

Art in the Derby

Saturday, October 6, 2018

Event Opens 10 am

Event Closes 4 pm

Contact: [derbyartfair@gmail](mailto:derbyartfair@gmail.com)

Outdoor Art Vendor Information

Thank you for joining us. Because we all want a happy, safe and legally compliant event, please read the information below.

What to Know

Sales Taxes: Both Commerce City and the State of Colorado require sales taxes on any items you sell at this event. We are combining everyone under one "Outdoor Vendors" license. The total city, state and special district tax is 9.25%. Please collect this amount on all sales, then give to fair coordinator Terrell Tumlinson by the end of the day. We will file with appropriate agencies on your behalf.

Setup: Setup times are assigned in advance beginning at 8 am. You can bring your vehicle to your tent to unload (15 minutes), then must leave for the next vendor. Note: It is a tight space, so SAFETY is paramount. PLEASE HELP by being on time.

Breakdown: The event ends at 4 pm, but breakdown CANNOT BEGIN until the public has been cleared. Vendors closest to the street leave first. Helpers will be on hand to assist.

Parking: Vendors can park in a designated lot (map will be provided). Because the site borders a neighborhood, let friends and guests know any vehicle blocking neighbors, alleys or access will be towed.

Security & Liability: Event sponsors are not responsible for any damage, vandalism or theft. Please take care to stow away valuables. Secure objects that could pose a danger to children (scissors, box cutters).

What to Bring

1. Table and chairs to fit inside a 10' x 10' tent
2. Equipment to display artwork: easels, racks, bins etc.
3. Zip cords, string, and hardware to hang and stabilize your work
4. Plastic to cover work if it rains
5. Cash change or credit card register for sales (change will not be available)
6. Weights to stabilize legs of tent (if you bring your own)
7. Booth signage identifying your name

Driving
Directions

