

39th Annual...

# CHUN Capitol Hill People's Fair



June 5 & 6, 2010

Dear Arts & Crafts Exhibitor:

Thank you for your interest in the 2010 CHUN Capitol Hill People's Fair! All of us at Capitol Hill United Neighborhoods, Inc. (CHUN), the producers of the People's Fair, would like to thank you for your continued participation and loyalty. You have helped make the event a huge success over the past 38 years. The CHUN Capitol Hill People's Fair is one of the largest two-day festivals in the country with over 250,000 fairgoers, and is one of Colorado's longest-running outdoor urban festivals featuring handmade arts & crafts, food from local and regional restaurants and live local entertainment. Each year, we set goals to improve and upgrade the People's Fair. Building upon last year's successful greening program, we are continuing our efforts to "green" the festival through recycling initiatives and environmental education programs. We are encouraging you to stack all recycle-able items behind your booths so our clean-up crew can separate to appropriate dumpsters. We also like to discourage you from using non-recycle-able items such as plastic bags and any other carrying/packing materials that are environmentally unfriendly.

The arts & crafts program of the People's Fair is juried. Our jury is made up of a minimum of 10 artists that practice different mediums of art and 5 members of the People's Fair exhibitor relations committee. The exhibitor relations committee is made up of long-time volunteers, some with 20 years of experience or more, who have worked together with exhibitors and are familiar with art mediums, artists, and craftspeople. They are also present throughout the weekend helping with load-in and load-out, monitoring vendors for quality control and providing booth sitting services for vendors needing it. Please speak to an exhibitor relations member or visit the exhibitor relations tent to schedule booth sitting.

The People's Fair recruits and accepts exhibitors who **hand craft** or **hand make** their items. As such, those who hand make their items are qualified to participate. The scoring of applicants in the jury process is utilized to identify the best quality vendors and to place exhibitors throughout the Fairgrounds. Only items identified on applications and juried into the show can be exhibited and sold. Exhibitors frequently ask for specific locations and we try our best to accommodate those requests.

Exhibitor booths at the Fair also include a category called **Sundry**. The People's Fair has this category for exhibitors who make items such beef jerky, goat cheese, stuffed olives, etc. We also have face painters, massage therapists, henna artists and others that don't fit so neatly in the Arts & Crafts category. However, they are held to the same standard. They may not bring buy-sell, or imported items.

The People's Fair is an urban festival attempting to cater to all the diversity this city and region brings to our Fair. We hope you continue to recognize the uniqueness of the CHUN Capitol Hill People's Fair and be patient as we continue to adapt, change and strive for excellence. Your observations at our Fair and continued feedback are greatly appreciated.

Visit our website for more information concerning the 2010 CHUN Capitol Hill People's Fair: [www.peoplesfair.com](http://www.peoplesfair.com). You may download an application from our website, however, you still must print, sign and mail the application along with all the required items to us.



Regards,

Roger Armstrong  
People's Fair Director

Andrea Furness  
Assistant Director

## Application DEADLINE: March 12, 2010

### Contact Information

Capitol Hill United Neighborhoods, Inc.  
1290 Williams Street Suite 102  
Denver CO 80218-2657

303-830-1651 local  
888-580-1651 toll-free  
[andrea.furness@chundenver.org](mailto:andrea.furness@chundenver.org)



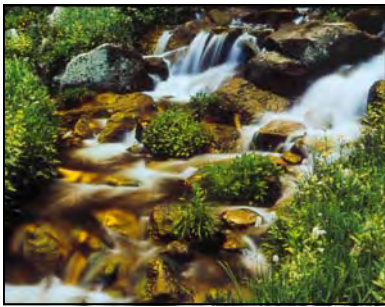
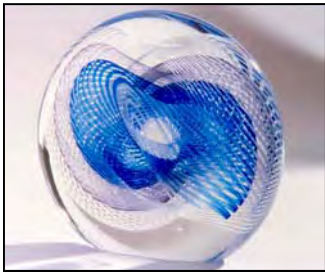
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## Please read all of the information in this guide carefully and in its entirety.

