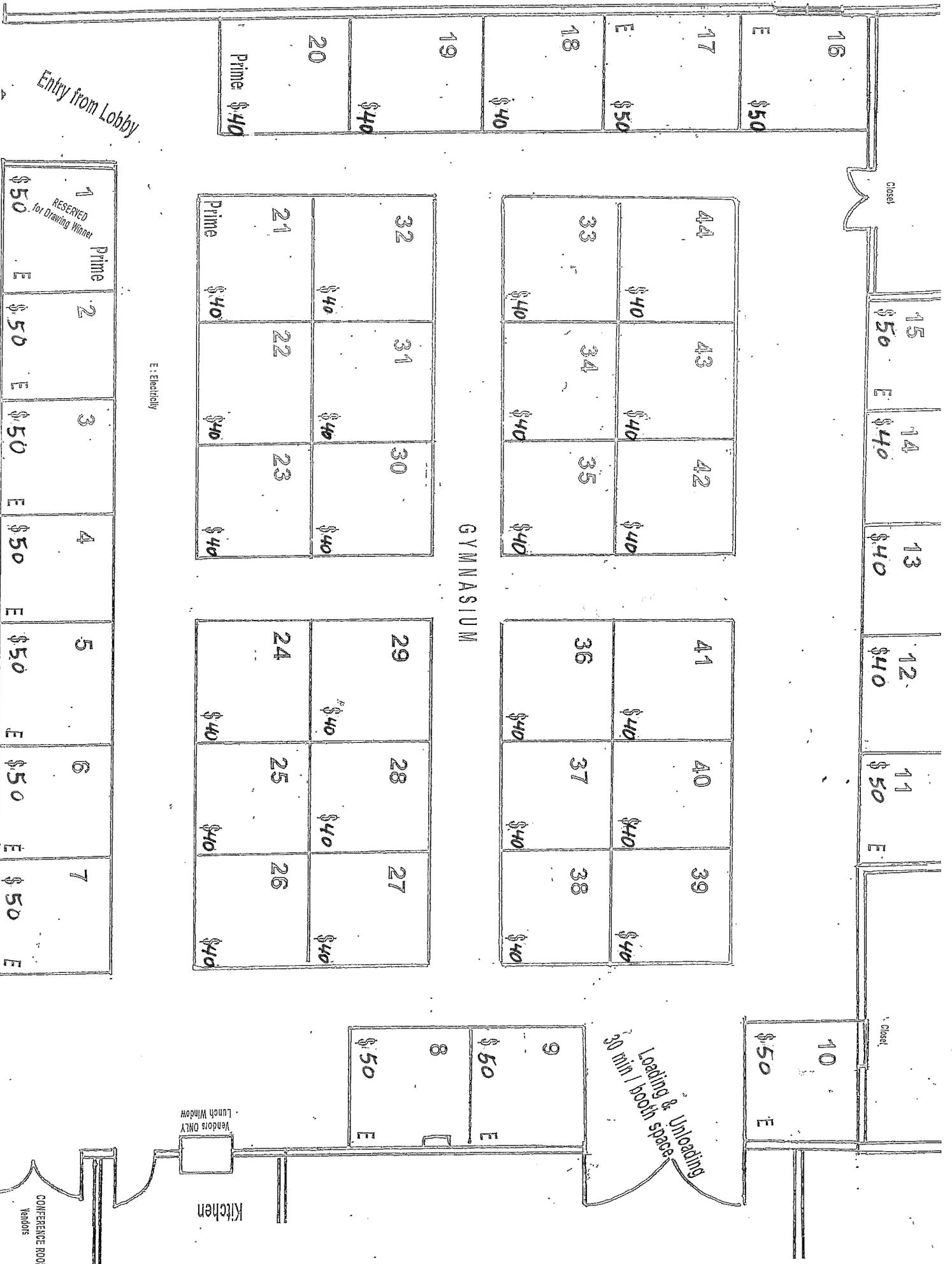
Checks to: “City of Delta” Please-No checks after Nov 1st.

