

## APPLICATION FORM –Classified Staff Council Holiday Craft Fair

### Show Details:

Date & Show Hours: Saturday, October 17, 2015, from 9:00 a.m. - 4:00 p.m.  
Location: Occhiato University Center – Colorado State University-Pueblo  
Cost: \$30 for a 10' x 10' space (One 6 foot table and two chairs included)

**Application Deadline: Applications must be received by September 14, 2015, for consideration.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Description of product/goods offered: \_\_\_\_\_

Total Cost:

# of 10' x 10' spaces requested (includes a 6 foot table) \_\_\_\_\_ x \$30 each = \$ \_\_\_\_\_  
(Please note if you do not want the 6 foot table)

Additional Tables: \$3.00 for each additional 6 foot table \_\_\_\_\_ x \$3 each = \$ \_\_\_\_\_

Would you like to donate an item to the Silent Auction to raise money for Classified Staff Student Scholarships? Yes ☐ No ☐ if yes, deduct \$5 = \$ \_\_\_\_\_

Deliver items for auction at check-in on Friday, October 16<sup>th</sup> starting at 3:00 p.m.

**TOTAL DUE: \$** \_\_\_\_\_

Need Electricity? Yes ☐ No ☐

Special Requests: \_\_\_\_\_

**Refunds:** No refunds will be given. If your application for the event is not accepted for any reason, your payment will be returned.

**Set-Up:** Vendors can set up Friday, October 16<sup>th</sup> from 3:00 p.m. to 7:00 p.m.

**Sales Tax:** Pueblo is a home-rule city. This means that city sales tax must be remitted directly to the City of Pueblo. City sales tax forms will be provided at the event, and the city tax rate is 3.5%. Vendors are responsible for paying their own county and state sales tax directly to the Colorado Department of Revenue.

**The Colorado State University-Pueblo assumes NO responsibility or liability of any kind for your participation in the show.**

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

**Return completed form and full payment (payable to CSU-Pueblo) before September 14<sup>th</sup> to:**

Vicki Becker  
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