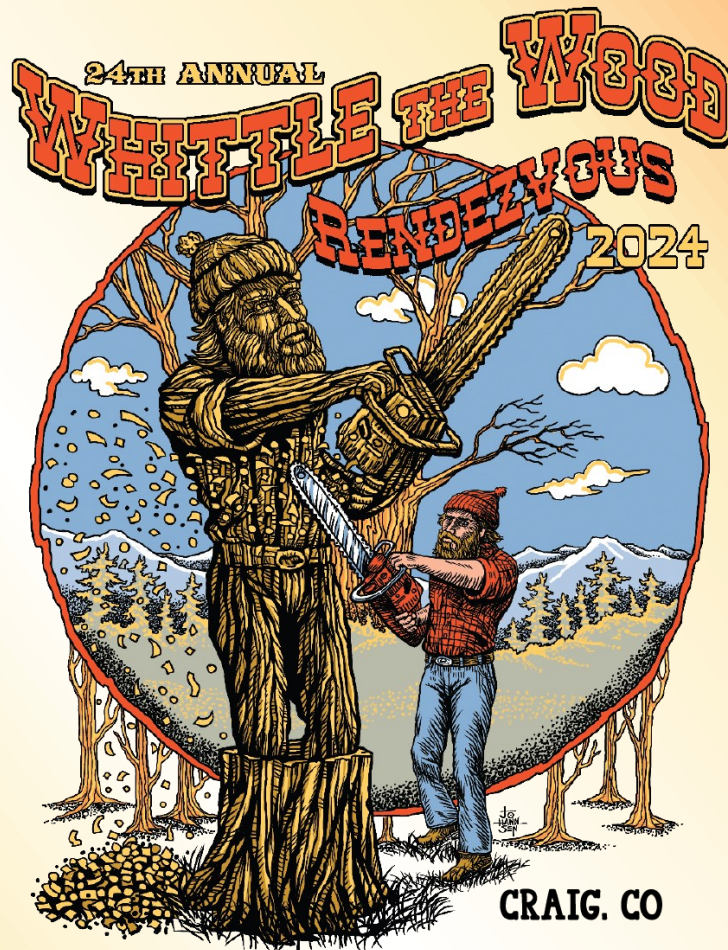


**CITY OF CRAIG PARKS AND RECREATION**

**RHEMA MUSIC & CLOTHING Co.**

**PRESENTS**



**WOOD CARVING COMPETITION  
ARTS & CRAFTS, FOOD, MUSIC & BEER GARDEN**

**JUNE 20 - 22, 2024**

**LOUDY-SIMPSON PARK**

**CRAIG, COLORADO**

**ARTS & CRAFTS/NON-PROFIT VENDOR BROCHURE**

## ABOUT

Welcome to the 24<sup>th</sup> Annual Whittle the Wood Rendezvous! Our event runs June 20 – 22, 2024. This 3-day woodcarving event will be held at Loudy-Simpson Park located at 600 S. Ranney Street. The park includes a playground, fishing pond, easy access to the Yampa River and is close to an 18-hole golf course. The entire event, combined with woodcarving, music, entertainment, food, and vendor booths along with an aggressive advertising campaign draws a large crowd year after year. We hope you will join us this year!

## SET-UP HOURS

All arts and crafts vendors must strictly adhere to the designated set-up times listed below:

Thursday, June 20 from 8am-5pm

Friday, June 21 from 8am-5pm

Saturday, June 22 from 8am-Noon

## ARTS & CRAFTS BOOTH GUIDELINES AND INFORMATION

All arts & crafts booths are 15-feet by 15-feet in size and no trailers are allowed. Each vendor must provide their own display equipment and are responsible for set-up and then clean-up of their booth space at the end of the event. Only tape, string weights and proper tent stakes may be used. No other types of stakes or nails may be driven into the ground for booth display. All materials used to secure the tent must be within your allotted booth space area. Vendors should be prepared to put up their own sunshade, wind & rain protection and should be prepared for possible adverse weather conditions. Booth spaces will be located on the west side of the park (see attached map) and are numbered and laid out in advance. Requests for specific booth space numbers will be granted on a first come first served basis and only for early submission of applications received by Monday, April 1. After this date, booth spaces will be assigned a number and will be included in the vendor packet. For verification purposes, please display the booth space identification number while at the event. Vendors are not permitted to switch booth spaces with other vendors. No unloading directly from vehicles will be permitted this year to minimize park damage. Vendors will be required to unload from the parking area next to/behind the west covered picnic shelter. Event staff, if available, can assist with unloading merchandise. Event security will monitor the park each night. Event staff does not dictate hours of operation for the sale of merchandise. Vendors decide when to open, when to close and when to leave the event. Typically, high foot traffic starts Friday afternoon/evening and continues all day on Saturday. In the coming months a schedule of events will be posted on our website at [www.whittlethewood.com](http://www.whittlethewood.com).