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



Closet

Closet

15 \$50 E

14 \$40

13 \$40

12 \$40

11 \$50 E

10 \$50 E

16 \$50

E \$50

-17 \$50

E \$50

18 \$40

\$40

19 \$40

\$40

20 Prime \$40

44 \$40

\$40

43 \$40

\$40

42 \$40

\$40

33 \$40

\$40

34 \$40

\$40

35 \$40

\$40

GYMNASIUM

41 \$40

\$40

40 \$40

\$40

39 \$40

\$40

36 \$40

\$40

37 \$40

\$40

38 \$40

\$40

32 \$40

\$40

31 \$40

\$40

30 \$40

\$40

21 Prime \$40

\$40

22 \$40

\$40

23 \$40

\$40

29 \$40

\$40

28 \$40

\$40

27 \$40

\$40

24 \$40

\$40

25 \$40

\$40

26 \$40

\$40

E: Electrically

Entry from Lobby

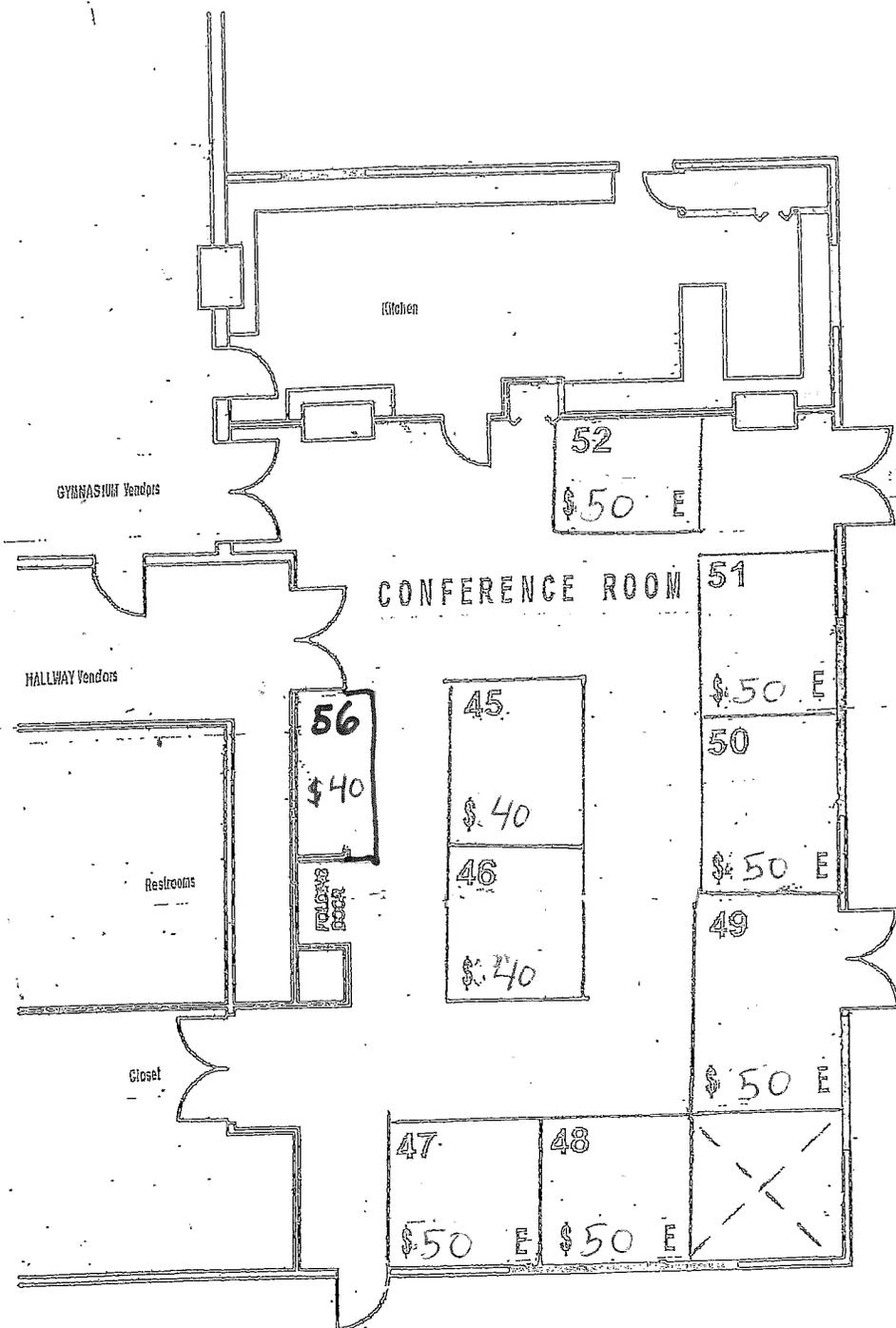
Loading & Unloading
30 min / booth space

Vendors ONLY
Lunch Window

Kitchen

CONFERENCE ROOM
Vendors

| | | | | | | |
|--------------------------------|--------|--------|--------|--------|--------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| RESERVED for Drawing Winner | | | | | | |
| Prime \$50 | E \$50 | E \$50 | E \$50 | E \$50 | E \$50 | E \$50 |



E : Electricity

Childcare

Weight Room

AEROBICS ROOM NO Vendors

GYMNASIUM Vendors

Offices

E: Electricity

HALLWAY

59
\$30
E
60
\$30
E

58
\$65

57
\$65

55
\$65
Prime

54
\$65
Prime

53
\$65
Prime

61

\$30

62

\$30

63

\$30

64

\$30

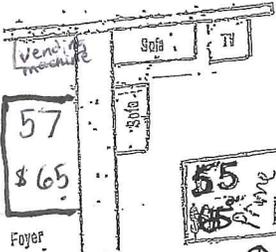
65

\$30

66

\$30

Class Windows



all are \$65 →

