30th Annual
Castle Rock

Craft Show Extraordinaire

Saturday, November 5, 2022

9:00am-4:00pm

Douglas County Events Center, Castle Rock

Organized by & Benefiting The Castle Rock Senior Activity Center

Craft Vendor Registration Packet

30th Annual Castle Rock **Craft Show Extraordinaire**

Saturday, November 5, 2022

9:00am-4:00pm

Douglas County Events Center, Castle Rock

Craft Vendors

Be a part of the biggest craft event in the area

Show Facility:
Douglas County Events Center
(at the fairgrounds)
500 Fairgrounds Drive
Castle Rock, CO 80104

REGISTRATION DEADLINES

January 12th—March 1st 'til 12:00PM
Returning Vendor Registration Opens
First Come, First Serve Basis

March 10th, 2022 - 9:00AM
New Vendor Registration Opens
First Come, First Serve Basis

Vendor Check-in & Set-Up:
Show Day - Saturday, November 5
6:00AM-8:00AM

Early Set-Up Option - 40 Vendors
Friday, November 4, 12:00PM-4:00PM

Welcome to the 30th Annual Castle Rock Craft Show Extraordinaire!

Our annual show in November 2021 was an incredible testimony of the popularity our shows have created for over a quarter-century as more than 3000 people came through our doors. Keeping to current COVID protocols, we strive to make this event the best it can be for our vendors as well as for the patrons who come to shop.

NEED TO KNOW Items for 2022:

- ***Current Directive:*** *COVID-19 Protocols and CDC Directives through the State & Douglas County will be followed closely for the full protection of our communities and all involved in this event. Therefore, vendor & booth capacities as well as any event activity are all subject to current limitations and restrictions throughout 2022. Should restrictions tighten closer to the event, all participants will be notified immediately should there be extreme changes, adjustments or potential cancellation. Should event be cancelled due to COVID protective measures regulated by the CDC , State or County, vendors will receive a full refund.*
- ***First-Come/First-Serve:*** *As of January 12th, all returning Vendors will be able to register on a First-Come, First-Serve Basis until filled or until March 1st . Beginning March 10th, registrations will be open to New Vendor requests. Once booths are filled, all other interested vendors will be placed on a Waitlist and upon cancellations/availabilities will be honored in the order received.*
- ***No Exclusive Rights:*** *We limit quanity of vendors per category and do NOT offer exclusive rights in any form to participating vendors as a sole product category vendor.*
- ***Booths & Mapping:*** *A total of 100 booths will host the room strategically placed with 10' isleways to accommodate the event floorplan. Vendors are allowed 1 booth only with a maximum of 2 persons working the booth.*
- Our new floorplan includes 10'x10' booths only and 10' isleways as premiered at our 2021 event. *The Event Committee will map according to offering a variety of items; however, there is NO guarantee of booth assignments.*
- ***Early Set-Up:*** *For your convenience the morning of event, an "Early Set-Up Option" is available for the first 40 vendors to sign-up (at an additional cost). Early Set-Up will be on Friday, November 4th from 12:00PM-4:00PM (check-in at 12:00PM). No volunteer unloading/loading assistance is guaranteed on the 4th or 5th. Feel free to call 303-688-9498 to check on availability for Early Set-Up.*

Show is organized by the Castle Rock Senior Activity Center
All proceeds benefit area senior citizens

Senior Center Event Committee:
Stacey Fahrenbruch - Events/Project Coordinator
Debbi Haynie - Executive Director
Bob Halvorson –Executive Vice President

CASTLE ROCK SENIOR ACTIVITY CENTER
"Loving Life in the Second Half"
Celebrating 50 YEARS 1971-2021

For information, please contact:
Stacey Fahrenbruch
Event Coordinator
CRseniorcenterevents@crgov.com
Office 303-688-9498
Direct 720-733-2291

9:00am-4:00pm Saturday, November 5, 2022 at Douglas County Events Center

30th Annual Castle Rock Craft Show Extraordinaire
Saturday, November 5, 2022
9:00am-4:00pm
Douglas County Events Center, Castle Rock

Craft Vendor Registration & Agreement for Space

REGISTRATION NOTES:

- **Returning Vendor Registration begins January 12th, 2022 ending at 12:00PM/Noon on March 1st. *First-Come, First-Serve basis until filled.* There is NO guarantee on booth location.**
- **New Vendor open registration begins March 10th at 9:00AM— *First-Come, First-Serve basis until filled.***
- **Vendors can register for (1) 10'x10' size booth.**
- **A max of (2) workers allowed per booths to allow for more guests to attend the show.**
- **No new direct sale vendors can register as booth products are to be handcrafted or handmade.**
- **We do not offer exclusive rights to any of our participating vendors and reserve the right to limit quantity of vendors per category. Please list ALL merchandise being sold below.**
- **Only one exhibitor and /or business per agreement.**

