

CHRISTMAS IN WINDSOR 2017
AT THE WINDSOR COMMUNITY RECREATION CENTER

www.christmasinwindsor.com
info@ChristmasInWindsor.com

**ITEMS HANDCRAFTED¹ BY VENDOR ONLY! VENDORS WITH ANY
ITEMS NOT HANDMADE BY THE VENDOR WILL BE ASKED TO LEAVE!**

Windsor Community Recreation Center * 250 N. 11th St * Windsor, Colorado
(THE RECREATION CENTER IS DIRECTLY WEST OF WINDSOR HIGH SCHOOL)

Saturday, November 18, 2017 - 9:00 a.m. to 5:00 p.m.

Sunday, November 19, 2017 - 10:00 a.m. to 4:00 p.m.

Standard Booth: \$120.00

Corner Booth: \$140.00

ORGANIZED AND MANAGED
BY
QUALITY CRAFTERS

**THIS EVENT IS ORGANIZED BY QUALITY CRAFTERS. DO NOT CALL THE RECREATION
CENTER OR THE WINDSOR CHAMBER OF COMMERCE WITH QUESTIONS.**

VENDORS FEES AND ADMITTANCE FEES FROM THIS CRAFT SHOW GO BACK INTO THE COMMUNITY IN THE FORM OF GIFTS, SCHOLARSHIPS, AND PROGRAMS AS DESIGNATED BY QUALITY CRAFTERS AND AGENTS SPECIFIED BY THEM.

The 2017 show will continue focusing on becoming a Christmas In WINDSOR. The Windsor Community Recreation Center hosts the Christmas in Windsor craft show and is dedicated to the event for this weekend. This is a large building which allows for great displays and convenient traffic flow. The gymnasium, Evergreen Room, and new auxiliary gym have been rented; and the location is handicap accessible. The Windsor Recreation center has been widely used for many fairs and expos which have attracted large crowds in the past few years. It is conveniently located just west of the Windsor High School. There is also a large parking lot for the Recreation Center and more parking just across the street at the high school. Register early so you won't miss this show!

Help us make this an even more popular event. Invite your friends to visit "Christmas In Windsor" on Facebook. Get the word out about this special weekend in Windsor. Use our [Online Printed Flyer](#) to pass out to friends and family.

RULES AND REGULATIONS—PLEASE READ!

Christmas in Windsor is a two-day craft show over a Saturday and Sunday. As vendors are scheduled on a first come first serve basis, it is imperative that you send your application and money immediately. Space will be reserved in the order money and applications are received. However, submission of an application and an application fee does not guarantee a space in the show, nor does it give rise to any contractual rights for the applicant whatsoever. We are striving for a well balanced craft show. We reserve the right to refuse vendors for any reason. Set-up times on Friday are Evergreen Room: 5pm-6pm, Main Gym: 6-7pm, Auxiliary Gym: 7-8pm. Anyone with more than one booth may come in anytime between 5pm and 8pm. But all vendors MUST be out of the Recreation Center by 8pm. Set-up time on Saturday is from 6:00 a.m. to 8:45 a.m. If any table is

not set-up by 8:50 a.m. on Saturday, we will assume the vendor is not coming, and those vendors on either side of the vacant space are invited to fill-in with their merchandise at no additional expense to those vendors. If you take your display down on Saturday, set-up time on Sunday will be from 9:00 a.m. to 9:45 a.m. The show closes at 4:00 p.m. on Sunday. All vendors are to stay for the complete show. If this creates a hardship for you, please do not register for this show. Cleanup is the responsibility of each vendor after closing on Sunday. All vendors must complete cleanup and vacate the building by 5:30 p.m. on Sunday. If you have not completed your cleanup by that time, you will incur additional charges and will not be invited to participate in the show next year.

Items are limited to handcrafted¹ items or homemade food made by the vendor only. If this is not in compliance, the vendor will be asked to leave and no refund will be given. Please do not sell any item that can be harmful to other vendors, such as water yo-yos, stress balls, etc. The sponsors have the right to pull any item that they think is not fit to sell at the show. Also, if you choose to bring children, they must remain supervised for the duration of the show.

