



# Sheridan Celebrates

4101 S. Federal Blvd. \* Sheridan, CO 80110-5399 \* Hotline: 303-438-3321

## 2024 EXHIBITOR BOOTH APPLICATION

Saturday, September 28, 2024

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

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Biz Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Day

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Product:** Check appropriate category

- Food                       Handcrafted Item\*\*                       Other Merchandise
- Political                       Information/Resources                       Alcoholic Beverages

**Detailed description of items to be sold or information distributed.**

**Please note all giveaway items: \*\*HANDCRAFTERS must provide photo of sales items.**

**All items sold are subject to sales tax remittance.**

Please provide sales license #: \_\_\_\_\_

**SELECT LOAD IN TIME: \_\_\_\_\_ 8:15 AM (Limited space remaining) \_\_\_\_\_ 9:15 AM**

***All exhibitors must be set up by 10:30 AM. We'll do our best to accommodate load-in time requests.***

**Electricity: Yes \_\_\_ No \_\_\_ Electricity provided for an additional \$20, available on a limited basis.**

### **Postmarked from 4/1/24-9/6/24:**

\_\_\_\_ **Non-Profit:** \$20/Standard Booth (10'X10') \$30/Extra Large Booth (2 adjacent spaces)  
**MUST provide 501c3 or tax-exempt status**

\_\_\_\_ **HANDCRAFTER\*\*:** \$35/Standard Booth (10'X10') \$65/Extra Large Booth (2 adjacent spaces)

\_\_\_\_ **Small Biz:** \$40/Standard Booth (10'X10') \$75/Extra Large Booth (2 adjacent spaces)  
**MUST employ 5 workers or less**

\_\_\_\_ **Large Biz:** \$75/Standard Booth(10'X10') \$125/Extra Large Booth (2 adjacent spaces)

### **Postmarked AFTER 9/6/24:**

**ALL PARTICIPANTS:** \$100/Standard Booth (10'X10') \$175/Extra Large Booth (2 adjacent spaces)

***All exhibitors shall meet the requirements of any current Public Health Order issued by the State of Colorado.***

Please note that the Sheridan Celebrates Festival completed exhibitor application and payment is for booth(s) ONLY and electricity as applicable. It does not include table(s), chair(s) and/or tent(s).

**Exhibitors must supply all needed table(s), chair(s) and/or tent(s).**

Festival booth space access is controlled and staged in a manner to limit damage to city property. Please describe the type of vehicle that you will be using to transport your booth materials:

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**Release to Sheridan Celebrates/City of Sheridan:** I/we \_\_\_\_\_  
Hereby knowingly and voluntarily release and agree to indemnify and hold harmless Sheridan Celebrates/City of Sheridan from and for any and all liability, damages and losses, whether or not foreseeable, which may occur as a direct or proximate result for my/our participation in activities sponsored by Sheridan Celebrates/City of Sheridan. **Reservation of rights:** Sheridan Celebrates/City of Sheridan 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 Sheridan Celebrates/City of Sheridan feels in its sole discretion would not further the goals of the organization, would not be appropriate considering circumstances, or might reflect negatively on Sheridan Celebrate/City of Sheridan, an individual or group. **Weather:** Be advised that Sheridan Celebrates has specific event dates and they are not cancelled due to inclement weather. **No refunds are given.** However, if weather creates a safety hazard Sheridan Celebrates reserves the right to terminate or postpone the event. The undersigned applicant accepts and agrees to this reservation of rights.

Applicant Signature: \_\_\_\_\_

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

**\*Mail completed applications with check payable to City of Sheridan to:**

Sheridan Celebrates  
Attention: Exhibitor Coordinator  
4101 S. Federal Blvd.  
Sheridan, CO 80110-5399

\*Applications must be postmarked by Friday, September 6, 2024. Applications postmarked after this date will be processed as space allows and charged a substantially higher fee. **Please get your application in early and benefit from the discount.**

You will receive a confirmation if your booth application is approved. If you do not receive a confirmation by Friday, September 13, 2024, or if you have any questions please contact the Sheridan Celebrates Hotline at 303-438-3321 or email Jean Ray at [jray@ci.sheridan.co.us](mailto:jray@ci.sheridan.co.us) .

