

The 20th Annual North Pole at Tri-Lakes Arts and Crafts Fair



Vendor Information

The 20th Annual North Pole at Tri-Lakes Arts and Crafts Fair will be held Saturday, December 5, 2026 at Bear Creek Elementary School, 1330 Creekside Dr. in the Jackson Creek neighborhood (corner of Leather Chaps/Creekside)

Admission is free. Nonperishable food items, sporting equipment, toys, or cash donations are appreciated and will be given to Tri-Lakes Cares. Our theme is the North Pole at Tri-Lakes, and the Fair takes place on the same weekend as Monument's "Small Town Christmas".

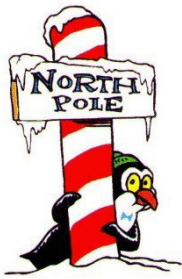
**Monument Hill Kiwanis Club sponsors this event:
and we would love to have you as a Vendor at our fair this year.**

- Handcrafted and commercial items are permitted. Please no flea market items and only licensed food items. We allow only the first paid-in-full vendor per franchise (Discovery Toys, Scentsy etc. ...).
- A standard size booth space is 8' X 10'. Vendors are welcome to purchase 2 full booths to accommodate their needs (early registration suggested).
- A standard size 8' X 10' booth costs \$85.00 prior to 10/31/2026 - \$100.00 thereafter. There is a \$15.00 charge for electrical power if needed.
- All registrations are subject to approval. Any registration rejected will receive an immediate refund to the payment method used. **ALL REGISTRATION IS ONLINE THIS YEAR** – payment may be made at online registration or mailed in. Registrations are considered final after all required payments are received.

- You will receive a refund only if you cancel by November 12th and your space can be filled by another vendor. There will be no refunds for cancellations after November 12th.
- Management assumes no responsibility for any loss or damage to your display or merchandise during the show and after hours.
- No table or chairs are provided; you are responsible for your own displays. No over-height popup booth structures or displays are permitted!
- Vendor set up will be from 5:00 p.m. to 8:00 p.m. on Friday, December 5th. Saturday morning set-up will start at 7:00 a.m. and must be completed by 8:30 a.m.
- There is plenty of onsite parking for vendors and customers. Load-in and Load-out assistance will be available – you will be directed during setup and take down hours.
- Vendor booths must stay open until the close of the show, 4:00 p.m. Saturday.
- The school will be locked Friday evening. We suggest you bring something to cover your display and remove any items of value, or plan on setting up Saturday morning. Do not leave cash or checks in your booth overnight.
- Complimentary coffee, donuts and cookies will be provided in a separate non-public space during the fair.
- By school regulation, no tape or nails may be used on the walls, no flammable decorations can be used, and there is no smoking on school grounds.
- Vendors are asked to help in our publicity efforts by distributing flyers. These will be attached to your confirmation notice. Feel free to duplicate the publicity flyer or call for more copies. A larger fair allows us to maximize commercial advertising in newspapers, signs, radio, and flyers posted throughout the community.
- The day is long and we ask that you please arrange for childcare and not include small children in your booth. If you have musical decorations and/or music, please be courteous to other vendors and keep the volume low.

All net proceeds from this event support Monument Hill Kiwanis grants which benefit District 38 programs and the Tri-Lakes Area. Thank you for supporting MHKC and our community.

For additional information please contact: Jim Ward 303-618-2878 or Dick Salverson, 469-307-1507 or mhkccraftfair@yahoo.com or Monument Hill Kiwanis, PO Box 102, Monument, CO 80132



**19th Annual
North Pole at Tri-Lakes
Arts and Crafts Fair
December 6th 2025
Vendor Application**

BUSINESS NAME: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE _____ EMAIL: _____

TYPE OF ART OR CRAFT or OTHER BUSINESS _____

SPACE REQUIRED: 1 Single Booth (approx. 8' X 10') _____

2 Adjacent Booths (double): _____

ELECTRICITY REQUIRED? _____YES _____NO

OTHER SPECIAL NEEDS (please specify): _____

Please indicate how many years you have participated in our show: _____

SELECT THE BOOTH SIZE AND ELECTRICAL SERVICE YOU WISH

Fee for Standard Size Space (approx. 8' X 10'): \$85.

*No electrical service required, registration prior to 10/31/2026

Fee for Double Booth, \$170.

*No electrical service required, registration prior to 10/31/2026

Fee for Standard Size Space (approx. 8' X 10'): \$100.

*Electrical service required, registration prior AFTER 10/31/2026

Fee for Double Booth, \$185.

*Electrical service required, registration prior to 10/31/2026

*Registrations received and paid after 10/31/2026 are \$15.00 additional

TOTAL \$

METHODS OF PAYMENT:

 Payment made in full at online registration

 Payment will be mailed in following online registration
Please make checks payable to and mail to:

Monument Hill Kiwanis Club
PO Box 102
Monument, CO

(Please ensure your business name is noted on the check to match your registration. Registrations are final only after full payment is received.)