

2022 LARIMER COUNTY 4-H



FOUNDATION CRAFT / VENDOR

BOOTH INFORMATION

We have the pleasure to invite you as a special group to participate in The Larimer County 4-H Foundation Craft / Vendor show which is scheduled for **Friday - Sunday, October 28 - 30, 2022** in the Thomas McKee Community Building at The Ranch Event Complex at the Larimer County Fairgrounds.

The 4-H Carnival was held in March 2022 due to the cost involved with hosting our craft/vendor show the Larimer County 4-H Foundation opted to not include this. In lieu of not hosting in March the Foundation is hosting a Fall / Holiday show. This is our first ever event. Your support will help the 4-H youth of Larimer County in their programs, events, and activities.

Included in this packet are a vendor's application and a release from liability form which needs to be filled out and returned along with your payment by October 1, 2022. Your completed application form with your signature will confirm to us that you have read and fully understand all rules and regulations concerning vendors at the Larimer County 4-H Foundation Fundraiser. In the last few years, we have been able to accommodate all vendors who wanted to participate but if you would like to receive a confirmation please include an e-mail address on your application.

SET-UP AND TAKE DOWN: Vendors may start set-up on **Friday, October 28, beginning at 10:00 am until 4:00 pm**. Show hours will be **Friday, October 28 from 5 pm to 8:00 pm, Saturday, October 29 from 9:00 am to 6:00 pm and Sunday, October 30 from 9:00 am to 3:00 pm**. We hope the extended hours will be well worth your donation. The cost covers a booth space which does not include pipe and drape. We are trying to keep this simple. Slat walls may be available. **ONLY** blue painter tape may be allowed on walls.

EXITS: All doors with an Exit sign above may **NOT** be blocked in any way. A ten-foot aisle will be provided between booths.

PARKING: Unloading and loading zones are right behind the facilities for your convenience. However, it is **NOT** for vendor parking. These areas are Fire Lanes and must be kept open. Vendors will park in the 4-H parking area except when loading/unloading.

INSURANCE: Those firms or businesses covered by liability insurance will be required to supply a certificate of insurance naming the Larimer County 4-H Foundation and Larimer County as additional insurers for this event. **Please attach a certificate of insurance to the application form and complete the *RELEASE OF LIABILITY FORM ON THE APPLICATION*. If your business *DOESN'T HAVE A CERTIFICATE OF INSURANCE*, PLEASE SIGN THE *RELEASE OF LIABILITY FORM ON THE APPLICATION FORM*.**

RESTRICTED MERCHANDISE: Vendors may not sell fireworks or other potentially dangerous or offensive merchandise. No booth will be permitted to serve food other than packaged items. There is not a kitchen facility available for vendor use. Concessions will be provided by the Larimer County 4-H Foundation through the Larimer County Jr. Leader Club. The 4-H Foundation Committee has the right to refuse and/or require changes in booth operation.

CANCELLATION: A firm commitment and **PAYMENT IN FULL** must be made by **October 1, 2022** or your space will not be held. **"NO SHOWS" will not be refunded.**

SALE TAX: All retail vendors will be required to meet Colorado Sales Tax Requirements. Contact your nearest Colorado Dept. of Revenue Office for further information. Please contact the City of Loveland at 970-962-2708 or 970-962-2315 if you have any questions or need assistance with City sale tax policies.

LARIMER COUNTY 4-H FOUNDATION

VENDOR BOOTH APPLICATION - 2022

OCTOBER 28 SHOW HOURS: 5:00 PM – 8:00 PM
OCTOBER 29 SHOW HOURS 9:00 AM – 6:00 PM
OCTOBER 30 SHOW HOURS 9:00 AM – 3:00 PM

Please Print:

Individual's Name _____

Company Name _____ Colo. State Sales Tax Lic. # _____

Street Address _____

City, State, Zip _____

Telephone: Home _____ Work _____ Cell _____

E-Mail _____ (For Confirmation)

Please attach a list and description of ALL items you will be selling, be specific: (i.e. handcrafted or imported)

CHECK APPROPRIATE LINES BELOW:

NUMBER OF: TOTAL COST:
10 x 10 booth \$100
10 x 20 booth \$150
Electrical availability is limited if desired ADD \$25
10 x 10 booth (For Current 4-H Members and Leaders) \$50

(Booths WILL NOT be piped and draped)

Tables and chairs available upon request ONLY please indicate needs below.

Tables _____ Chairs _____

APPLICATION AND PAYMENT IN FULL WILL BE REQUIRED BEFORE A BOOTH WILL BE RESERVED, PLEASE RETURN YOUR APPLICATION NO LATER THAN:

October 1, 2022. The 4-H Foundation Committee has the right to refuse and/or require changes in booth operation. "No shows" will not be refunded. Make Checks Payable to Larimer County 4-H Foundation.

It will be a requirement that your business be covered by Liability Insurance? A CERTIFICATE OF INSURANCE naming the 4-H Foundation and Larimer County as additional insured will be required. Please attach the certificate to this application and sign the RELEASE OF LIABILITY FORM BELOW. If your business DOESN'T have a CERTIFICATE OF INSURANCE please sign the RELEASE OF LIABILITY FORM BELOW.

This agreement made and effective this _____ day of _____, 2022 by and between the Larimer County 4-H Foundation of Larimer County, Colorado, by and through the 4-H Foundation Board of Directors (County) and _____ (Vendor).

WITNESS THAT:

The Vendor shall fully defend, indemnify and release the Larimer County 4-H Foundation, Larimer County, its officers and agents from any and all liability or loss that may arise, in any manner, as a result of this Agreement or from the hereunder of the Vendor(s), its employees, agents, subcontractors or invitees.

By: _____ Commitment Date & Payment in full by October 1, 2022
Signature of Vendor or Authorized Agent

MAIL TO:
Tracey Brien
P.O. Box 270371
Fort Collins, CO 80527

QUESTIONS TO:
Tracey Brien
traceyann90@yahoo.com
303-921-0930 Call or Text