

Palisade High School Orchestras

6th Annual Holiday Arts & Craft Fair

December 6/7 2019

December 6th - 5:30 - 8:30 - opening

December 7th - 9:00am - 4pm

Palisade High School

3679 G Road

Palisade, Co 81526



Welcome Artist: The Palisade orchestras are excited to invite you to be a part of our 6th Annual Arts & Crafts fair

This arts festival was born of the idea of offering vendors an indoor space in Palisade during the downtown festival that would help the Music department at Palisade high school offer extension opportunities for all students. The proceeds from entry fees to this festival are vital to the growth and health of the Orchestra program at PHS and we thank you for your consideration of our building and staff.

The Arts & Crafts fair is open to all artists. We are working to offer a space for all. We would like to have most items be handmade. We want you to have the opportunity to sell your wares. We will be arranging “fine art” and “craft” in various areas of the venue.

Show Timelines:

Friday December 6th: **Load In:** Friday 12noon– 5:00pm (Student helpers will be available)

Performances will begin in the Auditorium at 6:00pm with patrons arriving at 5:30pm

Saturday December 7th : 9am-4:00pm **Load out** by 6:30 pm on Saturday December 7th

Booth Sizes: 10x10

Booths will be Located in the Gym and Front Lobby

Vendors will be allowed to bring display materials as long as they do not impose upon neighboring booths. Within reason, items may be taped to available walls. Cleanup of all tape used is the responsibility of the vendor. Failure to clean your area may jeopardize your acceptance into future events.

Parking: Vendor parking will be located at the back of the student lot at PHS. Please plan to move all vehicles from the front parking spaces and main lot immediately following Load-in. We will have students available to help load in and load out. Parking for the Downtown Christmas overflow is also at PHS so please save the “good” spots for our patrons. More parking equals more shopping.

Vendors may load and unload at the front of the building only due to security guidelines from District 51 Schools.

Additional Information: Check in and check out procedures, as well as Craft Fair guidelines, will be included in a later email. Any questions, comments or concerns may be directed to the Festival Management at troy.raper@d51schools.org or czoble@bresnan.net

Vendor Information

6th Annual Holiday Arts & Craft Fair
Palisade High School Orchestras
Booth Fee: \$50

Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-Mail: _____

Additional information regarding your work:

Price Range: _____

Medium(s): _____

By submitting this application, I agree that I have read and understand Palisade High School Orchestras Holiday Arts & Craft Fair information and procedures contained in this form and will adhere to them. I understand that disregarding the information and procedures may result in exclusion from The Fair.

Signed: _____ Date: _____

Mail or Drop the completed application including payment to:

Palisade High School, C/O Troy Raper, 3679 G Road, Palisade, Colorado, 81526

Checks Payable to: Palisade High School Orchestras

Sales Information: This event is the major Fundraiser for the Orchestras at Palisade High School. We would like to thank you for your participation. There is no expectation of sharing your sales with us. If you would like to make a donation of a portion of your sales we will prepare a receipt of your tax-deductible donation and include you in our concert programs and communications if you wish.

Insurance and taxes are the responsibility of the vendor. Each seller must collect a total of 6.9% sales tax (2% City, 2.00% County, 2.90% State) from buyers and remit the tax to the Colorado Department of Revenue. Each vendor must have his or her own sales tax license.

Your Booth Requests (please circle all that apply): We have a limited number of tables available on a first come first served basis. We cannot guarantee availability but we will try to honor your requests.

Tables: 6foot 8foot Wall Space: Yes NO

Electricity: Yes NO

Booth assignment is at the discretion of the Art Show Management. Vendor sites are selected to avoid similar items being next to each other whenever possible.

Booth Requests: Lobby Gym