



CHARIS CRAFT FAIRS & MARKETS

TERMS & CONDITIONS

Please carefully read all Terms & Conditions listed below.

Eligibility:

- Must be able to work within Federal and State laws. This will not be handled by CBC or AWM, and we will not collect any fees from vendors.
- Each vendor assumes full financial and tax liability for their sales.
- **Must be current with the City of Woodland Park sales tax payments.**
- Must complete the City of Woodland Park "1-4 Day Event" license application and deliver to Charis Market staff.
- Must pay the Vendor Booth Fee.
- Must agree to the "Use of Building" waiver.
- Must be able to commit to being open during the entire Market.
- Must be a craft vendor in the Woodland Park community or current staff/students of Charis Bible College/Andrew Wommack Ministries with original and handcrafted arts and crafts.
- No reselling of home goods or body care products, and no multi-level marketing products.
- No hot food sales.
- Canned goods or artisanal food may be considered on a case-by-case basis with proof of proper licenses.

Responsibilities:

Charis Bible College/AWM will provide:

- One 51sq.ft booth space per craft vendor. (8.5' W x 6' D)
- One 6ft table w/ tablecloth and two chairs.
- Electricity for vendor displays on a first come, first served basis.

Craft Vendors will provide their own (if needed):

- One additional table up to 6ft long w/ tablecloth.
- Extension cords and power strips, if needed.



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- Display Needs: (Must fit in the designated 6 x 8.5 space)
 - Grid walls, display racks, clamps/clips, etc.
- Cart for Load In/Teardown.

Other Rules:

- Vendors will not use incense or diffusers in the Banquet Hall.
- Vendors will not place display items outside the permitted booth space.
- Vendors will complete their booth setup by designated and communicated date and time.
- Vendors will provide documentation for items labeled "certified, organic, etc" if requested by customers.
- Vendors will be prepared to receive debit/credit card payments and have liability insurance. (Recommended, not required)
- Vendors will keep children in the booth space and always supervised by a parent or guardian.
- Vendors will bring a covering for their booth while the Market is closed.

AWM/CBC shall not be held liable for any loss, theft, or damage to merchandise displayed or stored at vendor booths.

Approval Process:

- Craft vendor booth applications are approved based on goods sold, professionalism, visually appealing display, and ability to fulfill all requirements.
- Booth location will be assigned *in order of received completed applications and Vendor Booth fee payment from craft vendors eligible to participate.*
- Applying does not guarantee a spot, but you will be notified in a timely manner.

Questions about the Market:

Contact the Conferences & Events team by email at ConferenceStaff@awmi.net. Please put **"Market Vendor"** in the subject line so that your inquiry can be sent to the appropriate team for handling.

Questions about business licenses or taxes:

Contact Anita Riggle with the City of Woodland Park.

Phone: 719-687-5214

Email: ariggle@city-woodlandpark.org