

Lafayette Art Market - Art Night Out



Vendor Handbook & Load-in Guide

- **Location:** Public Road (between Emma St and Cleveland St) •
- **Date(s):** Second Friday of each month from May through September •
- **3PM:** Load-in Time
- **4:15 PM:** Vendor Vehicles off the street
- **4:45 PM:** Set-up Complete
- **5 PM:** Market Opens to public
- **9 PM:** Tear-down may begin
- **9:15 PM:** Load-out may begin
- **10 PM:** Street Cleared
- **Booth Number and Map attached**
- **NO DOGS!**

Load - In Traffic Flow Instructions:

- **DRIVE SLOWLY!**
- All vendors load in via Public Rd.
- Booth Numbers between 1 and 32 enter from the South (cross-street is Emma).
- Booth Numbers between 33 and 51 enter from the North (cross street is Cleveland).
- **NO EXCEPTIONS!**
- Please note your booth number before you arrive.
- After arrival, pull your vehicle directly to your booth area and unload it immediately.
- Booth numbers will be marked in chalk on the street.
- **DO NOT BLOCK** the street.
- **DO NOT** park your vehicles along the curbs
- Directly after unloading, **EXIT** via East Chester Street.
- There is free parking in the Señor Gomez parking lot one block south.
- You may park in the adjoining neighborhoods
- **NOTE:** **NO PARKING** is allowed in the EZ Pawn parking lot

Booth Setup Details:

NO DOGS!

NO WIFI Provided!

- Tents must be no larger than 10 ft x 10 ft (INCLUDING AWNINGS)
- Tents must be securely weighted at each leg (40lbs PER TENT LEG).
- Tent legs must fit within the designated chalk lines, no exceptions!
- All booth tents, tables, furniture, signage, displays, decoration etc. are the sole responsibility of the vendor and are not provided.
- Booth electricity is not available.
- Battery-powered lighting is acceptable.

NOTE: Gas generators and gas-powered lanterns are NOT allowed.

See City Fire Marshall Vendor Guide below for more information on vendors compliance.

Lafayette Art Market is not responsible for “termination” of a booth by the Fire Marshall due to non-compliance and a refund will not be made under any circumstance.



HEAT: Be prepared!

It will get hot as the season progresses, so we recommend bringing anything that will make your market experience more comfortable:

- Sunscreen, Water, Shade, Battery Powered Fans or Misters, etc.
- There is a free water bottle refill station at the southwest corner of the Starkey Building on Festival Plaza. Bottled water is also for sale at the beverage booths.

Breakdown and Load-out:

The event closes at 9pm, and vendors are expected to operate for the full duration of the event. Any vendor who breaks down their booth space prior to the close of the market will not be invited to participate in future markets

- 9:00 pm: Tear-down Begins. Pack up everything prior to retrieving vehicles.
- 9:15 pm: Vendor Vehicles Allowed Access - EXIT ONLY VIA CHESTER ST!
- 10:00 pm: Street reopened to traffic.

Weather:

Art Night Out is a “rain or shine” event, and will only be canceled - or called early - in the event of extreme weather conditions or an emergency situation. In the unlikely event of cancellation or early closure, there will be no refunds or rain-checks given. Closure or cancellation of this event is at the sole discretion of The City of Lafayette’s Arts & Cultural Resources Department, in coordination with Lafayette P.D. and the City’s Risk Manager.

Business Licensing and Taxes:

Vendors accepted to participate in Art Night Out must possess a current Colorado state sales tax license. Each vendor is responsible for remitting all sales tax to local, county and/or state authorities. As per the Colorado Office of Economic Development & International Trade: all product sales are subject to sales tax, and Lafayette Art Market's individual vendors selling at art and craft fairs must collect and remit state and local sales tax. State of Colorado Tax Information. The Colorado Department of Revenue offers single event and multi-event sales tax licenses. A multi-event license allows the vendor to attend as many events as desired during the licensing period. More information can be found here:

<https://www.colorado.gov/pacific/tax/sales-tax-file>

Lafayette Sales Tax Rate.

For product sales at Art Night Out, all vendors must charge sales tax of 9.205%. Please visit <https://www.lafayetteco.gov/954/Rates> for information on remitting sales tax to the City of Lafayette. We cannot offer further information or advice relating to sales tax collection and/or remittance.

Contact Info: If you need to contact us for any reason on (or before) the day of the event, please email *info@lafayetteartmarket.com*