


MOLLIE MCGEE'S MARKET, INC. 2018  
FALL MARKET—OCTOBER 20 & 21  
HOLIDAY MARKET—NOVEMBER 17 & 18  
SET UP INFORMATION

- **SHOW SET-UP:** Check-in table - west dock doors.  
**Friday:** 2:00 pm - 8:00 pm (sometimes sooner if we are ready).  
**Saturday:** 7:00 am to 8:45 am We reserve the right to sell your space if you are not checked in & setting up by 8:00 a.m. You must be set up completely by 8:45. EVERYONE must check in prior to setting up.  
**Sunday:** 9 am—9:45 am to restock booth.
- **UNLOADING:** No unloading directly behind the west dock doors. Leave room in between for others to get by. Unload quickly and move your car to outlying parking. Please be courteous to your fellow crafters. NO LOADING OR UNLOADING ON EAST SIDE !!! You could be ticketed—This a Boulder County rule.
- **PARKING:** No Parking at any time in handicap parking areas without a permit; Trailers: Park in designated large Vendor parking areas; no parking where curbs are red or signs say “no parking”; no parking directly behind dock doors. Do not park or use the road access on the East side of the building. The Fire Marshall and police often check the lot. Ask questions if unsure.
- **SATURDAY:** Be in your booth ready to sell no later than 8:45 am. Show hours: 9 am - 5 pm. (You can set up from 7:00 am - 8:45 am.)
- **CONCESSION** is open all day. You can preorder lunch at the kitchen & it will be delivered to you.
- **SUNDAY:** Be in your booth ready to sell no later than 9:45 am. Show hours: 10 am - 4 pm. (Access to the building to restock is 9:00 am Sunday).
- **TAKE-DOWN:** Sunday 4 pm. No early take-down - Unless we authorize...it is not fair to other vendors or shoppers. Cars not allowed in building and no parking on the east side.
- **DOOR PRIZES:** We have drawings for Mollie McGee gift certificates spendable at our shows. If you receive one for a purchase at your booth, please honor it. Simply turn in the certificate to us for reimbursement. Thanks!
- **Space size:** Walls 10' deep x 12' wide. Aisles & Corners: 8' deep x 10' wide; Row E - 10' deep x 10' wide. Note: Some corner spaces have posts slightly inside the space due to building configuration. Call if questions.
- **Security:** Provided overnight Friday and Saturday and have a presence during the show. Recommend you cover display at night, turn off any lights, and remove highly valuable items.  
 Mollie McGee's Market, Inc. assumes no responsibility for losses.
- **New this year:** We will allow strollers on Saturday at 1:00 p.m. (and all day on Sunday).

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- **Electricity:** Available for \$20. May be available at the last minute. A grounded extension cord(s) will come in handy - 10' or so should do it. If you have multiple cords, do not plug all cords into a single outlet on the power bars This can cause an overload and blow the circuits. Bring a power strip to plug into the electric bar, then plug in extension cord(s).
- **Booth Drapes, Canopies:** flame retardant material. NO ROOFS allowed on canopies.
- **Tape:** only BLUE PAINTERS TAPE may be used. NO tape on walls.
- **Helium Balloons & Open Flames:** NOT ALLOWED (absolutely no lit candles).
- **Tables, Chairs, Dollies:** not available-Please bring your own.
- **Money:** Don't forget to bring plenty - we do not provide.
- **Food Sales:** We must authorize in advance. A link to Boulder County Health Dept. Questionnaire for Food Venders will be sent to you with your contract beginning in 2018 – Fill it out please. NO unauthorized food.
- **Tax:** You must have a tax license. You are responsible for collecting state & RTD tax & submitting to the State of Colorado. No city tax need be collected. Contact the Colorado Dept. of Revenue for information: <http://www.colorado.gov/cs/Satellite/Revenue/REVM/1176842266433>. See FYI Sales 9. This publication covers both the standard sales tax license and the special events license. Tax charts will be available at the show. You need a Special Events license.
- **Cancellations:** No refunds unless we can resell your space; \$25 cancellation fee (\$50 if less than two weeks prior to show). No refunds if show is cancelled due to weather or if the County shuts down facility in an emergency. Note: In an evacuation emergency situation in the area, the fairgrounds is designated as an evacuation center.
- **Animals & Children:** We love them all, but: No animals (except certified service dogs) allowed in the building, and please do not leave them in a vehicle. Best to leave at home. *Children: Please maintain control of them – we do not want injuries or accidents!*
- **Wi-Fi** currently available. “Public” – no password.

**www.molliemcgee.com**

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