



The 30th Annual  
Highlands Square Street Fair  
Saturday, June 9, 2012

32<sup>nd</sup> & Lowell Blvd. from Perry to Julian in Historic Highlands Denver, Colorado

**VENDOR APPLICATION INFORMATION & REGULATIONS**

The merchants of North Denver's Highlands Square invite you to be a part of this years fair!  
Projected attendance is 35,000 plus.

ADVERTISING AND PROMOTION OF THE FAIR MAY INCLUDE, BUT NOT BE LIMITED TO:  
Newspapers, Radio, news broadcast, flyers, banners, and posters.

**Reserve your booth today!**

**10' x 10' BOOTH SPACE IS PROVIDED.  
FAIR DOES NOT PROVIDE TABLES,  
CHAIRS, CANOPIES, ETC.**

The street fair committee requests that vendors please have only two sides to their tents.

Booth space is limited and goes quickly.

All spaces are generally full by mid April.

Once the fair is full, applications will no longer be accepted. **No applications will be accepted after May 15, 2012.** Fair judges will review applicant products and content for quality and appropriateness.

**IMPORTANT! PLEASE NOTE:**

**AS A VENDOR YOU MAY NOT GIVE AWAY OR SELL BEVERAGES OR FOOD OF ANY KIND! IF YOU CHOOSE NOT TO FOLLOW THIS YOU WILL BE ASKED TO LEAVE IMMEDIATELY AND YOU WILL NOT BE ALLOWED TO PARTICIPATE IN FUTURE FAIRS.**

**Acceptance:**

All applicants will be notified by email as to their acceptance or rejection form the fair.

Checks from accepted applicants will be deposited by March 1, 2012 for extra-early birds,

April 15, 2012 for early birds,

and May 15, 2012 for later applicants.

The Street Fair committee has complete discretion in allowing/denying any applicant.

For more information on types of businesses allowed/not allowed,

and more information on the street fair, please go to [www.highland-square.com/vendorfaq.com](http://www.highland-square.com/vendorfaq.com)

**BOOTH FEES**

	EXTRA EARLY BIRD	EARLY BIRD	REGULAR
	Paid on or BEFORE Feb. 15 <sup>th</sup> , 2012	Paid on or BEFORE April 1 <sup>st</sup> , 2012	Postmarked AFTER April 1 <sup>st</sup> , 2012
Regular Booth	\$250	\$275	\$325
Corner Booth	\$275	\$300	\$350

All Booth Fees **MUST** be received before May 15, 2012. To receive early-early bird and early bird rates checks must be received by dates shown. Booth fees received after May 15<sup>th</sup> may be accessed an additional late charge of \$25.

**Electrical hookup is an additional amount.**

Electrical spaces are limited and will be reserved on a first come first served basis.  
**NO GENERATORS PERMITTED!**

**The fair will take place rain or shine!**

(FEE IS NON-REFUNDABLE UNLESS YOUR APPLICATION IS REJECTED)

Applications that are mailed in **MUST** include check for booth fee.

**SALES TAX**

You **MUST** obtain a Special Events License from the Colorado State Department of Revenue if you do not have a current

Colorado Sales Tax License.

Call the Dept. of Revenue at 303-238-7873

[www.taxcolorado.com](http://www.taxcolorado.com) for Form DR 0589

**Questions?** Contact the vendor manager, Melanie at: [highlands-vendormanager@comcast.net](mailto:highlands-vendormanager@comcast.net) or: 303 886 0738

Please apply for booth space by completing the form on pages 2&3. Be sure to keep a copy for your records.



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Saturday, June 9, 2012

## VENDOR APPLICATION

RETURN THIS APPLICATION WITH FULL PAYMENT BY CHECK OR MONEY ORDER TO:  
HIGHLAND MERCHANTS ASSOCIATION, PO Box 12667, Denver, CO 80212

**EARLY-EARLY BIRD DEADLINE February 15, 2012**  
**EARLY BIRD DEADLINE APRIL 1, 2012. FINAL DEADLINE MAY 1, 2012.**

Name/ Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \* \_\_\_\_\_

\*PLEASE INCLUDE AN EMAIL ADDRESS AS MUCH OF OUR INFORMATION WILL BE PASSED VIA EMAIL!