Each year the CHUN Capitol Hill People's Fair attracts hundreds of artisans and crafters from around the country. These artisans specialize in creating unique handmade one-of-a-kind works of art including ceramics, jewelry, paintings, wearable art, glass, photography, sculpture, wood items, paper, fiber and many more imaginative creations.



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### **INELIGIBLE ITEMS**

The following items are **NOT** eligible for sale as arts and crafts items in the CHUN Capitol Hill People's Fair:

- ▶ Commercially manufactured items that are not significantly altered
- ▶ Imported items
- ▶ Mass produced items
- ▶ Resale items
- ▶ Kits
- ▶ Drug paraphernalia, weapons, toys that depict weapons, including but not limited to: guns, knives, swords, bows and arrows

A piece may incorporate some commercially produced parts, but the design and execution of the work must be the product of the exhibiting artist's skills. Alteration and enhancement by the artist and handcrafted components must dominate the commercial components.

**If an applicant is juried into the Fair and later found to have violated the above required rules, the applicant will be asked to leave the Fair, no refund will be granted and the applicant will not be considered for future Fairs.**

**\*\*\*The People's Fair Staff reserves the right to question production of items and request receipts for raw materials.\*\*\***

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## **APPLICATION INFORMATION**

A complete application **MUST** include:

- ▶ A completed and signed application form (see insert) acknowledging that all policies and rules have been read and are understood.
- ▶ Check(s), money order (made payable to "CHUN"), or completed credit card information. If you wish to take advantage of the split payment option, you must submit two (2) checks each equal to half of the "Total Fees Due." Any other type of split will result in your application being returned to you. Money order and credit card payments must be submitted with payment in full of the "Total Fees Due."
- ▶ **MEDIA SUBMISSION:** You will have the option to: A) supply a readable disk with a total of four (4) digital images in a JPG format with each image no larger than 1920x1920 pixels (1.8 MBs), B) e-mail the four images to [andreaurness@chundenver.org](mailto:andreaurness@chundenver.org), (please supply all contact information on the e-mail, or C) supply four (4) 35 -mm slides (2" x 2") in a protective sleeve for each category, clearly labeled with artist's name and category (ies). If you submit slides, you must submit an additional \$30 for us to convert them into the required digital format. Three (3) of the images or slides must be samples of your work (one of which must show you creating the items) and one (1) must be of your booth display. Please do not send more than four images or slides per category. Failure to include the *Application Fee*, *Additional Category(ies) Fee(s)* or the *Slide Digitizing Fee* at the time of application will result in the application being returned to the applicant.

## JURY INFORMATION

The panel of jurors will be comprised of professional artisans representing a variety of mediums and selected members of Fair Management. The jury process is based on three categories: originality, quality of workmanship, and artistic expression. Each applicant is only juried against those in their own category. Selections of those accepted into the Fair are based on their average score. Decisions of the jury are final.

*The jury process will take place in late March/early April with notifications mailed out in mid-April.*

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## NEW THIS YEAR—EARLY-BIRD DISCOUNT!

Artists who submit a completed application prior to February 1, 2010 will receive a 10% discount off the fee for a booth space (\$30). Application must be received along with payment, digital images, additional information/description, etc. to be considered complete.

