

YOU ARE INVITED TO PARTICIPATE IN THE



## ***Northern Colorado's Premier Art & Craft Fair***

**Art in the Square** is an annual summer celebration that features high quality art, hand crafted goods, local merchants, live music, and a whole lot more!

**Art in the Square** will put you in front of thousands of interested buyers in the heart of Downtown Fort Collins on the Old Town Plaza which is a very busy pedestrian mall the center of town. This exciting annual event features visual art and handcrafted goods along with live music and community fun. This popular event is the only art and craft show of the year that happens in Old Town Square.



720-272-SHOP(7467)

WWW.ARTFESTIVALSINCOLORADO.COM

COLORADOEVENTS@GMAIL.COM





## How to be an exhibitor:

This is an Art and Craft Festival so all work sold must be of original design and all items must be handmade. In order to participate, you will need to fill out an application. There are 2 ways to apply:

1. **Apply online** - This is the most popular way to apply and is what you should choose if you prefer to pay by credit card, debit card or PayPal. The online application found at the top menu of the website [www.coloradoevents.net](http://www.coloradoevents.net) or [www.artfestivalsincolorado.com](http://www.artfestivalsincolorado.com)

All online applications will be juried about 2 to 3 times a month on an ongoing basis. You should know the outcome of your application within 2 weeks of applying if not sooner. Online Applicants will be notified of their acceptance into the show via email. Upon acceptance you will also receive an invoice to pay the exhibitor fee with PayPal or any credit card of your choice.

2, **Apply through the mail** – Choose this option if you prefer to pay by check. The paper application is attached to this document. Please return the paper application to us via the mail. Please also include 2 checks made payable to Colorado Events and be send it to: Colorado Events 2525 Arapahoe Ave, Suite E4-720, Boulder, CO 80302

If you choose to sign up with a paper application you have the option to mail us photos of your work. All paper applications should include two checks: a \$20 (Single Event) or \$25 (Multiple Event) non-refundable application fee and a separate check for the appropriate vendor fee. All paper applications will be juried monthly starting in March of 2020. Email notices will be given out shortly thereafter. If you want to speed up the jurying process, you should apply online. We will notify all applicants of their acceptance decision via email. If you are accepted into the show then we will email you and also cash your 2<sup>nd</sup> check for the vendor fee. If you are not accepted we will shred the 2<sup>nd</sup> check. You can optionally include a postage paid, pre addressed envelope if you prefer to have the 2<sup>nd</sup> check returned to you or if you want us to return the jury photos that you sent us.

## Jurying

You can choose from either a one-time \$20 jury fee for this one event or you can choose a multiple event jury fee of \$25. If you choose the multiple jury fee option, then you can apply to as many juried events that Colorado Events produces in 2020 for one low jury fee. The cost to apply is the \$20 or \$25 jury application fee. The 2 day vendor fee is due 30 days from the date of being notified of acceptance into the show. Should your acceptance date fall within 30 days or less of the event dates, then you will be expected to pay the vendor fee within 7 days of notification of acceptance.

A jury entry will be judged for eligibility based upon quality, originality and presentation. We are looking for distinctive high quality craftsmanship and unique art and crafts. Our curation process will ensure an appropriate balance for the entire show, when determining the number of artists invited for each medium.

## Exhibitor Fees

**All spaces are outside and are 10' X 10'**

Jury Fee for the Art in the Square	\$20	Option 1 for the required juried fee
Jury Fee for Multiple Events	\$25	Option 2 for the required juried fee
2 day exhibitor booth	\$280	
2 day corner booth	\$320	
Electric	\$30 for 2 days	
Tent rental	\$50 for 2 days	
Pick your booth Location	\$40 for 2 days	

## Additional Information

Exhibitors are permitted to arrive at 8:00 am on Saturday to begin setting up their selling spaces. Early set up can be arranged upon request. All exhibitors are required to be completely set up by the scheduled opening time of 10:00am. We will have overnight security and you can leave your vendor booth set up for Saturday night.

Categories of products and services will be limited. This will permit the products being sold to be diverse and non-competitive. Certain categories may be sold out even if there are other spaces available. All sellers are subject to approval. Colorado Events reserves the right to restrict the sale of certain items and we reserve the right to refuse anyone from selling at these events. We also reserve the right to deny booth sharing in certain situations. If you do share a booth, neither vendor is permitted to sell jewelry.

Booths spaces are assigned by Colorado Events. If you want to guarantee a specific booth location request, then you should select the pick your booth location option on the application. If you choose this option you will be given the opportunity to pick your booth location out of all of the available spaces.

