



**45<sup>th</sup> Lyons Holiday Craft Bazaar  
Vendor Application  
December 7<sup>th</sup> & 8<sup>th</sup>, 2019**

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

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

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

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

Email: \_\_\_\_\_

Craft Description: \_\_\_\_\_

Please submit a photo of your craft(s) with application or email to [lyonsbazaar@msn.com](mailto:lyonsbazaar@msn.com)

8'W x 6'D inline/bleachers \$75 or a corner booth \$85 (see chart)

When considering booth space requests, the committee will review request on a first-come first-serve basis, longevity and proper distribution of like crafts. We do our best to accommodate your requests, but we can't guarantee booth placement. Please give us your top 3 booth numbers listed on the booth layout map.

**Space desired:** 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Special Request: \_\_\_\_\_  
\_\_\_\_\_

Please return this form with a check made payable to:

*Town of Lyons and in the memo of the check please put "2019 Holiday Bazaar"  
Attention: Bazaar Coordinator, PO Box 49, Lyons, CO 80540*



## WHEN

December 7 & 8, 2019 • 10am-5 pm Saturday • 11am to 4pm Sunday

## ABOUT

Mark your calendar! 60 + artisan crafters will sell their handmade wares in the Lyons Elementary School Gym at the **45<sup>th</sup> Annual Lyons Holiday Craft Bazaar!** A wide variety of quality crafts, jewelry, photography, pottery, glass, and textile arts are found at this eclectic event. What's more, it's a great opportunity to find unique holiday gifts and accessories. Last year 1,300 shoppers attended. This is a Lyons-area tradition not to be missed! Please like our Facebook page at [www.facebook.com/lyonsholidaycraftbazaar](http://www.facebook.com/lyonsholidaycraftbazaar). We will post information here as well as use it as a place to exhibit some vendor goods!

## APPLICATION PROCESS

Each media type is represented by percentage to ensure that no one category saturates the bazaar. Because of the interest from vendors we added a "jury review" to provide our patrons with the absolute best and most unique handcrafted fair. We are excited about seeing your work! All products sold at the Bazaar must be hand-made by artists/crafters or family attending the booths. There is no resale and no exceptions.

**Deadline:** Please return your application along with the booth fee no later than Sept. 27<sup>th</sup>, 2019. Please return applications and fees with a check made payable to: Town of Lyons and in the memo of the check please put "2019 Holiday Bazaar" Attention: Bazaar Coordinator, PO Box 49, Lyons, CO 80540

## VENDOR INFORMATION

**Promotion:** Booth fees contribute to advertising expenses, postage, building use fees, entertainment and other promotional costs. The remainder is donated to local entities. This year the Lyons Parks and Recreation will receive the money. The bazaar is promoted through paid advertising in area newspapers, internet listings, social media, feature articles, events listings and posters.

**Display:** We do not furnish tables, nor can we furnish tables. We have no display materials for your use. Booth spaces do not allow for an aisle between adjacent spaces. Displays must be designed accordingly. Battery-operated lamps are suggested for participants who feel they need additional lighting. *There is no power available.*

**Hand Craft Only:** All products sold at the Bazaar must be hand-made by artists/crafters or family attending the booths. There is no resale and no exceptions.

**Spaces 6-14 and 20-28:** as part of their square footage incorporate wooden closed-box bleachers which are excellent for some types of display. There is room for a conventional table (3' x 6') on the floor in front of the bleachers.

**Sales Tax:** As a bazaar applicant you must account for purchases and must remit sales tax on the gross sales which needs to be filed as a Special Event Remittance to the State of Colorado.

**Set up:** will be held Friday evening December 6<sup>th</sup> from 6:30pm to 8:30 pm. All vendors are requested to set up between these hours unless prior arrangements have been made in writing. The best way to communicate is by email at [lyonsbazaar@msn.com](mailto:lyonsbazaar@msn.com).

**Take Down:** Take down starts promptly at 4pm on Sunday and ends no later than 6pm that evening depending on the hours dictated to us by the St. Vrain Valley School District. Please keep your area clean and don't leave anything behind.

**Bazaar Hours:** The Bazaar is open to the public Saturday 10am to 5pm and Sunday 11am to 4pm. All vendors are required to attend the Bazaar both days. We request that no one leaves early unless they have permission in writing from a Bazaar Coordinator. A Bazaar Coordinator will be on hand to help with any questions or concerns.

**Refunds:** No refunds are available for booth fees.

**Booth designation:** Our goal is to make our vendors and our customers happy. We can't guarantee certain booths, but we will try very hard to get everyone their first choice, and this may not always be possible. The prices are as marked on the Booth Chart. The cost is \$85 for corner booths, \$75 all other booths. As soon as we know the booth locations, we will let you know. Booth Spaces are assigned on a first come first serve basis. Please note the bazaar coordinator has the right to move your booth space at anytime.