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## EXHIBITOR INFORMATION

- ▶ Exhibitors will be assigned a 10' x 10' space. Exhibitors must provide their own booth set-up, including appropriate tent, canopy or covering, adequate weight supports, as well as tables and chairs, etc.
- ▶ Tents, canopies, etc. may not be staked in Civic Center Park per the Rules and Regulations of Denver Parks and Recreation.
- ▶ Exhibitors must be present at their booths throughout the Fair to exhibit their work personally.
- ▶ Exhibitors may not leave their assigned booth spaces to sell, solicit or distribute information in the walkways.
- ▶ Booths may not be bought for resale.
- ▶ Exhibitors may only exhibit work typified by images for the category(ies) in which they were accepted.
- ▶ There is no rain date, and no refunds will be given for weather-related issues.
- ▶ Exhibitors who are accepted into the Fair will receive, via mail, a "Countdown Packet" in late April/early May. The Countdown Packet provides detailed information regarding canopy/tent rentals, Fair policies, load-in/out days and times, instructions and other important information.
- ▶ Minimal security will be provided Friday and Saturday nights, but all items of value should be removed from booths overnight each night.
- ▶ A Hospitality Tent will be provided for exhibitors that includes complimentary beverages and light snacks.
- ▶ Booth sitters will be available upon request.

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To download the application online, visit [www.peoplesfair.com](http://www.peoplesfair.com).

*For more information contact us at:*

303-830-1651 local  
888-580-1651 toll-free  
[andreafulness@chundenver.org](mailto:andreafulness@chundenver.org)

**FOR YOUR RECORDS**

**APPLICATION...**

Application sent \_\_\_\_\_  
Payment amount \_\_\_\_\_  
Space requested \_\_\_\_\_



# Arts and Crafts Application

## Deadline: March 12, 2010



App # \_\_\_\_\_

ID # \_\_\_\_\_

FOR OFFICE USE

Artist name \_\_\_\_\_

Company name (if any) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Telephone (home) \_\_\_\_\_

Telephone (work or mobile) \_\_\_\_\_

ON-SITE CONTACT NUMBER \_\_\_\_\_

E-mail \_\_\_\_\_

Would you prefer to receive correspondence via: (check one)  e-mail  USPS mail

Website \_\_\_\_\_

Space request (Ex. FT-14, shaded area, etc.) \_\_\_\_\_

If sharing a space, with whom? \_\_\_\_\_

Item Description—Please list ALL items you will bring to sell at the People’s Fair. Items not on this list are not eligible for sale. **ALL items MUST be handmade by the exhibiting artist!!!!**

(Please Print Neatly) \_\_\_\_\_

Check each category of work to be juried. The \$35 *Application Fee* includes one (1) category. **Additional categories are \$35 each.**

- Candles
- Ceramics
- Children’s Items
- Drawings/Graphics
- Dried Floral
- Fiber (non-wearable)
- Glass
- Jewelry (metal and non-metal)
- Leather
- Metal (non-jewelry)
- Mixed Media
- Painting
- Paper
- Photography
- Scents and Oils
- Soap
- Sculpture
- Wearable Art (adult and children)
- Wood

\_\_\_\_\_

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\_\_\_\_\_

## Payment Options and Refunds

### PAYMENT OPTIONS

You have four payment options:

1. pay in full via **credit card**;
2. pay in full via **money order**;
3. pay in full via **check**; or
4. **split pay with two checks\***
  - \* Both checks must be sent with the application
  - \* Each check must be made for one-half (1/2) the “Total Fees Due”
  - \* The first check will be deposited upon receipt of your application
  - \* The second check must be postdated for May 3, 2010 and will be deposited on that day.

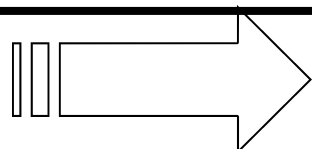
### REFUNDS

If you receive an invitation to exhibit at the 2010 CHUN Capitol Hill People’s Fair and you request to withdraw, you must do so via telephone or email by 5:00 pm Friday, May 7, 2010. By meeting this deadline, you will receive a refund of all fees due with the exception of the *Application Fee*, any and all *Additional Category(ies) Fee(s)*, and the *Slide Digitizing Fee*. There are no refunds for requests to withdraw after May 7, 2010. Refunds will be processed by check only.

This application is available to download online at:

**www.peoplesfair.com**

Please see other side for payment and liability release information.





