

**DEEP**  
**DENVER EMPLOYEES EMERGENCY PROGRAM**  
**SUPPORTING THE CITY FAMILY**

Arts & Craft Fair Contract

If you wish to participate in the fair, please send the following items by Monday, November 21, 2011:

1. Completed copy of the contract. Must include a signature at the bottom of the contract agreeing to the terms and conditions of the Craft Fair.
2. Check or cash for the appropriate amount (payable to DEEP)

*Retain this part of the contract for your records as the reverse side lists the terms and conditions that you, as a participating artist and crafter, agree to honor by your signature on the contract. In order to be accepted, your contract must be signed.*

Please be advised that applications are accepted on a first come, first serve basis and are numbered as received. **We will make every effort to accommodate specific requests.** Please deliver your application as soon as possible.

If you are unable to participate in this year's fair, but want to remain on our mailing list, please email us at [Tyson.Martens@denvergov.org](mailto:Tyson.Martens@denvergov.org).

All applications and inquiries about the Craft Fair should be sent to:

Tyson Martens  
201 W. Colfax Dept. 1109  
Denver, CO 80202  
[Tyson.Martens@denvergov.org](mailto:Tyson.Martens@denvergov.org)  
720 913-1566

## Terms and Conditions

1. Tables are available to current and retired City employees, family and friends, and outside crafters. Priority is given to City employees who return the signed contract with payment on or before: Monday, November 14, 2011.
2. The crafter will be responsible for any damage he/she may cause and will leave their space clean and orderly upon departure.
3. The crafter agrees to release The City and County of Denver from any loss due to fire, theft, breakage or other cause, and all liability for injury during the show.
4. The Wellington E. Webb building holds contracts with Coffee Etcetera, Russell's and Subway and items sold at the fair may not directly compete with these businesses. Consequently, the selling of immediate consumable goods such as drinks and prepared food to eat on-site is not allowed. Vendors are still allowed to sell canned, jarred, candy and baked goods.
5. The primary purpose of the DEEP Arts & Craft Fair is to raise funds that provide grants to City and County of Denver employees who need emergency assistance with basic needs. The secondary purpose is to showcase City and County of Denver employees' homemade talents. Beginning with the DEEP 2011 Fall Arts & Craft Fair, we will no longer be able to accept direct seller/distributor applications. Examples include but are not limited to cosmetics, skincare products, nutritional supplements, storage, serving and other manufactured items. The DEEP board reserves the right to reject or deny applications based on this criterion.
6. Table assignments and electricity will be assigned. Please do not set up without seeing your name on a table. We will attempt to accommodate specific requests; however, we cannot guarantee the same table assignment from previous years. Please note on your application if you need electricity for your products – no power will be supplied for radios or items not for sale.
7. All accepted applications are non-refundable. Checks will not be deposited until after the day of the show (sometime the following week).
8. It is the responsibility of the crafter to complete the appropriate tax forms, to obtain a special event license, and then to collect and turn in all appropriate sales tax. Additional information about the special events license is available at [www.denvergov.org/deep](http://www.denvergov.org/deep).
9. **DONATION:** All crafters will be required to donate one item of approximately \$15 in value to be sold at the DEEP donation table.
10. City employees who participate in the DEEP Arts & Craft Fair must utilize personal leave, or have made arrangements with their supervisors to make up the time.
11. Please take note of our set up schedule:

Set-up and fair hours are as follows:

Thursday, December 8, 2011	Set-up	8:30 AM – 10 AM
Thursday, December 8, 2011	Fair Hours	10 AM – 3 PM
Thursday, December 8, 2011	Storage Open	3 PM – 4 PM
Friday, December 9, 2011	Storage Open	8:30 AM – 9:30 AM
Friday, December 9, 2011	Set-up	8:30 AM – 10 AM
Friday, December 9, 2011	Fair Hours	10 AM – 3 PM

**DEEP 2011 Fall Craft Fair Contract**

NAME \_\_\_\_\_

AGENCY OR DEPARTMENT \_\_\_\_\_

PHONE\_(\_\_\_\_)\_\_\_\_\_ EMAIL\_\_\_\_\_

WEBSITE (if you have one for your product)\_\_\_\_\_

DETAILED CRAFT DESCRIPTION\_\_\_\_\_

TYPE OF CRAFTER	FEE PER TABLE PER DAY	THURS	FRI	AMOUNT
<b>CURRENT OR RETIRED EMPLOYEE</b>	\$15	_____	_____	_____
<b>FAMILY OR FRIEND OF EMPLOYEE</b>	\$25	_____	_____	_____

**OTHER REQUIREMENTS**

ELECTRICAL OUTLET  yes  no  
 Electrical cords will not be supplied

TABLE REQUIREMENTS  
 Select:  
 \_\_\_\_\_ 6 ft x 30" Table      \_\_\_\_\_ NO TABLE (#OF EMPTY SPACE)  
 \_\_\_\_\_ Two Chairs      \_\_\_\_\_ One Chair      \_\_\_\_\_ NO CHAIRS

LOADING DOCK  yes  no  
 If you have large items, you must use the loading dock on 15<sup>th</sup> Street between Cleveland Pl. and Court Pl. Current employees may access the dock using a City issued badge. If you have helpers that are not City employees, or you are not a current employee, please provide the name as listed on the official ID. If you do not plan to use the loading dock, please leave this section blank.

- \_\_\_\_\_

- \_\_\_\_\_

- \_\_\_\_\_

Comments: \_\_\_\_\_

I agree to honor the terms and conditions of the Arts & Craft Fair presented by DEEP.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_