



June 5 & 6, 2010

39th Annual...

# CHUN Capitol Hill People's Fair

January 12, 2010

Dear Non-Profit Organization:

This year marks the **39th Annual CHUN Capitol Hill People's Fair**, which celebrates the diversity and culture of Denver. The 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 restaurants and live local entertainment. We constantly strive to better promote the fair while creating new attractions for fairgoers. Every year, we set goals to expand and upgrade many areas of the fair such as arts & crafts programming and the kids and family area, and this year, we are continuing our efforts of GREENING the festival through large scale recycling initiatives and environmental education programs. Each year we review and evaluate the festival and look at new ideas and opportunities to keep the People's Fair fun, entertaining and for the "People."

Once again this year, CHUN is happy to offer your organization a fundraising opportunity. As part of our ongoing commitment to our community, non-profit organizations may participate in the People's Fair as Community Partners, assisting with the sale of beverages and sharing in the proceeds from those sales. There will be soft drink booths and beer booths throughout the fairgrounds.

Volunteer criteria include:

- Soft drink booths must have a **minimum of four (4) volunteers** per booth at all times and the volunteers must be at least sixteen (16) years of age
- Beer booths must have, depending on the size of the booth, a **minimum of five (5)** to a maximum of ten (10) volunteers per booth at all times and the volunteers must be at least twenty-one (21) years of age.

Community groups must meet the following criteria in order to apply:

- Be a certified 501(c)(3) organization and registered with the state of Colorado or be a Denver Registered Neighborhood Organization;
- Be able to provide volunteers to staff your booth both Saturday, June 5 from 9:30 AM to 8:30 PM and Sunday, June 6 from 9:30 AM to 7:30 PM; the festival opens at 10:00 AM so volunteers must be at their booths by 9:30 AM.
- Each group must have a supervisor onsite at each booth at all times starting at 9:00 AM each day, and this person must be at least twenty-one (21) years of age.

(over)



Groups meeting the above criteria may apply to be a Community Partner. CHUN will select groups that best meet the needs of the CHUN Capitol Hill People's Fair, have the necessary resources for carrying out the logistical and operational requirements at the event, and best exemplify our commitment to the Capitol Hill neighborhood. If your organization is selected, CHUN will enter into a contract detailing compensation and mutual expectations.

If your organization has the resources, you may apply for more than one booth. However we would like to give as many organizations as possible the opportunity to raise money for their respective missions.

CHUN will continue to utilize a ticket-based system instead of cash. This has proven to be an effective system that eliminates cash handling responsibilities for Community Partners.

**NEW THIS YEAR**—Groups who are selected to manage a beer booth will need to have a TiPS trained group leader on-site both days. CHUN will pay for one trainee per booth, however if your group opts to have different group leaders per day, you will need to pay for the training of the second individual. This important training costs \$40 per person. As you may be aware, TiPS offers education and training in the responsible service, sale and consumption of alcohol. This training program is designed to prevent intoxication, underage drinking and drunk driving. TiPS provides the knowledge and confidence your servers need to recognize potential alcohol-related problems and how to effectively intervene.

We have scheduled two trainings for TiPS, both will be held at the CHUN office, and you may select the training that works better for your schedule. The options are April 20 or May 4; both will begin at 5:30pm and last approximately 3 hours.

We encourage you to fill out the enclosed application and wish you the best in your efforts to raise funds for your group. **A completed application must be received in our office by Friday, April 2, 2010, at 5:00 PM.** Groups will be notified via USPS mail mid- to late-April 2010 of selection results.

If you have any questions, please contact us at 303-830-1651.

Regards,

A handwritten signature in cursive script that reads "Andrea Furness".

Andrea Furness  
Assistant Director

Enclosure



2010 CHUN Capitol Hill People's Fair  
**Community Partner Application**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_

On-site Mobile Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of Booth(s) Requested (write in quantity): \_\_\_\_\_ Soft drink (4 volunteers required)  
\_\_\_\_\_ Beer  
Size of booth (beer only): \_\_\_\_\_ 10 volunteers required  
\_\_\_\_\_ 5 volunteers required

TiPS Training Date (Beer booths only): \_\_\_\_\_ April 20 \_\_\_\_\_ May 4 (both classes begin at 5:30pm)

Who will be your TiPS trainee/group leader? \_\_\_\_\_ Contact number: \_\_\_\_\_

Are you sending a second person? If so—Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Number of years organization has been in existence: \_\_\_\_\_

Is your organization a 501(c)(3) non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

Organization's Mission Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of volunteers affiliated with organization: \_\_\_\_\_

How does your organization serve the community? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your group staffed beverage booths at the People's Fair before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which year(s)? \_\_\_\_\_

Has your group exhibited (not Community Partnered) at the People's Fair? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which year(s)? \_\_\_\_\_

**Application DEADLINE: 5:00 PM, Friday, April 2, 2010**

Applications should be mailed or hand delivered to:  
CHUN Capitol Hill People's Fair—Community Partner  
1290 Williams St, Suite 102  
Denver CO 80218-2657

If you need additional information, please call 303-830-1651.