

# **The 2023 Christmas Arts & Craft Fair**

**--- THIS EVENT IS OPEN TO THE PUBLIC ---**

**Saturday, December 9th 10 AM to 3 PM**

**At the Grand Junction Masonic Center.  
2400 Consistory Ct.  
Grand Junction CO, 81501**



## **Welcome Artists & Vendors**

The Grand Junction area Freemasons invite you to apply as a vendor for the 2023 Christmas Arts & Crafts Fair which is to be held at the Grand Junction Masonic Center on Saturday, December 9th from 10 AM to 3 PM.

## **Vendor Eligibility**

Everyone is eligible to register as a vendor for the 2023 Christmas Arts and Crafts Fair. This Arts and Crafts fair is not limited to hand made items or retail vendors.

**The sale of illegal items is not permitted!**

## **Booth Space**

A ten-foot by ten-foot (10x10) space is available for fifty dollars (\$50). Vendors may request multiple spaces and the vendor is responsible for providing their own table, chairs, Point of Sale solution, and extension cords.

The Grand Junction Masonic Center will provide Internet and power for vendor use.

Vendors can setup their booths beginning at 8 AM on Saturday, December 9th and pack up their booths after 3 PM. If vendors need more time to setup or pack up please make arrangements with the Grand Junction Masonic Center.

## **How to Register**

Fill out the below Vendor Registration Form (pages 3 & 4) and file electronically or by mail, more information on page 2.

Upon receipt of your application you will receive instructions for paying the Vendor Fee.

If you have any questions please reach out via E-mail at [Info@MasonicFamilyGJ.org](mailto:Info@MasonicFamilyGJ.org) or by phone at (970) 245-2277.

# **\*\*\* IMPORTANT INFORMATION \*\*\***

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## **Booth Space**

- Booth Space will be a 10-foot square.
- Consecutive ten-foot square spaces can be reserved for applicable fee.

## **To File Electronically**

1. Download and complete this application using your web browsers or PDF application.
2. Email the completed form to [Info@MasonicFamilyGJ.org](mailto:Info@MasonicFamilyGJ.org)
3. Pay your booth space fee using the PayPal link you will receive from [Info@MasonicFamilyGJ.org](mailto:Info@MasonicFamilyGJ.org),

## **To File by Mail**

1. Print and complete this application.
2. Mail your completed application and a check for \$50 to the address below. Make your check payable to the Grand Valley Event Center.  
Grand Valley Event Center  
P.O. Box 366  
Grand Junction, CO 81502
3. Saturday, December 9th, arrive at the Grand Valley Event Center at 8 AM to setup your booth. The address for the Grand Valley Event Center is:  
2400 Consistory Ct.  
Grand Junction, CO 81501

**The event is open to the public from 10 AM to 3 PM.**

## **Questions**

If you have questions, please contact the Grand Valley Event Center by phone at (970) 245-2277 or by email at [Info@MasonicFamilyGJ.org](mailto:Info@MasonicFamilyGJ.org).

# GRAND VALLEY EVENT CENTER 2023 CRAFT FAIR SPACE RENTAL AGREEMENT

Event Information	
Date & Time	Location
Saturday, December 9 <sup>th</sup> 10 AM to 3 PM Setup 8 AM to 10 AM Pack Up 3 PM to 5 PM	Grand Valley Event Center 2400 Consistory Ct. P.O. Box 366 Grand Junction, CO 81502 Office: (970) 245-2277

Event Information	
<b>Name:</b>	<b>Vendor Name:</b>
<b>Address:</b>	<b>Email:</b>
<b>Phone:</b>	<b><u>Fair Space(s) Assigned:</u></b> <small>*For use by the GVEC</small>
<b>Number of Spaces Requested:</b>	<b>Space Rental Fee: \$50 Per Space</b>

Space rental fee due upon receipt of signed contract: Note: Rented areas must be left in the condition existing at time of occupancy or cleaning charges will be imposed.

Guarantee: The undersigned person accepts the responsibility for payment and other obligations including compliance with the Craft Fair House Rules, which are incorporated as a part of this agreement.

The GVEC will not recognize any verbal changes in this agreement. All changes must be made in writing.

Cancellation must be made at least 10 days in advance, or the GVEC may retain the space rental fee.

**It is understood that no alcohol will be served or allowed during the rental function.**

Please return signed Rental Agreement and space rental fee to GVEC in order to confirm the reservation.

Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_

# Grand Valley Event Center

## Craft Fair House Rules

Note: The Grand Valley Event Center is available for rental to responsible individuals and groups with the understanding that the premises and furnishings will be treated with care, left in the condition existing prior to the event, that the renters and guests will behave in a decent and respectable manner, and will not cause annoyance to the neighborhood. For these purposes the following rules apply to the Craft Fair Vendors:

1. The rented booths, as indicated in Rental Agreement, together with the parking lots, entryways, hallways, auditorium, large conference room, and restrooms are the only areas that will be available to vendors and the public. All other areas are OFF LIMITS. Unless specifically allowed in the Rental Agreement, Children are not permitted on the Dining Room Stage.
2. The times listed in the Rental Agreement include such time as may be necessary for setup and cleanup unless other arrangements are made with the management prior to the event.
3. The hallways, entryways and parking lot will be used exclusively for access to the rented booth space or bathroom facilities.
4. Nothing is to be brought into a room that will damage the carpet or tiled floor.
5. Vendors are responsible for bringing their own tables and chairs.
6. Vendors must provide extension cords to access electrical outlets.
7. Vendor display must be contained within the rented area – tents, canopies or similar coverings will not be permitted.
8. Signage over 8 feet tall will not be permitted.
9. Sound systems or music will not be permitted.
10. No recreational drugs, legal or otherwise, will not be permitted anywhere on the premises.

As the responsible vendor I have read and understand the terms of the Rental Agreement and Craft Fair House Rules and agree to strictly abide thereby.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_