

Rules and Regulations Fall DEEP Arts, Crafts, and Handmade items Sale

- 1 Sale is open to all city employees, current and retirees as a priority
- 2 This year we are opening the table sales to family and friends of employees
- 3 There is also the opportunity for anyone you might know that makes handmade items to participate as well

Priority will be given to current and retired employees first,
So get your reservations in right away

Options and Pricing:

All tables are on a first come first reserved basis and we are limited to total tables in the atrium. We are adding options to help raise more funds for DEEP which has more needs than ever this year and will again next year.

If you have large items you must use the loading dock on Court Street.
Your badge will get you in.

\$15 per table/ per day - for city employees and retirees

(Tables will either be 4 x 6 or 4 x 8 and there is no guarantee how many of which size we will get)

\$20 per table/per day - family and friends of employees

\$30 per table/ per day for all other crafters

\$30 per day / per table VOLUNTEER TABLE SPECIAL

This time we are offering volunteer tables to employees that can not take the time off. You pay the fee, we will provide DPPE volunteers, and they will man the tables to sell your wares.

- You must price and label all your items and come down to the atrium at 8 AM each day and set up all items then come back at 3 PM to pack up and receive your days sales.
- These tables will be very limited and are available for current employees only, so reserve them right away
- Note: we have never had any theft issues before, but DEEP nor the volunteers will be liable for anything lost, stolen or broken, and if you choose this option you must agree to this stipulation

(You can also volunteer to come and man a table with your items for a few hours if you wish to help sell your wares and others)

Process:

Fill out the reservation sheet and email it to Laureen.ferris@denvergov.org, or deliver to 12th floor of the Webb Building at front desk of HRCR.

Reservation Deadline is
Wednesday 4 November 2009 at 5 PM

Interoffice mail, drop off, or mail your entry check to: NOTE, no refunds

Human Rights and Community Relations

Atten: Laureen Ferris

201 West Colfax 12th floor

Denver, Colorado 80202

(All checks must be received by Wednesday November 4, 2009 at 5 PM to keep your reservation)

*Checks for payment in full must accompany this application made payable to the order of
Denver Employees Emergency Program (DEEP)*

*Event hours: Monday and Tuesday - set up at 8:30, sales from 10:00 A.M. - 3:30 P.M.
Exhibits MUST be removed by 4:00 at the latest each day.
Overnight storage is not confirmed at this time*