

## **Craft Fair Vendor FAQ**

Directions to Eaglecrest High School – 5100 S. Picadilly St. Centennial, CO 80015

Enter the campus at the main entrance on S. Picadilly Street

This main entrance is a 3-Way Stop onto Raptor Way

The school's digital marquee sits at this entrance

There is a church on the opposite side of the intersection

Continue down the main drive which will veer to the right (south)

Doors are open to the public from 9am to 3pm

### **Access Time**

- The doors will open at 7am for you to unload your items.
- Check-In Starts at 7am, please check-in before unloading

### **Unloading**

- You should unload in the North lot near the Athletics entrance.
- After unloading, You MUST move your car to the opposite end in the South lot, this allows shoppers easier access to visit us.

### **Volunteers**

- We will have Volunteers to help you unload and load your cars.
- Consider making a Donation to the PTCO to show your appreciation.

### **Tables & Chairs**

- Tables are available for rental during registration and 2 chairs per vendor booth will be available. Items are limited, please do not expect we will have any additional available.
- If you paid for them in advance they will be at your booth.

## Electrical

- If you purchased electrical, please bring extension cords and or extra plug adaptors you get 1 plug so if you need more bring an adaptor to plug in other things, it is very possible you will share the outlet!!!
- Please be prepared to bring tape to secure your own cord so you don't trip.

## Taxes

- It is your responsibility to pay your city and state taxes - 8.0%
- You are responsible for manning your booth, collecting money and taxes from sales, and remitting the tax money to the proper agency.
- We are Arapahoe County.
- Both the City of Aurora and the State of Colorado require sales tax licenses.
- Again you are responsible for:

## City of Aurora

[www.auroragov.org](http://www.auroragov.org)

Tax and Licensing Division

15151 E Alameda Parkway

Fifth Floor PO BOX 33001

Aurora, CO 80041

(303) 739-7800 (303) 739-7559 fax

City of Aurora 3.75%

State 2.90%

RTD 1.00%

Cultural 0.10%

Arapahoe County 0.25%

Total Rate 8.00%

The rest of the tax is turned into the State of Colorado. State of Colorado: [www.coloradogov.org](http://www.coloradogov.org)

**Our Day At A Glance:**

**7am – Check-In, Move-In and Set Up**

**8:00am - Complimentary Morning Refreshments (Gym Foyer)**

**9am - Craft Fair Opens - Enjoy, Happy Selling and Networking!!!**

**12pm – Lunch Delivery (Ordered @ Registration)**

**3pm - Craft Fair Closes – THANK YOU FOR SUPPORT!!!**

**After 3pm - Breakdown and Move-Out**

**\*\*Please complete your final transactions; however, breakdown should not take place prior to 3pm. The building will be closed by 4:15pm.\*\***