

39th Annual...

CHUN Capitol Hill People's Fair

Dear Sundry 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 and sundry 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."

Our location in downtown Denver's Civic Center Park serves as a great meeting place for the thousands who attend from all around the Metro Denver region, Colorado and the West. Our unique blend of urban dwellers, suburbanites, and people from around the mountainous front range come to the CHUN Capitol Hill People's Fair to explore and purchase the great variety of arts and crafts, enjoy the entertainment, and to share the many experiences the Fair has to offer.

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 **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: 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
andreafulness@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 numerous sundry exhibitors from around the country. These exhibits consist of non-commercially made pre-packaged foods, face painting, tarot card readers, henna artists and chair massages.



INELIGIBLE ITEMS

The following items are NOT eligible for the sundry category in the CHUN Capitol Hill People's Fair:

- ▶ Commercially manufactured pre-packaged food items
- ▶ Distributors
- ▶ Handmade arts and crafts
- ▶ Fresh food
- ▶ Resale items, imported items, and kits.
- ▶ Drug paraphernalia, weapons, toys that depict weapons, including but not limited to: guns, knives, swords, bows and arrows

If an applicant is selected for the Fair and later found to have violated the above required rules, she/he will have to leave the Fair without refund and will lose the opportunity for future consideration as a People's Fair exhibitor.

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."
- ▶ Photographs, samples, and/or brochures which accurately represents the item(s) or service to be sold. **Items will not be returned.**

Failure to include the *Application 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 artists representing a variety of mediums and selected members of Fair Management. The jury process is based on categories such as creativity, originality and quality of workmanship. Significant weight will be given to those items or services that are unique, have mass appeal, and contribute to the overall festive atmosphere of the Fair. 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.

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.
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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...

Application sent _____

Payment amount _____

Space requested _____



Sundry Application

Deadline: March 12, 2010

App # _____

ID # _____

FOR OFFICE USE



Contact name _____

Company name (if any) _____

Address _____

City _____ State _____ ZIP code _____

Telephone (home) _____

Telephone (work or mobile) _____

ON-SITE Mobile number _____

E-mail _____

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

Website _____

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

If sharing a space, with whom? _____

Items or Services Description—Please list ALL items you will bring to sell, or services you will provide at the People’s Fair. Items not on this list are not eligible for sale. **ALL items MUST be handmade by the exhibitor.**

(Please Print Neatly) _____

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.

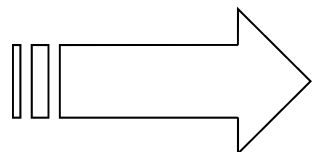
REFUNDS

If you receive an acceptance 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 liability release information.





Sundry Application

Deadline: March 12, 2010

App # _____

ID # _____

FOR OFFICE USE

FEE SCHEDULE

Application (\$25) ▶ REQUIRED	\$ _____
Booth space – 10' x 10' (\$375) ▶ REQUIRED	\$ _____
2nd booth space – 10' x 10' (\$375) ▶ optional—subject to availability	\$ _____
Corner space (\$125) ▶ optional—subject to availability	\$ _____
Electricity (\$150) ▶ optional—subject to availability	\$ _____
Shared space (\$100 for 2nd applicant) ▶ please call the CHUN office for instructions	\$ _____
TOTAL FEES DUE	\$ _____

DUE: March 12, 2010

**Returned checks and 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
- Photographs, samples, and/or brochures which accurately represents the item(s) or service to be sold
- Mail to: CHUN Capitol Hill People's Fair
1290 Williams St., Ste. 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. 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 President and CEO of the CCHPF.

Exhibitor Signature _____

Printed Name _____

Date _____