

SOUTH SUBURBAN PARK AND RECREATION'S  
**ARTS AND ENRICHMENT DIVISION**  
*Presents*  
**34<sup>TH</sup> ANNUAL ARTS & CRAFT FAIR**



Saturday, December 5, 2020  
9:30am to 3pm  
Goodson Recreation Center  
6315 S. University Blvd.  
Centennial, CO 80121

### RULES AND REGULATIONS

1. **REQUIRED:** Photos and application can be emailed to [cscott@ssprd.org](mailto:cscott@ssprd.org). Payment will need to be mailed or phone in. **UNLESS** you want to mail in an application and payment with a self-addressed, stamped 4 ½ x 10 envelope with three standard stamps for return of your confirmation packet, details and images.
2. Please send web address or 2-5 photos where art/craft may be viewed. Please label each photo with your name and address.
3. Vendor will give a choice of three booth spaces. Fees for booths are: \$45 basic space, \$50 prime space, \$50 electricity space or \$55 for prime and electricity combined space. See attached map for space sizes and fees.
4. Vendors agree as artists and crafters to sit in their own booth not using subs for this indoor event.
5. Vendor may share a space with another artisan. Please give both names and submit photos of all artists work.
6. All work exhibited must be original and executed by artist/crafter.
7. Vendor must supply their own tables, chairs, shelves and other display materials. Check booth layout map for booth sizes.
8. Crafters and Artists agree to keep their booth open until the show ends at 3pm.
9. **No refunds available for withdrawing from the show.** The Arts & Craft Fair will be held even if the temperature is below freezing since it is an indoor event. If extreme winter road conditions exist, fair may be cancelled 1 day before show.
10. Centennial sales tax will be turned into the promoter the day of the fair. Vendors need proper licenses for state and county and will independently submit that portion of the tax. Total sales tax is 6.75%.
11. Setup begins at 7:30am. Spaces will be marked with booth numbers and tape. The craft fair ends promptly at 3pm. Please plan to be cleaned out no later than 5pm.
12. **Vendors must park and unload on the south side of Goodson. Parking map will be provided. Any vendors parking or unloading in fire zones or undesignated drop off could risk being towed or being disqualified for the event without refund.**

For additional information, please contact Christine Scott at 303-483-7074 or  
[cscott@ssprd.org](mailto:cscott@ssprd.org)

South Suburban Parks and Recreation [www.ssprd.org](http://www.ssprd.org)



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*Make checks payable to:*  
South Suburban Arts and Enrichment

*Mail to:*  
6315 S. University Blvd. Centennial, CO 80121  
Attn: Chris Scott

***No refund available from withdrawing from the show.***

## ARTS & CRAFT FAIR APPLICATION

Artists name:

Email address:

Street address:

Home phone no.:

(     )

P.O. box:

City:

State:

ZIP Code:

Items on exhibit are:

*You are responsible for bringing your own tables, chairs and shelf units.*

Please list below your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> space preferences from the attached Craft Fair Booth Layout Map. Keep the same space fee for your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices below. If the space(s) you requested are not available, we will try to place you in a similar space with the same fee. Any booth changes that result in a price reduction will be refunded back to you. Any booth changes at your request that result in a price increase will be charged to you.

1<sup>st</sup> Choice \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Pick a space fee (please check one box):

☐ Basic Space \$45

☐ Prime Space \$50

☐ Electricity Space \$50

☐ Prime and Electricity Space \$55

**REMEMBER:** Include your 2-5 photos for review or web address to view items.

**REQUIRED:** Include a self-addressed stamped envelope with 3 standard stamps for return of your confirmation packet, details and images.

UNLESS you would like to have your items emailed. Payment still needs to be mailed or phone in. Check box if you would like items emailed: ☐

## OFFICE USE ONLY

Application Order:

Confirmation Date:

Booth Number:

Initials and Date Input:

**Class number 4300012**

Check Number:

CC/Exp Date: