

# Holiday Mountain Market 2019

## Nederland, Colorado

### **Nonprofit Vendor Information—Please Keep**

*We are pleased to welcome you and appreciate your attention to the information below.*

**Location, Deadlines & Hours:** The Nederland Community Center, 750 Hwy 72 North, is located 1/2 mile west of the traffic circle intersection of Hwy 119 and Hwy 72, up the hill on the right.

**Applications and Fees Due by : Sunday, September 30 - NOTE DEADLINE**

<b>Set-up:</b>	Friday, December 6	2pm to 6pm
	Saturday, December 7	7am to 10am
<b>Event Hours:</b>	Saturday, December 7	10am to 5pm
	Sunday, December 8	10am to 4pm
<b>Clean-up:</b>	Sunday, December 8	4pm to 6pm

**Vendor Parking/Loading:** Vendors may unload at the south and east entrances to the Community Center. Space is limited at the south entrance and should be used *only briefly* for heavy or large items. All others, please use the east entrance and elevator. During market hours, all vendors *must park away from the lower east parking area to reserve close spaces for your customers*. Please park in the upper west lot or the west edge of the lower south lot, as indicated on signs.

**Table Space:** Nonprofit organizations and school fundraising groups will have access to a 10' X 3' space in the hallway outside the Multipurpose Room and Gym, *subject to September 30 application deadline*. After the deadline, spaces may be released to craft vendors. Vendors must provide all equipment and supplies, such as tables and chairs. Tables must be against the wall and any chairs next to them lengthwise to keep the hallways clear for fire safety. We encourage booth staff to greet visitors in front of and next to displays. Table locations will be assigned. Electrical outlets are limited in the hallways; if you require electricity, please indicate on the application and describe why it is important for your display. The building will be locked overnight but not staffed. Nederland Area Seniors and the Town of Nederland cannot be held responsible for any damage or loss due to any circumstances.

**Vendor Responsibilities:** Your application constitutes an agreement to abide by the following rules and regulations of the Holiday Mountain Market:

1. Nonprofit vendors are not subject to the standard market rules about handcrafting all items. Items for sale must be high quality gift-oriented items and all vendors must offer items for sale, not just information.
2. Sales of food items are contingent on pre-approval by the NAS Holiday Mountain Market committee.
3. We reserve the right to refuse any table display or wares not in compliance.
4. Vendors must commit to display during all open hours of the market. No refunds for cancellation after 11/1.
5. Tables may be shared, but will not be reserved until all signed applications and table fee is received.
6. Tables are assigned on a first come, first served basis. Please apply as soon as possible.
7. Nonprofit vendors may be able to avoid collecting sales tax by submitting to NAS evidence of 501(c)3 status or school affiliation. However, a report of total sales and a separate 3.0% sales fee must be submitted to a market official at closing Sunday.
8. Children under the age of twelve must be supervised by an adult.
9. Each vendor is responsible for leaving their area clean; please bring the materials needed for this.
10. No smoking or pets are allowed in the building.

**If you have questions, please contact:**

**MountainPeakLife.nas@gmail.com or 303-258-0799**

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### Nonprofit Vendor Application

Thank you for your interest in participating in the Holiday Mountain Market on: **Saturday, December 7, from 10am to 5pm and Sunday, December 8, from 10am to 4pm** in the **Nederland Community Center**. We will provide photos with Santa, festive music, food, and decorations.

A limited number of 10' x 3' table spaces are available on a first-come, first-served basis. Tables may be shared by two vendors. All tables are located in hallways surrounding the gym. Vendors must provide all equipment - tables chairs, displays, etc. An application and fee must be received from each vendor by **September 30 - note deadline**. Table space may fill prior to this date. Please apply early.

**Vendors must collect sales tax or provide proof of nonprofit 501(c)3 status or school affiliation in advance, unless already filed with us in previous years. Any required tax and a 3% event sales fee must be submitted to a market official at the end of the day Sunday.**

**Table Space Fee of \$35 is due with registration.**

**Make check payable to:** Nederland Area Seniors

**Return check and this completed form to:** NAS, PO Box 188, Nederland CO 80466

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

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Items for Sale: \_\_\_\_\_

Need Electricity? Yes / No Why needed? \_\_\_\_\_

I am willing to share my table: Yes / No

Special Requests: \_\_\_\_\_  
(Include comments such as: prefer far from music, etc.)

*I have read and agree to abide by the rules and regulations of the Holiday Mountain Market, as outlined in the Vendor Responsibilities on the Information Sheet accompanying this form. I hereby release and hold harmless the Nederland Area Seniors, the Town of Nederland, and their agents, employees, and representatives from any and all liability.*

\_\_\_\_\_  
Authorized Organization Representative Signature

\_\_\_\_\_  
Date