

39th Annual...

CHUN Capitol Hill People's Fair

Dear Non-Profit Exhibitor:

Thank you for your interest in the 2010 CHUN Capitol Hill People's Fair! CHUN (Capitol Hill United Neighborhoods, Inc.), the producers of the People's Fair, would like to thank the many arts and crafts, sundry, and non-profit exhibitors, food vendors, musicians and volunteers who have helped make our event such a great success for the past 38 years.



June 5 & 6, 2010

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. 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."

The other element of the People's Fair that makes us unique is our focus on the community and all of its diversity. Non-profit exhibitors are an integral part of our community and are also vitally important to the success of the Fair. Our commitment to you is that we will continue finding ways to make the Fair a positive experience for you and your non-profit organization. During the wrap-up of previous People's Fairs, we have received excellent constructive feedback from non-profit exhibitors whose message we have heard loud and clear - that non-profits want to feel more appreciated at the event and more in the flow of Fair activities. As long as we are permitted, we will continue to stage the non-profit area in the center of the fairgrounds. In 2009, we expanded the non-profit area to include 100 groups! Also, we will continue to have our exhibitor relations staff and other volunteers stationed throughout the fairgrounds and specifically around the non-profit area to address logistical issues as they arise. We appreciate your support and participation and will continue to make the People's Fair a great opportunity for you to showcase your organization's important mission and services.

Be sure to visit our website for more information concerning the 2010 CHUN Capitol Hill People's Fair: 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.



If you have any questions, you may reach us via mail, telephone or e-mail. Our information is below and we will be more than happy to answer your question(s).

Regards,
Roger Armstrong
Executive Director

Andrea Furness
Assistant Director

Application DEADLINE: April 2, 2010

Contact Information

Capitol Hill United Neighborhoods, Inc.
1290 Williams St Ste 102
Denver CO 80218-2657

303-830-1651 local
888-580-1651 toll-free
andreaurness@chundenver.org



Please help us protect the environment and save postage.
If you would like to be removed from our mailing list please contact us.





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

Each year the CHUN Capitol Hill People's Fair attracts non-profit organizations from around the Denver metropolitan area. The approximated 250,000 attendees of the People's Fair provides an excellent opportunity for non-profit exhibitors to educate and bring awareness to their unique cause and mission.



IMPORTANT DATES TO REMEMBER!

- April 2—Application deadline (5:00 pm in CHUN office)
- Mid to late-April—Invitations to exhibit at Fair will be sent
- May—TBD - Mandatory exhibitor meeting (CHUN office)
- May 7—Last day to withdraw from Fair
- June 5 & 6—39th Annual CHUN Capitol Hill People's Fair

APPLICATION INFORMATION

A complete application **MUST** include:

- ▶ A completed and signed application form (see insert) acknowledging all policies and rules have been read and are understood. **Please note: the Executive Director or Board President of your organization must be the individual signing the application.**
- ▶ Check or money order made payable to “CHUN” or completed credit card information.
- ▶ Photographs, samples, and/or brochures which accurately represents the item(s) to be sold or distributed at the Fair. **Items will not be returned.**
- ▶ A copy of your organization's 501(c)(3) letter or non-profit incorporation certificate.

Failure to include the fees at the time of application may result in the application being returned to the applicant.

SELLING RULES

- ▶ Exhibitors that have paid the additional *Selling Fee* may only sell items which are clearly identified with the overall purpose of their cause and which display the name or logo of their organization.
- ▶ Exhibitors may not sell items that are represented by an agent or commission system.
- ▶ Exhibitors may not sell items in direct conflict with other aspects of the Fair (for example food/beverages).
- ▶ Exhibitors must submit photographs or samples of items listed to be sold.
(Items will not be returned.)

