

Important Information

Young Entrepreneurs Holiday Marketplace

REQUIREMENTS

- Business owners are between the ages of 6 and 21 years.
- We anticipate 400-500 shoppers. Be able to have enough time to produce an appropriate amount of products, or accommodate special orders.
- Youth participants are expected to attend the Marketplace from 9 am-2 pm.
- You will need to keep track of your total sales in order to pay the proper sales tax through Young Americans. All businesses are required to pay sales tax.
- All products must be original products that are made or assembled by the child.
- **No manufactured or wholesale products will be accepted.** Food items that are sold must be homemade, not store bought. This helps us prevent the resale of store bought foods. We encourage you to use your own creativity and recipes when bringing any food items to the marketplace.
- Business owners will create and display a price list clearly marked with their product prices.
- Booth ☐ reservations will not be held without all portions of the application and payment.
- **Special booth requests cannot be accommodated.** All booths must have a child (not an adult) selling the products or services to the customers at all times.

BOOTHS, TABLES, SIGNS

- Your display space is limited to the **top of the table only**. Additional stands, racks, tablecloths and tables are not allowed. If it is taller than the Young Entrepreneur, then it's too tall! Do not drape or tape anything on the walls or hand railings.
- Booth fee includes: 48"x30" table with tablecloth. One chair; (no additional chairs are permitted due to space limitations), moneybag, receipt book, pen, calculator, and an 8.5" X 11" business sign.
- There is NO Public Wifi access in the building.
- Spaces are pre-assigned at the discretion of Young Americans to ensure proper traffic flow and equal exposure for all young entrepreneurs. **Changes will not be made.**
- Tables are arranged in a specific order. Please do not move the table. Store extra materials under the table and out of view.

SET UP & BREAK DOWN

- Set up from 8:30 am to 9:45 am **Note:** The building will not open until 8:30
- **The elevator is for handicap access ONLY.** Please plan to carry items up or down the stairs. Parents may help children set up booths, but are not required to stay for the Marketplace. **Note:** Space behind the booth is very limited.
- Booths may be taken down at 2:15 p.m., no earlier please!

WHAT TO BRING

- At least \$20.00 worth of small bills and change to begin with for your customers. Maura McInerney and Amanda Krische will have change during the day. Businesses can take cash or checks written to Young Americans Center for Financial Education (YACFE). Checks will be cashed out throughout the day by Maura McInerney.
- Flyers, business cards, order forms, or any other promotional information you have available.
- A water bottle and some healthy snacks. It can be a long day.
- A BIG SMILE -- to better sell your products to the community.

Young Entrepreneurs Marketplace

Media Release (one per participant)

_____ I DO give permission

_____ I DO NOT give permission for my child to be photographed, videotaped or interviewed, and give permission to use resulting photographs/ videotapes/ interviews/ for any lawful activities. I also understand that this information may also be used at a later date on the website of Young Americans Center for Financial Education or in a future media publication.

Name of Youth under 18 (print)

Age

Name of Adult (print)

Phone

Signature of Adult/Parent/Guardian

Date

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Name of Adult (print)

Phone

Signature of Adult/Parent/Guardian

Date

PARKING - Denver 3550 East First Avenue, Denver CO 80206

- Loading and unloading is available in front of the building on Monroe.
- **Elevator is for handicap access only.**
- After unloading, please move your car to a side street or the Daniels Fund Parking Lot.
- Please leave the garage and Monroe Street available for shoppers!

