

# WESTERN WELCOME WEEK • 2024 CRAFT FAIR POLICIES & PROCEDURES

Please retain a copy of the policies for your records

**Handmade Originals Only... ALL WORK MUST BE THE ORIGINAL WORK OF THE ARTIST.** Unacceptable items include wholesale, brokered, merchandise mart, or imported items, no factory-made items, ready-made kits, franchised, seconds, and commercially produced items. Removal of questionable items or displays on Festival Day will be at the discretion of WWW officials. Food items for sale at the fair must be packaged and sealed, samples may be made available for taste test only. **No other food or beverage items are to be sold or given out without the prior approval of WWW.** Food items for consumption on the premises must be sold at designated concession sites. Please keep in mind that Littleton Merchants may have booths placed among the craft booths, along with nonprofits and commercial spaces of sponsors of Western Welcome Week.

**Categories... Please be specific on your application.** Check all categories that apply of all “original handcrafted” crafts sold. Exclusivity of craft(s) is not granted however some crafts may be limited due to the number of “like” applications received.

**Booth Space...** Spaces are 10'x10' and located on the street placed side-by-side, visible from the front. **Electricity is not available, and generators are not permitted without prior approval. Crafters are responsible for their own set up, including tables, chairs, canopy, etc. The canopy must be weighted;** no stakes, guide wires or ropes may be used in the construction of any booth. Some booth spaces are in front of merchants; therefore, **no backdrops are allowed.** Because this is a street fair, leveling may be necessary. Exhibitors are responsible for their own trash removal. **Crafters may not leave their booth to solicit sales or distribute information.** Due to the proximity of booths, **crafters are to conduct business and contain goods within assigned booth space – no expansion outside the 10'x10' area, including the sidewalks.** Crafters may rent additional space if needed.

**Registration...** Advance registration is required with the entry fee (no post-dated checks accepted). **Deadline is July 1, 2024. The fee is \$100 per 10'x10' space, the fee increases to \$115 after July 1.** Two artists may share a booth and registration fee; however, both artists must complete an application with photos and be acceptable to WWW. No more than two artists may share a booth space. Make check (s) payable to Western Welcome Week.

**Space Requests...** Spaces will be assigned taking into consideration the number of years a crafter has participated and mixing the types of vendors., note corner booths are not available. The Festival Committee makes every effort to place exhibitors in requested areas or as close as possible. Booth space can be reserved for the following year by completing the reservation application on Festival Day or returning to the WWW office with the \$100 fee by **October 31, 2024.**

**Notification...** Accepted exhibitors will be notified via email within one month of application receipt. Instructions, maps, booth numbers, etc., will be emailed in July from [info@westernwelcomeweek.org](mailto:info@westernwelcomeweek.org)

**DEADLINE: July 1, 2024**  
**Fee increases to \$115 after July 1, 2024**

**Photos Required...** Photos determine acceptability into the Festival. Include a minimum of three (3) photos including each artist's work, one of your booth, if available, and most importantly, one of the artist(s) working on his/her craft. Digital photos are acceptable, printed and mailed with application or emailed to [info@westernwelcomeweek.org](mailto:info@westernwelcomeweek.org). Photos are required even if you have participated in the festival before. Photos will not be returned to the artist.

**Cancellations and Waiting Lists...** Cancellations must be made in writing prior to July 15, 2024, to receive a refund of \$80; \$20 of the entry fee will be retained for administrative costs. **Cancellations received July 16, 2024, or later will result in no refund.** Once booth assignments are made, a waiting list will be established.

**No Show – No Refund...** All space assignments are final. WWW will strive to maintain a balance of exhibitors. Any booths not claimed by 7:30am on Festival Day may be reassigned to waiting crafters. Refunds will not be made for no-shows.

**Sales Tax...** Crafters are responsible for obtaining a Colorado State Sales Tax License and collecting and submitting the appropriate sales tax. City of Littleton Sales Tax is currently 8%, (2.9% State of CO, 3.75% Littleton, 0.25% Arapahoe County, and 1.1% RTD/Cultural), is due by **September 20, 2024.** Tax calculation can be obtained through the State web site and are not provided by WWW. The web site is <http://www.salestaxstates.com/sales-tax-calculator-colorado-littleton-80120>

**Weather...** Western Welcome Week has specific dates for events and events are not cancelled due to inclement weather and no refunds are made. However, if weather creates a safety issue Western Welcome Week reserves the right to terminate the event.

**Unloading and Dismantling... Unloading begins at 5:30am on Saturday, August 19.** Volunteers are available to give directions. All vehicles are to be off the street by 7:30am or may be towed and fined. Set-up must be completed by 8am. Plan to remain at the festival during the specified hours (8am – 4pm). Dismantling early will be noted and may result in being excluded from the following year's festival. **Your booth area must be cleared of all booth material and trash before you leave. Street must be cleared of all booth materials by 6pm.**

**Reservation of Rights...** Western Welcome Week, Inc., (WWW) a nonprofit organization, reserves the right to refuse participation to any group, groups, individuals, an individual, association, business, or any other entity of any nature or type that WWW feels in its sole discretion would not further the goals of the organization, would not be appropriate considering circumstances, or might reflect negatively upon WWW, an individual or group.