



34th Annual  
Highlands Street Fair  
Saturday, June 25, 2016  
32<sup>nd</sup> & Lowell Blvd. from Perry to Julian

## VENDOR APPLICATION INFORMATION & REGULATIONS

The merchants of Northwest Denver's Highlands Square invite you to be a part of this year's Street Fair!  
Projected attendance is 40,000 plus.

### Reserve your booth today!

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

**Street Fair committee requires that vendors have only two sides to their tents.**

Booth space is limited and will sell out.  
All spaces are generally sold out by mid April.  
the Street Fair is full, applications will no longer be accepted. **No applications will be accepted after 1, 2016.** 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 from the fair prior to checks being deposited.  
Checks from accepted applicants will be deposited by  
March 30, 2016 for extra-early birds,  
April 30, 2016 for early birds,  
and May 30, 2016 for later applicants.  
Street Fair committee has complete discretion in allowing/denying any applicant.  
More information on types of businesses allowed/noted, 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 April 10, 2016	Paid on or BEFORE May 10, 2016	Postmarked AFTER May 10, 2016
Regular Booth	\$275	\$300	\$350
Corner Booth	\$300	\$325	\$375
Mobile Vendors/ Truck*	\$400	\$450	\$500

All Booth Fees **MUST** be received before May 15, 2016.

To receive extra early bird and early bird rates checks must be received by dates shown. Booth fees received after May 15 may be assessed an additional late charge of \$25.

**\*Mobile vendors/trucks will be in a dedicated area to allow for size, additional sales racks, canopies, etc. Call or email for questions about eligibility.**

**Electrical hookup is an additional amount.** Electrical spaces are limited and will be reserved on a first come first served basis.

**NO GENERATORS PERMITTED!**

### **Street 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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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 April 10, 2016**  
**EARLY BIRD DEADLINE May 10, 2016. FINAL DEADLINE June 5, 2016.**

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

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

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

\*PLEASE INCLUDE AN EMAIL ADDRESS AS MUCH OF OUR INFORMATION WILL BE DISTRIBUTED 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:

- |   |                                      |                                  |
|---|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Ceramics                     | <input type="checkbox"/> Clothing    | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Collectibles                 | <input type="checkbox"/> Non-Profit  |                                  |
| <input type="checkbox"/> Crafts                       | <input type="checkbox"/> Photography |                                  |
| <input type="checkbox"/> Fine Art                     | <input type="checkbox"/> Political   |                                  |
| <input type="checkbox"/> Mobile Vendor                | <input type="checkbox"/> Religious   |                                  |
| <input type="checkbox"/> 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. Photos may be used to Street Fair promotion in print and other media.

I have included pictures:

☐ Yes ☐ No

☐ Images of product available at this website:

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

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### **BOOTH CLOSING TIMES**

**PLEASE NOTE: There will be staggered closing times for booths.** The west end of the Street 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)

☐ Early 6:00-6:45    ☐ Middle 6:30-7:15    ☐ Late 7:00-8:00

### **ELECTRICITY**

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, we will contact you when the final price is finalized (by the end of April, 2016). We will require an additional check at that time to cover the costs of your electricity.

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

### **BOOTH REQUESTS & FEES**

**Number of booths applied for:** ☐ 1 ☐ 2 ☐ Mobile vendor ☐ Other \_\_\_\_\_

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 April 10, 2016</b>	<b>Paid on or BEFORE by May 10, 2016</b>	<b>Postmarked AFTER May 10, 2016</b>	<b>Total booths</b>	<b>x price =</b>
<b>Regular Booth</b>	<b>\$275</b>	<b>\$300</b>	<b>\$350</b>		
<b>Corner Booth</b>	<b>\$300</b>	<b>\$325</b>	<b>\$375</b>		
<b>Mobile Vendors/Trucks</b>	<b>\$400</b>	<b>\$450</b>	<b>\$500</b>		
<b>TOTAL:</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: \_\_\_\_\_

All exhibitors agree to abide by all policies, procedures, guidelines, fee schedules and operations relating to the Highlands Street Fair, and carries their own insurance. Neither Highlands Street Fair (HSF) nor Highlands Merchant Association (HMA) are responsible for any damages or loss, including lost or stolen goods. Exhibitor hereby indemnifies and agrees to hold harmless HSF and HMA, their officers, members, staff and agents, the City and County of Denver, and the State of Colorado, against all claims, liabilities, damages and expenses (including expenses of litigation and attorneys' fees) asserted against or incurred by Exhibitor arising in whole or in part out of Exhibitor's activities hereunder. Exhibitor agrees that HSF and HMA may revoke immediately all of the rights of the exhibitor, his/her agents or his/her employees to exhibit space at the Highlands Street Fair for violation of any policy, rule or procedure. By signing above, exhibitor acknowledges that s/he has read and understands all the policies and procedures outlined herein and in the HSF application, and it is agreed that all information included in this document is part of this contract and no other agreement shall be binding upon the parties unless in writing and signed by the Vendor Manager of the HSF

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