**IMPORTANT:** You do not need to collect City sales tax since the venue is outside City limits. However, you must collect and pay your own State and County sales tax of 4.9%. The City of Craig will supply a list of vendors to the State of Colorado to comply with our Special Events License. Additionally, you will be required to submit with your application a copy of your Special Events License or letter from the State indicating you've applied for a license prior to attending our event.

**ELECTRICITY IS NOT AVAILABLE FOR ARTS & CRAFTS VENDORS.**

## NON-PROFIT BOOTH GUIDELINES

Craig Parks and Recreation is happy to accommodate booth spaces for local non-profit organizations, but space is limited and is first come first served. Acceptance of non-profit booths is at the sole discretion of the Craig Parks and Recreation Department. *All other guidelines set forth for arts & crafts booths apply to non-profit booths.*

## SELECTION AND DEADLINE

Craig Parks and Recreation strive to pick vendors equally and with minimal duplication (if possible). Vendors will be selected based on the number of applicants that apply to the event and if they meet all the requirements set forth in this application. With the combination of food vendors and arts and crafts booths in the same area the number of booths has been reduced from last year to 36 total. All vendor applications are due by **Friday, April 19**. Late applications are placed on a waiting list with no guarantee of acceptance. You will be notified if a space becomes available. Applicants will be notified of selection or non-selection by Friday, April 26, 2024.

## LIABILITY

You the vendor do hereby agree and consent that the City of Craig, its Parks and Recreation Department and the officers, employees, volunteers, sponsors, and all representatives of the program(s) shall be released and forever acquitted from all or any claim or demand of disability or damages as a result of any injuries sustained by myself or my/our minor child while enrolled in the event sponsored by said program or department. Participants may be photographed while utilizing any facilities, services or participating in a program of the Craig Parks and Recreation Department, and said photographs, or likeness of me, may be used to publicize activities as the department deems appropriate.

## FEE

ARTS & CRAFTS BOOTH - \$75

NON-PROFIT - \$40 (*must be approved by Craig Parks and Recreation*)

*Please do not send payment with your application. You will receive notification by email when your application has been received. Further notification will be sent by email once vendor selection and non-selection has taken place. If accepted, payment in full will be required immediately.*

Completed applications can be mailed or emailed to:

Craig Parks and Recreation Dept.  
Attn: Alicia Baker  
300 W. 4th Street  
Craig, CO 81625

[abaker@cityofcraig.org](mailto:abaker@cityofcraig.org)

*For questions or more information contact: Alicia Baker (970)826-2029*

Please visit our website: [www.whittlethewood.com](http://www.whittlethewood.com)

## 2024 APPLICATION FOR ARTS & CRAFTS / NON-PROFIT VENDORS

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail \_\_\_\_\_ *(required)*

Booth Requested: *(check one)*

- ☐ ARTS & CRAFTS BOOTH \$75
- ☐ NON-PROFIT BOOTH \$40 *(must be approved by Craig Parks & Recreation)*

Provide description of merchandise for sale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of arrival for set-up: \_\_\_\_\_ Requested Booth Space Number: \_\_\_\_\_  
*(ONLY for early applications received by April 1)*

You the vendor do hereby agree and consent that the City of Craig, its Parks and Recreation Department and the officers, employees, volunteers, sponsors, and all representatives of the program(s) shall be released and forever acquitted from all or any claim or demand of disability or damages as a result of any injuries sustained by myself or my/our minor child while enrolled in the event sponsored by said program or department. Participants may be photographed while utilizing any facilities, services or participating in a program of the Craig Parks and Recreation Department, and said photographs, or likeness of me, may be used to publicize activities as the department deems appropriate.

*I have read, understood, and agree to the terms set forth herein.*

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

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

### ***Office Use Only***

Date Received: \_\_\_\_\_ Vendor Accepted/Denied: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_ Booth Space Number: \_\_\_\_\_

Date Vendor Packet Mailed or Picked Up: \_\_\_\_\_