All spaces are 10' x 8'. Electrical outlets are limited and available on request. No tables, chairs or tarps are furnished. Please use padding on the legs of tables, chairs and other display equipment to prevent scratching of the gym floors. The Recreation Center is a nonsmoking facility. If you do not comply with the rules, you may be asked to leave with no refund.

**PLEASE PARK AWAY FROM THE BUILDING WHILE THE SHOW IS IN PROGRESS!
PLEASE KEEP OUTSIDE DOORS CLOSED!**

The managers of the show will collect both city and state sales tax from all vendors beginning two hours prior to the end of the show. All vendors must bring their tax receipts to the collection table before vacating the building. A tax form will be provided as part of the documents given to each vendor at the start of the show.

NOTWITHSTANDING ANYTHING TO THE CONTRARY—WHETHER CONTAINED HEREIN OR COMMUNICATED ELSEWHERE—PLEASE NOTE THAT EACH VENDOR EXHIBITS AT HIS OR HER OWN RISK AND SHOULD CARRY APPROPRIATE INSURANCE. QUALITY CRAFTERS, THEIR AGENTS AND THEIR REPRESENTATIVES MAKE NO WARRANTIES OR REPRESENTATIONS WHATSOEVER CONCERNING THE ADEQUACY OR SUITABILITY OF THE FACILITIES, SECURITY, OR ANY CONDITIONS OF THE SHOW.

Quality Crafters, their agents, and their representatives are not responsible for any injuries; lost, stolen or damaged items. Once accepted to the show, there will be no refunds for any reason.

Questions? Write to Quality Crafters, PO Box 565, Windsor Colorado 80550 or email us at info@christmasinwindsor.com.

**PLEASE KEEP THE UPPER PORTION OF RULES AND REGULATIONS FOR REFERENCE, COMPLETE THE LOWER APPLICATION, SEND BACK THE FORM & MONEY TO
QUALITY CRAFTERS, PO BOX 565, WINDSOR, COLORADO 80550**

¹ Handcrafted means made or improved by the vendor. For example, a picture frame purchased by a vendor cannot be sold at this show. However, if the vendor adds some significant decoration to the frame, it can be sold. Significant means that the addition is what attracts a buyer, not the frame.

Complete the Application and send this entire page to
Quality Crafters * PO Box 565 * Windsor, Colorado 80550
AFTER NOTIFICATION THAT THE DATE HAS BEEN SET.

APPLICATION & WAIVER - CHRISTMAS IN WINDSOR 2017		
<i>Please Print Legibly</i>		
Name:	Address:	
City:	State:	Zip:
Home Phone:	Business Phone:	
Email Address:		
License Plate Number (of car you will bring to show):		
Description of Craft:	Number of Spaces:	
Total Cost: \$ <i>Make Checks Payable to Quality Crafters</i>	No Special Event License is Required	
These must be checked! <input type="checkbox"/> I have reviewed the tentative layout changes. <input type="checkbox"/> I will NOT park in the Rec Center parking lot during the show. (Use the high school lot.) <input type="checkbox"/> I will sell only items HANDCRAFTED¹ (see above) by vendors in my booth.		
I understand all the rules and regulations and I understand there will be no refunds. I release Quality Crafters, their agents and their representatives of all responsibility and liability whatsoever, existing now or in the future, related in any fashion to the Christmas in Windsor Event.		
Signature:	Date:	

Send completed application to Quality Crafters * PO Box 565 * Windsor, Colorado 80550

<u>Additional Information (Optional)</u>
While we will attempt to grant the requests in this section, for a number of reasons we cannot guarantee these requests. Acceptance to the show does not mean you received the space or room you requested. We will try to put you in the room you want and give you the best booth available. The following information is optional:
Desired Booth (<u>verify on the room layouts</u>): _____ <u>Desired Room:</u> _____ <input type="checkbox"/> Need Electricity (will limit available booths) Special Need: _____

<u>For Use By Show Manger Only</u>
Date Received: _____ Order Received: _____ Booth Assigned: _____ Special Notes: _____