## Stage

<b>15</b> \$85 8'FX 6'D	<b>16</b> \$75 8'FX 6'D	<b>17</b> \$75 8'FX 6'D	<b>18</b> \$75 8'FX 6'D	<b>19</b> \$85 8'FX 6'D
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Balls

8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D
\$85	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$85
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>		

D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D	D,9 X 8'FX 6'D
\$85	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$85
<b>60</b>	<b>59</b>	<b>58</b>	<b>57</b>	<b>56</b>	<b>55</b>	<b>54</b>	<b>53</b>	<b>52</b>	<b>51</b>	<b>50</b>
<b>45</b>	<b>46</b>	<b>47</b>	<b>48</b>	<b>49</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>53</b>	<b>54</b>	<b>55</b>

8'FX 6'D	8'FX 6'D	8'FX 6'D	8'FX 6'D	8'FX 6'D	8'FX 6'D	8'FX 6'D	8'FX 6'D	8'FX 6'D	8'FX 6'D	8'FX 6'D
\$85	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$85
<b>44</b>	<b>43</b>	<b>42</b>	<b>41</b>	<b>40</b>	<b>39</b>	<b>38</b>	<b>37</b>	<b>36</b>	<b>35</b>	<b>34</b>
<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>

8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D	8'FX 6.5'D
\$85	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$85
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>		

<b>Key</b>
F= Front
D= Depth

<b>5</b> \$85 8'FX 6'D	<b>4</b> \$75 8'FX 6'D	<b>3</b> \$75 8'FX 6'D	<b>2</b> \$75 8'FX 6'D	<b>1</b> \$85 8'FX 6'D
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**Entrance/  
Exit**



DO NOT SEND

DR 0098 (08/16/17)  
COLORADO DEPARTMENT OF REVENUE  
Denver, CO 80261-0013  
Colorado.gov/Tax

# Special Event Sales Tax Return

## General Information

### Special Event License Requirement

A special event license must be applied for prior to an event. If you do not have a license, submit the Vendor Special Event License Application for Single or Multiple Events, DR 0589, available at [Colorado.gov/Tax](http://Colorado.gov/Tax).

### Who Must File

Vendors or organizers must file a return to remit the sales tax they collected at a special event. A special event means a retail sales event at a location where there are three or more vendors. If a farmer or retailer at a farmers' market sells prepared (ready-to-eat) food or other tangible property, that business should have a Colorado sales tax license. To apply for a standard sales tax license, complete the Colorado Sales Tax Withholding Account Application, CR 0100AP.

### When To File

Returns are due by the 20th of the month following the date the event began. For example, if the event runs from June 30 to July 2, the return and tax are due July 20. Note: If this return and remittance is postmarked after the due date, a penalty of 10% plus 0.5% per month (not to exceed 18%) is due.

### Colorado Account Number

Enter your eight-digit account number and four-digit site/location number. For example: XXXXXXXX-XXXX. Each special event return must have a site/location number entered on the return in order to be processed. This helps the Department identify and properly allocate local jurisdiction taxes that are paid with the return.

If you have applied for your license, but do not have your account number, contact the Customer Contact Center at 303-238-7378 for assistance.

### Event Period

Enter the dates from the beginning of the event to the end of the event as MM/YY-MM/YY.

### Location Jurisdiction Code

Enter the six-digit location jurisdiction code for your site/location. The code can be found on your Special Event License under 'Liability Information' or in the Location/Jurisdiction Codes for Sales Tax Filing, DR 0800.

### County of Event

Enter the county location of the event.

### Service Fee (Discount)

A "discount" is given to vendors who timely file and pay their sales taxes. If your return and payment are postmarked and received timely, you can subtract the applicable service fee from your sales

tax due on line 10 of the return. Note: not all jurisdictions allow a service fee. Refer to the DR 1002 for more information.

### Filing an Amended Return?

If you are filing an amended return, mark the amended return box. A separate amended return must be filed for each event. The amended return must show all lines as corrected, not merely the difference(s). The amended return replaces the original in its entirety.

### Recommended Forms and Resources

- Resources available on the Colorado Taxation web site [Colorado.gov/Tax](http://Colorado.gov/Tax)
- Sales and Use Tax General Information and Reference Guide, DR 0099
- FYI Sales 4: Taxable and Tax-Exempt Sales of Food and Related Items
- FYI Sales 9: Sales Tax Licenses and Filing Requirements
- FYI Sales 55: Sales Tax Requirements for Flea Market and Swap Meet Operators
- Colorado Department of Revenue Electronic Funds Transferred (EFT) Program For Tax Payments, DR 5782
- Authorization for Electronic Funds Transfer (EFT) For Tax Payments, DR 5785
- Sales Tax Web pages
- The Colorado Business Resource Book, [coloradoSBDC.org](http://coloradoSBDC.org)

## REVENUE ONLINE FILING INFORMATION

### You can File Your Return Online!

To save time and to reduce filing errors, file your special event sales tax return using Revenue Online. Go to [Colorado.gov/RevenueOnline](http://Colorado.gov/RevenueOnline) and follow these steps:

1. Under Quick Links, click on File a Return.
2. Click on Special Event Sales Tax.
3. Read the information on the page, and then click Next.
4. A list of events will be sorted by location. Click on the Event Name for your event. If your event is not listed, there is an option to complete a blank form online by clicking on the 'Click here if the event you attended is not available' link.
5. Follow the prompts and file your return.

Note: The forms are custom-made for each special event, including appropriate state-collected tax rates. Please make sure that you select the correct event. Online forms are not available for every special event.

If you cannot file through Revenue Online, complete this return in its entirety and mail with payment to:

Colorado Department of Revenue  
Denver, CO 80261-0013



170098 19998

DR 0098 (08/16/17)
COLORADO DEPARTMENT OF REVENUE
Denver, CO 80261-0013
Colorado.gov/Tax

Special Event Sales Tax Return

Form with fields for SSN, FEIN, Name, Address, Event Period, and tax calculation lines 1-15. Includes checkboxes for amended return and various tax codes.

Signature (Signed under penalty or perjury in the second degree.) Date (MM/DD/YY) 15. Total Amount Owed (355) \$