Name : _____

Company: _____

Street Address: _____

_____

City/State/Zip Code: _____

Email: _____

Phone: _____ Mobile: _____

Castle Rock Sales Tax#_____

State Sales Tax #: _____

Description of your merchandise (required):_____

_____

_____

New Vendors
Open registration begins March 10th, 2022. There is NO guarantee on booth loca-

We hereby acknowledge that we have read the attached **rules and regulations,** and it is agreed that these rules and regulations are a part of the agreement and no agreement other than those contained herein shall be binding upon the parties unless in writing and signed by the Castle Rock Senior Activity Center Craft Show organizers. I agree and intend that by typing my name below and submitting online, I accept and agree to all the terms of this document. I understand that I have the option of signing this document with an original signature and returning it to the offices of the Castle Rock Senior Activity Center.

_____
Authorized Signature of Exhibitor

_____
Date

STEP #1 - SELECT YOUR BOOTH
Limit of 1 booth per vendor

[ ] Interior Booth (10'X10' Booth Size): **$160.00**
[ ] Corner Booth (10'X10' Booth Size): **$175.00**

STEP #2 - SELECT CRSAC MEMBERSHIP DISCOUNT
Limit of 1 booth per vendor

Senior Center Member Discount ( ) - $10.00
Applicable to current Senior Activity Center Member

STEP #3- SELECT ITEMS FOR YOUR BOOTH NEEDS

INCLUDED in your booth rental: black pipe and drape backdrop & free wifi codes. NO equipment is included in your booth rental. All must be purchased at time of registration and will be placed in your booth area.

[ ] 6 ft table - **$10.00** each Quantity: ____ Total: $_____

[ ] Chairs - **$5.00** each Quantity: ____ Total: $_____

[ ] Electric Drop Down - **$15.00** Total: $_____

LIMITED AVAILABILITY (1st — 40 to sign-up)
[ ] Early Set-Up = **$35.00** Total: $_____
* Friday, Nov. 4th, 12PM-4PM

STEP #4– FEATURED VENDOR TO FB AND IG POST
****1-Year Extended-Feature Offer****

[ ] **FEATURED VENDOR = $25.00**

Bundle your advertising with us and we will share your business with our Facebook and Instagram fans during the two weeks leading up to the show. This will be limited to the 1st (25) to sign up. You will share a max of 3 photos, your social media, website link, great offerings from your business and other upcoming shows.

ADDITIONAL SUB-TOTAL: $_____

STEP #5 - TOTAL YOUR PAYMENT DUE

Booth Rental + items for booth = TOTAL PAYMENT DUE $_____

STEP #6 - MAKE A PAYMENT

[ ] Cash [ ] Check #_____ [ ] Credit Card:

CC#: _____

Exp: _____ CVV# _____ Billing Zip code:_____

Name on card: _____

Signature: _____

Email : _____

STEP #7 - SIGN & DATE AGREEMENT. RETURN IT WITH FULL PAYMENT

[ ] Email form w/ credit card : CRseniorcenterevents@crgov.com
[ ] Fax form with credit card #: 303-814-1035
[ ] Mail: **Castle Rock Senior Activity Center**
2323 Woodlands Blvd, Castle Rock, CO 80104
[ ] Drop off form and payment to Senior Center

2022 Craft Vendor Rules & Regulations

Assignment of Space
Assignment will be made by the Event Committee on a priority basis, determined by availability for space at the time of receipt of deposit and signed contract. First right of refusal for returning vendors expires **March 1st, 2022 at 12:00PM.** *No Vendor may register more than 1 booth.*

Booth Space Guaranteed Position
The Event Committee will make every effort to accommodate booth space requests; however, we reserve the right to move your space. We do not offer exclusive rights to any of our participating vendors. We do reserve the right to limit quantity of vendors per category.

Confirmation of Registration
Once payment & agreement are received, vendor is added to official Registered Vendor Listing, vendor will receive confirmation email.

Booth Particulars
Booth size—10'x10' All booths have black curtain-back walls. Wifi codes will be given to each vendor with check-in packets at no charge. No tables or chairs will be included with booth fees, and each vendor can rent as many as needed (at the time of registration). Electrical drop-downs are available for an extra charge. Vendors are to bring a surge protected heavy-duty 25-foot extension cord if you purchase electricity. CR Fire Marshall will inspect your booth.

Care of Exhibit Space
Each exhibitor must keep spaces clean and exhibits manned and in good order.

