

2023 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 **Saturday and Sunday December 2<sup>nd</sup> and 3<sup>rd</sup>** in the Thomas McKee Community Building at The Ranch Event Complex at the Larimer County Fairgrounds.

This is our 2<sup>nd</sup> annual 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 November 10, 2023. 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, December 1st, beginning at 6pm until 8pm. Show hours will be Saturday, December 2nd from 9:00 am to 6:00 pm and Sunday, December 3rd, from 10:00 am to 2:00 pm.** 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. Tables and chairs will be available for use. Per Fire Code: NFPA 13;9.5.5.3.1 No pop-up tents, umbrellas larger than 6 foot or any structure with a covering are permitted in a fire sprinkler building.

**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. 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 **November 10, 2023** 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.