Colorado Sales Tax # \_\_\_\_\_ Denver Sales Tax # \_\_\_\_\_

**FOOD VENDORS - DO NOT USE THIS APPLICATION.**

CONTACT STEVE RIORDAN AT 303-813-9569 FOR INFORMATION ON APPLYING AS A FOOD VENDOR.

**PRIMARY PRODUCT CATEGORY**

Please check one:

- Ceramics
- Jewelry
- Clothing
- Non-Profit
- Collectibles
- Photography
- Crafts
- Political
- Fine Art
- Religious
- Other (please specify)

\_\_\_\_\_

BRIEF DESCRIPTION OF MERCHANDISE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHOTO SAMPLES**

**Anyone making or selling a handcrafted item** (jewelry, fine arts, photography, ceramics, handmade clothing, etc.) **MUST include photos showing samples of your work. Even if you have participated in this event before, we will still need current photos for jurying.** This helps us place each vendor appropriately and not near a direct competitor. Applications sent without photos may be disqualified. Photos will not be returned without SASE. Optionally, you may also enter a web address if it shows adequate representations of work you plan to exhibit at the street fair.

I have included pictures:

Yes  No

Images of product available at this website:

www. \_\_\_\_\_

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## The 30th Annual Highlands Square Street Fair VENDOR APPLICATION cont.

**BOOTH CLOSING TIMES**

PLEASE NOTE: **There will be staggered closing times for booths.** The west end of the fair will close earlier; the east end will close last, with blocks in between closing at staggered times. All booths must be set and ready for business by 9:30 AM. Please indicate your preference for leaving early or staying late. Booth assignments are the discretion of the fair committee; noting a preference does not guarantee exact placement of your booth. Consideration will be given based upon receipt date of application and payment. *Application is not considered complete until payment is received.*

I would prefer a booth in a section that closes: (choose one; closing times will be announced near the fair date)

Early  Middle  Late

**ELECTRICITY/PROPANE**

Electrical spaces are limited and will be reserved on a first come first served basis. Electrical spaces will be grouped together where power access is available. **NO GENERATORS PERMITTED!**

There will be an additional cost for electricity and/or propane; we are in process of taking bids to secure the most reliable, reasonable service. Expected cost is an additional \$50-\$75. If you need electricity and/or propane, we will contact you when the final price is finalized (by the end of March, 2012). We will require an additional check at that time to cover the costs of your electricity and/or propane.

My booth will need: **Electricity**  Yes  No If yes, Voltage requirement:  110  220 **Propane**  Yes  No

**BOOTH REQUESTS & FEES**

**Number of booths applied for:**  1  2  3  4  More (please specify) \_\_\_\_\_

If requesting multiple booths, please indicate preference:  contiguous booths (next to each other)  booths located in different areas \_\_\_\_\_

**PAYMENT**

	<b>Paid on or BEFORE by Feb. 15<sup>th</sup>, 2012</b>	<b>Paid on or BEFORE by April 1st, 2012</b>	<b>Postmarked AFTER April 1<sup>st</sup>, 2012</b>	<b>Total booths</b>	<b>x price =</b>
<b>Regular Booth</b>	<b>\$250</b>	<b>\$275</b>	<b>\$325</b>		
<b>Corner Booth</b>	<b>\$275</b>	<b>\$300</b>	<b>\$350</b>		
<b>TOTAL PAYMENT:</b>					

Yes  No **Payment for booth is enclosed** (check or money order) and made out to the Highlands Merchants Association. **Application is not considered complete until payment is received.**

Authorized signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

"I have read and understood the rules of the Highlands Square Street Fair. By submitting this application, I shall indemnify, defend and hold the Highlands Merchant Association and all affiliated organizations, their successors, agents, and assigns, harmless against all claims, losses, expenses, and liabilities and damages, arising out of my participation in the Highlands Square Street Fair. I agree to abide by all rules, policies, and procedures set forth herein. The Highlands Merchant Association assumes no responsibility for the safety of our exhibit space, my body, or my agents resulting from any cause including my negligence or the negligence of others."

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