You can either bring your own supplies or you can rent chairs, tents, and tables from us. Colorado Events will be renting a limited number of tents, done on a first come, first serve basis. If you are renting electricity you will also need to bring your own extension cord.

Please be prepared for Colorado's variable weather conditions by using weights for your tents and having tarps or sidewalls to protect your merchandise if necessary. Exhibitors must provide weights to secure tents to flat paved area. Please be aware that there is no long term vendor parking on the perimeter of the park after unloading. You will also be required to completely clean your selling space at the end of the day.

## Taxes

All vendors are required to collect their own City and State sales tax and agree to be in compliance with all tax rules and regulations. More details regarding sales tax will be provided in the vendor instructions.

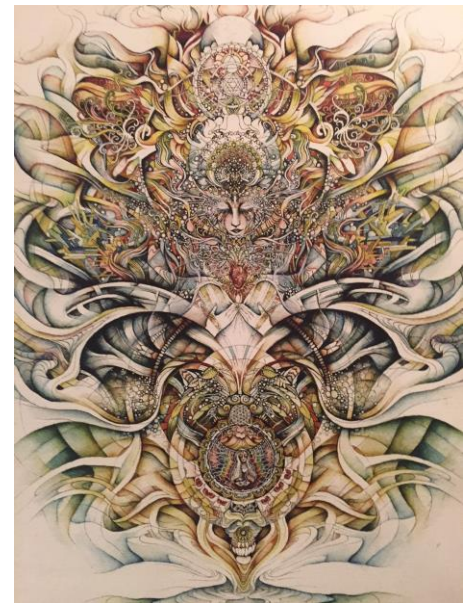
## Located in Old Town Square in in the center of vibrant Downtown Fort Collins

This historic pedestrian shopping district was the inspiration for Disneyland's Main Street USA, and is lined with nature, tourist, antique, & retail, shops in addition to over 84 restaurants and bars.

### Photos of Art in the Square in the Center of Downtown Fort Collins









# Art in the Square

## EXHIBITOR APPLICATION

In order to sell at the Art in the Square, you will be required to either fill out the online application or this paper application. Paper applications should include a check and be sent via the mail. If you want to pay with a credit card or Paypal then you need to fill out our online application. Exhibitor spaces are sold on a first come, first serve basis. Don't delay because spaces will sell quickly. This application does not guarantee acceptance, you will be notified shortly after your application is received.

Name(s) \_\_\_\_\_

Name of Business (If applicable) \_\_\_\_\_

Address \_\_\_\_\_

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

Phone # Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_ Web Address \_\_\_\_\_

Description of what you want to sell \_\_\_\_\_

Signature(s) \_\_\_\_\_

Yes I agree to the terms and conditions of Colorado Events. Acknowledgment that you agree to adhere to the rules and regulations of Colorado Events. It is agreed that Colorado Events is not liable for any injuries, schedule changes, adverse weather or responsible for any lost, stolen or damaged item at any of its events. I acknowledge that a refund will not be granted for inclement weather or other reasons. We don't guarantee product sales, attendance, weather, or exclusivity of any product or service. I understand and agree to these terms and expressly waive any rights to credit card charge backs as a means to mediate disputes. Please note that we do not give refunds, if an exhibitor cancels a show 60 days prior to the event, then we will issue a company credit. I agree to relinquish all claims I may have against Colorado Events, its officers and employees and any other business or governmental agency affiliated with its events. Colorado Events reserves the right to cancel booth reservation and refund all fees if exhibitor is duplicating products or services already provided, or if the exhibitor does not fit our vision and mission statement.

### 2020 Art in the Square in Old Town Square – Fort Collins Colorado

Jury Fee for the Art in the Square	\$20	Option 1 for the required juried fee
Jury Fee for Multiple Events	\$25	Option 2 for the required juried fee

2 day corner booth	\$320
2 day exhibitor booth	\$280

#### Optional Add ons:

Electric	\$30 for 2 days
Tent rental	\$50 for 2 days
Pick your booth Location	\$40 for 2 days

Total fee due and enclosed \_\_\_\_\_

Please note, unless we know you from past shows, then photos are required. Please attach your photos with your application or email them to us. Paper applications should include a check made payable to Colorado Events and be sent to:

Colorado Events 2525 Arapahoe Ave, Suite E4-720, Boulder, CO 80302

If you want to pay with a credit card or Paypal then you need to email us or fill out our online application.