Unoccupied Spaces
If the exhibitor fails to occupy space assigned by 8:30AM on the day of the show, or fails to comply in any other respect with the terms of this agreement, the Event Committee shall have the right to use such space in any manner without releasing the exhibitor from paying the sum agreed within this contract.

Limitations
Exhibits shall be installed that they will not extend beyond the space allotted. Only those items listed on the registration form, or similar ones, are to be sold at your booth. Sale of concession style foods and baked goods are prohibited (Senior Center Bake Sale is the exception). Samples of canned, jarred or bagged food must be 1 oz. in size. Vendors with tasting, must wear gloves. Distribution of printed matter, souvenirs or other articles must be restricted to the space of the exhibit. No individual public address systems or highly flammable materials will be permitted. No open flames allowed. Music or audio-visual sound must not be audible outside of the booth space. Painters tape or gaffer tape are the only acceptable adhesive for all surfaces (floors, walls, table, etc.)

Parking
Exhibitors must park in the assigned parking lots after unloading, until the designated time to tear down. *Morning* **Load-IN at back doors ONLY** *(side doors locked).* As vendors unload in the morning, once your items are brought in, temporary parking is available in the back. *Afternoon* **Load-OUT through open side doors as well as back doors.** Absolutely no parking allowed in the fire lanes/handicapped spaces as you'll be towed at your own expense.

Set-up
Booths must be set up and ready for opening by 9:00AM. *Vendors may check-in starting at 6:00AM.* All materials and booth supplies MUST BE unloaded from the back of the Events Center, not from any of the **side doors which must stay locked** and will be alarmed. Side doors are locked for the security of your items, as well as obstruction of the vendor vehicle entry process, etc. Any break in our set up procedure will forfeit the right to enter future shows.

Early Set-Up
Early set-up will be available to the **first 40 vendors** who purchase this **$35.00 Option**. The set-up time will be **Friday, November 4th from 12:00PM-4:00PM.** Early arrivals will not be accommodated. Early birds are to check-in at the back and unload from there. **Carts will be available; unloading assistance is NOT guaranteed.** Since this is limited, call the Center at 303-688-9498 to see if this option is still available prior to turning in your registration.

Door Prize Donation
Each vendor is required to donate an item for the door prize drawings, minimum value of $25.00. Attendees will be directed to fill out an enter-to-win form for the opportunity to win prizes at the show. The drawing of winners will be announced over the PA system throughout the show. All prize donations need to be dropped off at the registration table the morning of the show. All products and/or services donated must be complete crafts or gifts and may NOT require additional fees and/or purchases on the part of the winners. Vendors are not eligible to be awarded door prizes.

Taxes
As the host of the show, we are required to submit **taxes to the Town of Castle Rock as well as provide vendor names to the State and County.** Names are provided to the town and we will collect taxes from each exhibitor that does not have a **Town Sales Tax number.** The current town tax form will be emailed with final details prior to the show (also available at the show). **** Tax Reporting 4:00PM-5:00PM***

Teardown
Doors will close at 4:00PM and Vendors may begin pack up/load out steps. NO One is allowed to take down exhibits prior to event official closing at 4:00PM/doing otherwise will forfeit the right to enter future shows. Vendors are to report to the **Tax Table/Team** at the back at 4:00PM before leaving. ****Tax Reporting 4:00PM-5:00PM.*** **Exhibitors have until 6:00PM** to complete removal of exhibit. Side doors along with the back doors, may be used for loading back into vendor vehicles. **No parking allowed at any time at the front doors.**

Liability
The Castle Rock Senior Activity Center cannot guarantee exhibitors against loss or damage of any kind. Space is leased with the understanding that the exhibitor will hold the Castle Rock Senior Activity Center harmless from any or all liabilities from any cause. The Castle Rock Senior Activity Center shall not be responsible for any loss, damage, or injury that may occur to the exhibitors, their employees, or property from any cause whatsoever prior to, during or subsequent to the periods covered by the exhibit agreement and the exhibitor, upon signing the agreement, expressly releases the Castle Rock Senior Activity Center and all claims for such loss, damage or injury.

Eventualities
In case of facility damage caused by unforeseen elements or in the case of any other circumstance that shall make it impossible for management to permit the contracted space to be occupied by the exhibitor, then this agreement shall terminate and the exhibitor shall waive any claim for damages or compensation except the pro-rate return of the amount paid for space rental.

Refunds
No refunds will be made if space engaged is not used or used only part of the time. **No refunds will be made within 30-days prior to the show.** All cancellations must be submitted in writing to the Event Committee. Booths are non-transferable.