

Legend Art & Craft Fair

Vendor Rules/Regulations and Other Important Information

Registration & Acceptance

To reserve your space, please complete and submit the online registration form; the date and time the online registration form is submitted will determine your priority as we assign booth spaces and accommodate requests for electricity.

Returning vendors will receive priority booth assignments provided you have registered online AND we have received your payment by March 31, 2026. All applications received after March 31, 2026, are processed on a first come, first serve basis.

Spaces may not be sublet or shared with another Vendor or Company.

We assign booths a few weeks before the event – this prevents inadvertently assigning vendors next to another vendor selling the same type of product. However, last minute cancellations & addition of last minute vendors may result in like vendors being positioned near one another.

We prefer no payments by check and that all payments go through our Band PayPal account. You do not need a PayPal account to make a payment by debit or credit card through the PayPal platform. Fees are non-refundable and non-transferrable.

This is a fundraising event for the Legend High School Band Program. In the event of vendor cancellation (for any reason), no fees will be refunded and booth space will be available for rental by another vendor.

We reserve the right to determine the eligibility of any company or product for inclusion in the event.

Arrival, Setup, Tear-Down

Set up will start at 6:00 a.m. and all participants must be finished with clean up by 4:30 p.m.

The public will be invited to attend from 9:00 a.m. to 3:00 p.m.

We will attempt to have Legend Band students be available to help unload and carry in, in the morning and to carry and load after the craft fair.

Please do not start to break down your booth until 3 p.m. Vendors should have all items packed and ready to load before retrieving vehicles(s) from the parking area. Leaving early may result in the loss of priority registration for next years' craft fair.

Booth Sizes and Locations

We offer two booth sizes with and without electricity:

- 10'x10' gym corner booth with electricity for \$160
- 10'x10' gym corner booth without electricity for \$140
- 10'x10' with electricity for \$140
- 10'x10' without electricity for \$120
- 6'x10' with electricity for \$120
- 6'x10' without electricity for \$100.

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Booths are available in our “commons” area, gymnasium, upstairs hall and lower hall.

We cannot guarantee vendors a specific booth, but when possible, we will make every effort to place vendors in the desired general location, and separate like vendors; unfortunately, sometimes unforeseen circumstances arise, preventing this.

You must furnish your own extension cords, power strips, TABLES, and CHAIRS.

Vendor Guidelines

Please note this is a school fundraiser, so we are unable to accept vendors who sell alcohol-related products, drug paraphernalia, CBD products, weapons, including stylized knives, and any other items we deem inappropriate for an audience of students.

Artists and Crafters

All items must be made by the vendor; no resale or imported items will be allowed. This stipulation especially applies to our jewelry participants – the jewelry you sell **MUST** be made by you, not purchased elsewhere. All embellished items must be at least 75% your own work.

If you have questions about whether or not your items will meet our requirements, please e-mail 2 or 3 good quality photos of a representative sample of your items with descriptions to legendartcraftfair@gmail.com.

In response to vendor concerns, please email us at legendartcraftfair@gmail.com if you’re considering using enclosed siding which would potentially block shoppers’ view of neighboring booths. Open framework surrounding the booth is acceptable.

No item in displays may be attached to facility property. Please check with a Legend Craft Fair representative before hanging any banners against the walls.

Aisles, elevators, fire extinguishers, and fire exits must not be blocked by exhibits and/or vendor displays.

Business Owners/Company Representatives/MLM’s

This event can be a great way to make direct contact with your targeted customer base. You will be able to speak directly with patrons and hand out materials. Please remember that this event is at our school, so all businesses and materials must be “family-friendly” as defined solely at the discretion of school management.

If you have any question about whether or not your items will meet our requirements, please e-mail 2 or 3 good quality photos of a representative sample of your items with descriptions to legendartcraftfair@gmail.com. We prefer to have only one representative per company. If you register and we already have a rep for the same company you will be notified and your payment refunded. We highly recommend you check with us first to save time and effort.

Vendor door prizes and or raffles are not allowed as this is a fundraising event for our school and we conduct our own onsite raffle.

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Sales Income & Town of Parker Taxes

Vendors retain all profits from the sales of their products during the Legend Art & Craft Fair.

Each vendor is required to pay Town of Parker and Colorado sales tax. As the event organizers, we are required to collect your sales tax from you at the end of the event. We will provide the necessary form and remittance envelope.

Sales Tax breakdown:

Town of Parker: 3%

Colorado Sales Tax: 4.0%

County Sales Tax: 1% (remitted with state)

Total Sales Tax to collect: 8%

ALL VENDORS MUST SIGN AND SUBMIT THE PROVIDED SALES TAX FORM, plus payment when applicable, by the end of the day to the Legend Art & Craft Fair regardless of tax status **(no exceptions)**.

If you hold a valid Town of Parker Sales Tax License and or a Colorado Sales Tax License and you will be submitting taxes on your own, all you need to do is check the appropriate boxes on the sales tax form, sign and return to us.

If you are an MLM organization or a business consultant that will have either no sales, or your organization will be paying your sales tax through the corporation, you may download our Sales Tax Form and submit in advance to legendartcraftfair@gmail.com. Please ensure that you include your Tax License Numbers.

Raffle Donations

As part of our fundraising efforts, we run raffle drawings during the day for items that our vendors have donated. **Donating to the raffle drawings gives additional visibility to your booth as the vendor name and location is shown at the raffle table and announced over the school PA system.** We would like to invite you to donate an item for the raffle drawings. Please fill out the donation form you received on the day of the craft fair and give the item and form to your Vendor Support Host or send a text and we will send someone to collect your donation.

General & Legal Information

Fire, liability, event cancellation, and theft insurance, if so desired, must be taken out by each vendor at his/her own expense.

Vendor will indemnify and hold harmless Legend Craft Fair and the School and their respective agents, employees, and students from any and all claims, demands, suits, asserted by any person, firm, or corporation or other entity, arising out of Vendor's participation in the above described event and to reimburse Legend Craft Fair and the school for all reasonably incurred expenses including legal fees expended in defense of such claims.

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While we do extensive advertising prior to this event, vendors should recognize that this contract is not contingent upon any advertising, publicity, promotional considerations or weather conditions.

Although attendance is usually excellent, we make no guarantee of the number of participants or attendees or a guarantee of sales for individual vendors.

We offer vendors the opportunity to have their business listed on the Legend Art & Craft Fair website (<https://www.legendtitanband.com/legend-hs-arts-and-craft-fair>), Facebook page “Legend High School Art & Craft Fair”, or Instagram page (@legendcraftfair) to help promote their business and sales items.

Vendors agree to allow Legend Art & Craft Fair to take photographs during the event, and give us permission to use photos to promote this event in the future.

Any and all matters or questions not specifically covered by the preceding rules/ regulations & information shall be subject solely to the decision of Legend Art & Craft Fair Representatives.

Please send any questions you have to legendartcraftfair@gmail.com.

Information You May Find Helpful

Please bring cash to make change with you. There is an ATM in the commons section of the school should you or your customers need cash.

Wi-Fi is available at no cost to the vendor. The password will be shared in the Vendor Information packet given out the morning of the fair. Keep in mind there are over 100 vendors, so it may run a little slow at times.

Vendors should always wear a name tag, and don't forget to prominently display the name of your booth/company. If shoppers don't know who you are they cannot make referrals.

Legend Craft Fair provides full concessions to Vendors and the public. A lunch menu and information on ordering will be provided at a later date.

We look forward to your participation in this exciting event! On behalf of our parents, students, and Band Director, Kathryn Kennedy, thank you for your interest.