



2021 SOTH MARKET VENDOR INFORMATION

Shepherd of the Hills Presbyterian Church
11500 W. 20th Ave, Lakewood CO 80215
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Event coordniator: Holly Meiklejohn - holly@smeiklejohn.com

SOTH Market is a Free community event with Food Trucks, BBQ, Local Brewed Root Beer, Entertainment, Shopping, Handmade Crafts, and Fun activities for the entire Family! This event occurs the 3rd Saturday of June, July, and August from 9am- 2pm.

DATES: [June 19th](#), [July 17th](#) & [August 21st](#) from 9 a.m. to 2 p.m., vendor set-up starts at 6:30 a.m., take-down begins at 2:30 p.m. (Vendors are asked to participate in ALL three events)

REGISTRATION: The registration form and fee are due for the 2021 SOTH Market by [May 15, 2021](#). Please be early as space fills up fast. New applicants must submit photographs of crafts. Registration Fee: \$60 non-refundable, one-time registration fee for ALL three events. Please pay by check or cash only (No Credit Cards). Vendors will be asked to make a donation of 10% of total sales to Shepherd of the Hills church. Make checks payable to Shepherd of the Hills Presbyterian Church, 11500 W. 20th Ave., Lakewood, Co. 80215. Attn: Holly Meiklejohn,

LICENSING: 1. Vendors are required to obtain a Colorado Special Event Sales Tax License prior to the event using the Sales Tax Special Event Application Form DR0589. Get the form and detailed instructions from www.Colorado.gov/tax. Mail it back to them with the appropriate fee. 2. Charitable organizations must be registered as tax exempt through both the State of Colorado and the City of Lakewood. If the organization makes more than \$25,000 during a calendar year, it must obtain a sales tax license from the State of Colorado. 3. City of Lakewood licensing is not required of vendors. However, if you are already a business that has a City of Lakewood Sales Tax License, you will file your tax reporting form along with payment to the City of Lakewood. Please list your sales tax license number on the SOTH Market registration form.

TAXES: All vendors, except for charitable organizations, must collect sales tax for the State of Colorado (4.5%) and City of Lakewood (3%). The Colorado Department of Revenue has information on how to file and pay your collected taxes online after the event. For information about the City of Lakewood tax, call 303-987- 7630 or www.lakewoodcitygov./tax. File your own reporting form along with payment to the City of Lakewood by [September 30, 2021](#).

SMOKING & PET POLICIES & SECURITY: Shepherd of the Hills Presbyterian Church is a non-smoking facility. Dogs must always be on leash during Market Hours. Neither the church nor the staff shall be held responsible for any lost or stolen items.

COVID PROTOCOL: Vendors are responsible for observing COVID-19 requirements that may be in affect at that time, including social distancing and masks.

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2021 SOTH MARKET VENDOR REGISTRATION FORM

Registration form and payment are due for the 2021 SOTH Market by [May 15, 2021](#).
(CASH OR CHECK ONLY)

First & Last Name: _____

Business Name: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone: _____

Sales Tax License #: _____

Description of product:

AGREEMENT Vendors will participate in all three Saturdays unless specified in advance. Vendors will assemble, maintain, and man booth through breakdown at the end of each Saturday. Vendors agree to make a donation of 10% of total revenue to Shepherd of the Hills Church. Vendors will provide their own shade covering (Tent/Tents), Chairs and Tables/Displays (A limited number of folding tables may be available through the church. Must be reserved when sending registration form in.) Vendors are responsible for observing COVID-19 requirements that may be in affect at that time, including social distancing and masks. I verify that the above information is correct. My booth will be manned and stay assembled during Market hours between 9 a.m. – 2 p.m. on those Saturdays. **All vehicles must be moved to the area paralleling Robb Street or to the southern edge of the upper parking lot after unloading so that there is plenty of parking for shoppers.

I agree

Signature: _____

date: _____

Please be early as space fills up fast. New applicants must submit photographs of crafts. Email your photographs to Holly Meiklejohn at holly@smeiklejohn.com. If you email your photos, please put a note to that effect on your registration form. Marketing efforts will include advertisements in the local city papers, the church website, Christian radio station calendars, posters, and flyers in and around the church, direct-mail postcards, electronic sign boards, and appropriate yard signs. Vendors may add names to the postcard mailing list if submitted to the church by June 9, 2021. A PDF of the flyer and postcard will be forwarded to each vendor for her/his use in notifying friends or customer base. All social media collateral will be made available to vendors for cross promotion. We look forward to having you join SOTH Market!