***Please note that the Sheridan Celebrates Festival is a SMOKE/VAPE-FREE event.***

**See you at the Celebration!**



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## **Exhibitor Booth Payment Information 2024**

Completed applications must accompany all payments. **Please get your payment and completed application in early and benefit from the discount.**

Mailed payments and completed applications must be postmarked by Friday, September 6, 2024. Applications postmarked after this date will be processed as space allows and charged a substantially higher fee. **Mailed payments can be made by check or credit card.**

***ALL CREDIT CARD PAYMENTS MUST INCLUDE THE COMPLETED FORM BELOW.***

### **Make checks payable to: City of Sheridan**

**And return to:**

Sheridan Celebrates  
Attention: Exhibitor Coordinator  
4101 S. Federal Blvd.  
Sheridan, CO 80110-5399

### **Credit Card Payments require a 2.5% service charge**

Faxed credit card payments and completed applications must be faxed by 4:30 pm, Friday, September 6, 2024. Applications faxed after this date will be processed as space allows and charged a substantially higher fee. **Fax: 303-438-3398**

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### **Credit Card Payment Form**

***This form must accompany all credit card payments, mailed or faxed, and will be destroyed after processing. We ONLY accept MasterCard, Visa and Discover. Fax: 303-438-3398***

Payment for: \_\_\_\_\_

Dollar Amount: \_\_\_\_\_ 2.5% Service Fee: \_\_\_\_\_

Customer Name on Card: \_\_\_\_\_

Street Address for Card: \_\_\_\_\_

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

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



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## Exhibitor Booth Information 2024

**Event Time: 9 AM-3 PM**

**Event Location: Sheridan City Hall, 4101 S. Federal Blvd., south of Highway 285 on the southwest corner of Oxford Ave. and Federal Blvd.**

**Theme: Sheridan Celebrates Fiesta in the City**

### Useful information regarding exhibitor booth operations:

- Exhibitor Booth set-up hours are from 8:15-10:30 AM. Set up must be completed by 10:30 AM to avoid conflict with parade traffic.
- Please indicate your load in time preference in the appropriate blank on the application form.
  - Handcrafters only area loads in at 8:15 AM **SPACE IS VERY LIMITED**  
\*\* Handcrafters must provide photo of sales items
  - Non-profit area loads in at 8:15 AM
- Extra-large booths are available in most locations. See application for fee.
- Electricity is available in limited locations. Please be sure to indicate your need for electricity on the application form and pay the additional \$20 fee.
- **In order to avoid a \$50 penalty, all exhibitors must notify the event coordinator 48 hours in advance if they will be unable to utilize their booth space on festival day.**

### Reminders:

- **All exhibitors must provide their own tents, tables and chairs. TENTS SHOULD BE STAKED OR WEIGHTED**
- ***All exhibitors shall meet the requirements of any current Public Health Order issued by the State of Colorado.***
- Please note that the Sheridan Celebrates Parade and Festival are **SMOKE/VAPE-FREE** events.
- All exhibitors selling food items must be in compliance with Arapahoe County Health Department rules, regulations and procedures. See this link for more information  
<https://www.arapahoegov.com/DocumentCenter/View/14231/Temporary-Food-Event-Guidelines-and-Application>
- All exhibitors selling items, regardless of their non-profit status, must remit sales tax. See sales tax information below. Special Events Sales Tax Remittance form for City of Sheridan is available on the City web site at [www.ci.sheridan.co.us](http://www.ci.sheridan.co.us). PLEASE PROVIDE SALES LICENSE NUMBER ON APPLICATION AS APPLICABLE.

### **Sheridan Celebrates Sales Tax Information**

<b><u>Taxing Area</u></b>	<b><u>Tax Rate</u></b>	<b><u>Phone Number</u></b>
Sheridan City Tax	3.5%	303-762-2200
State of Colorado Tax	2.9%	303-238-7378
RTD Tax*	1.0%	303-238-7378
Cultural Facilities Tax*	0.1%	303-238-7378
Arapahoe County Open Space Tax	0.25%	303-759-4620
<b>Combined tax rate</b>	<b>7.75%</b>	

### **Remittance of Sheridan sales tax should be remitted to:**

City of Sheridan, 4101 S. Federal Blvd., Sheridan, CO 80110-5399

### **Remittance of all other sales taxes should be submitted to:**

State of Colorado Department of Revenue, 1375 Sherman St., Denver, CO 80261