# Arts and Crafts Application

## Deadline: March 12, 2010

App # \_\_\_\_\_

ID # \_\_\_\_\_

FOR OFFICE USE

### FEE SCHEDULE

|   |                 |
|---|-----------------|
| Application (\$35)<br>▶ <b>REQUIRED</b> – 2009 Best in Show exempt                        | \$ _____        |
| Additional category(ies) (\$35 each)<br>▶ one category included in <i>Application Fee</i> | \$ _____        |
| Slide digitizing (\$30)<br>▶ required only if you need slides converted to digital format | \$ _____        |
| Booth space – 10' x 10' (\$300)<br>▶ <b>REQUIRED</b>                                      | \$ _____        |
| Early bird discount— <b>subtract \$30 if applying before Feb. 1, 2010</b>                 | \$ _____        |
| 2nd booth space – 10' x 10' (\$300)<br>▶ optional—subject to availability                 | \$ _____        |
| Corner space (\$125)<br>▶ optional—subject to availability                                | \$ _____        |
| Electricity (\$150)<br>▶ optional—subject to availability                                 | \$ _____        |
| Shared space (\$100 for 2nd artist)<br>▶ please call the CHUN office for instructions     | \$ _____        |
| <b>TOTAL FEES DUE</b>   | <b>\$ _____</b> |

**DUE: March 12, 2010**

**Returned checks will be assessed a \$25 fee.**

### CHECKLIST



- Completed and signed application
- Check(s) or money order made payable to "CHUN", or completed credit card information
- Readable disk with four (4) JPG format images total or four (4) slides total in protective sleeves for each category entered, clearly labeled with your name and category. You may also e-mail digital pictures to: **andrea.furness@chundenver.org**. Please include artist and company name, category, and contact information on your e-mail.
- Mail to: CHUN Capitol Hill People's Fair  
1290 Williams Street Suite 102  
Denver, CO 80218-2657

### CREDIT CARD PAYMENT

Please bill my:  Visa  Mastercard  Diner's Club

Name as it appears on card: \_\_\_\_\_

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorization signature: \_\_\_\_\_

Expiration date: \_\_\_\_ / \_\_\_\_

### FOR OFFICE USE

Name \_\_\_\_\_

CK/MO # \_\_\_\_\_ \$ \_\_\_\_\_

CK/MO # \_\_\_\_\_ \$ \_\_\_\_\_

Date Rec'd \_\_\_\_\_ Total Rec'd \$ \_\_\_\_\_

REF \_\_\_\_\_

### FOR OFFICE USE

### LIABILITY RELEASE

All exhibitors agree to abide by all policies, procedures, guidelines, fee schedules and operations relating to the CHUN Capitol Hill People's Fair (CCHPF). Neither Capitol Hill United Neighborhoods, Inc. (CHUN) nor the CCHPF are responsible for any damages or loss.

Exhibitor hereby indemnifies and agrees to hold harmless CHUN and the CCHPF, their officers, members, staff and agents, the City and County of Denver, the State of Colorado, and the owners of any CCHPF related property, 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 understands that only minimal security will be provided overnight, so all goods of value should be removed from the grounds. CHUN is not responsible for lost or stolen items.

Exhibitor agrees that CHUN may revoke immediately all of the rights of the exhibitor, his/her agents or his/her employees to exhibit space at the CCHPF for violation of any policy, rule or procedures.

Exhibitor acknowledges that all information provided in the application for exhibitor space is true and correct. **No imported or commercially manufactured items will be allowed for sale as arts and crafts items at the CCHPF.** Efforts will be made to honor specific space requests to the degree possible; however, CCHPF Management reserves the right to place exhibitors in accordance with the best interest of the CCHPF.

By signing below, exhibitor acknowledges that s/he has read and understands all the policies and procedures outlined herein and in the CCHPF application and fee schedule 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 Executive Director of CHUN.

Exhibitor Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_