EXHIBITOR INFORMATION

- ▶ Exhibitors will be assigned a 10'x10' space. Exhibitors must provide their own booth set-up, including appropriate tent, canopy or covering. You may bring your own but can also order through our onsite equipment vendor. Please note that space is very limited and applicants will be considered on a first come, first served basis.
- ▶ Exhibitors may not leave their assigned booth spaces to sell, solicit and/or distribute information or circulate petitions in the walkways.
- ▶ Exhibitors are responsible for the behavior of their volunteers while they are on site at the CHUN Capitol Hill People's Fair (CCHPF). The CCHPF will not tolerate harassment of fairgoers or other exhibitors nor will CCHPF allow groups to congregate in the walkways. Any act or behavior deemed disruptive by Fair Management will result in expulsion from this year's Fair and future Fairs.
- ▶ Tents, canopies, etc. may not be staked in Civic Center Park per the Rules and Regulations of Denver Parks and Recreation. Therefore, Exhibitors are responsible for having their tent, canopy, etc. secured with adequate weight.
- ▶ Exhibitors must be present at their booths (and within their booths) throughout the Fair.
- ▶ The CCHPF reserves the right to restrict exhibitors with respect to methods of operation and display. If, for any reason, an exhibit is deemed objectionable by Fair Management, the exhibit will be removed from the Fair.
- ▶ Exhibiting booth must represent the non-profit organization as indicated on the application.
- ▶ Booths may not be bought for resale.
- ▶ Volunteers working in the exhibitor's booth are welcome to visit the *Exhibitor Hospitality* tent for complimentary soft drinks and light snacks both days from 10am to 6pm. Your organization will be provided with two Exhibitor badges on Saturday morning. Any volunteers wishing to visit the *Exhibitor Hospitality* tent must be wearing one of the Exhibitor badges in order to be permitted into the *Exhibitor Hospitality* tent. Please inform your volunteers that the *Volunteer* tent is reserved solely for CHUN volunteers.
- ▶ There is no rain date and no refunds will be given for weather-related issues.
- ▶ Exhibitors who are accepted into the 2010 CHUN Capitol Hill People's Fair will receive at the mandatory Non-Profit Exhibitor meeting a "Countdown Packet". 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 so all items of value should be removed from booths overnight. CHUN is not responsible for any loss of or damage to exhibitor property.
- ▶ Any discrepancy or violation of these rules may result in Fair Management exercising its right to remove the Exhibitor.

To download the application online, visit www.peoplesfair.com.

For more information contact us at:

303-830-1651 local
888-580-1651 toll-free
andreafulness@chundenver.org

FOR YOUR RECORDS

Application sent _____

Payment method _____

Payment amount _____



Non-Profit Application

Deadline: April 2, 2010

App # _____

ID # _____

FOR OFFICE USE



Contact name _____

Organization name _____

Address _____

City _____ State _____ ZIP code _____

Telephone (home) _____

Telephone (work or mobile) _____

Email _____

Website _____

2nd Contact Name _____

Telephone _____

Email _____

Organization's mission statement (attach additional sheet if necessary)



List of items to be sold (if applicable) _____

Payment Options and Refunds

PAYMENT OPTIONS

You have three payment options:

1. pay in full via **credit card**;
2. pay in full via **money order**; or
3. pay in full via **check**.

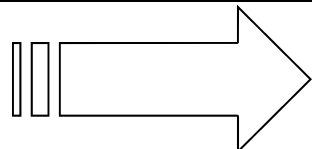
REFUNDS

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*. 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 release
information.





Non-Profit Application

Deadline: April 2, 2010

App # _____

ID # _____

FOR OFFICE USE

FEE SCHEDULE

Application Fee (\$25)	\$ _____
▶ REQUIRED	
Booth Space—10' x 10' (\$100)	\$ _____
▶ REQUIRED	
Electricity (\$150)	\$ _____
▶ optional—subject to availability	
Selling Fee (\$100)	\$ _____
▶ optional— REQUIRED for selling any items	
TOTAL FEES DUE	\$ _____

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 \$ _____

AP _____ REF _____

FOR OFFICE USE

**Returned checks will be assessed a \$25 fee.
Refunds will be processed by check only!**

CHECKLIST

- Completed and signed application
- Check or money order made payable to "CHUN", or completed credit card information
- Samples of literature to be distributed
- Photographs or samples of items, if any, to be sold (items are not returnable)
- Mail to:

**CHUN
Capitol Hill People's Fair
1290 Williams St Ste 102
Denver CO 80218-2657**

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 procedure.

Exhibitor represents that all information provided in the application for exhibitor space is true and correct. **CCHPF Management reserves the right to place exhibitors in accordance with the best interest of the CCHPF.**

By signing below, exhibitor represents that they have read and understand 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 President and CEO of the CCHPF.

Exhibitor Signature _____

(Must be signed by Executive Director or President of Organization's Board)

Printed Name _____

Date _____