

St. Columba Christmas Bazaar  
Saturday, December 5th from 8:00am - 3:00pm  
**CRAFTER AGREEMENT & REGISTRATION FORM**

Hello Crafters!

St. Columba is excited to announce we will be holding our annual Christmas bazaar! Our goal is to provide an opportunity to showcase your crafts. We will host the bazaar both inside the gym. Since we only have a limited amount of tables to provide to crafters, you will only be able to rent a maximum of two tables.

**Communication:**

- Parish Office address: 1830 East 2<sup>nd</sup> Avenue, Durango, Co 81301
- Email address: bazaar@stcolumbacatholic.org, (please add this to your contact list to avoid emails being sent to the spam/junk folders)
- Phone: (970) 247-0044 ext. 14,, parish office phone where messages can be left and will be returned.

**Dates and Times:**

**Friday, December 4, 2026** set up starts at **5:30 pm and ends promptly at 7:30 pm**

Please be respectful of the fact that the school runs an after-school care program and there are children on the grounds until 5:30 pm or later. Cones set in the parking lot need to stay in place until school personnel remove them; this is for the safety of our children.

**Saturday, December 5, 2026:** Set up will open at 7:00am for those who were not able to set up on Friday evening. The bazaar will be open to the public from 8:00am - 3:00pm.

Due to the limited space and availability of tables, crafters will only be able to rent up to two tables per booth, crafters may choose to bring their own tables. Booth space for new crafters in 2026 will be on a first come first serve basis. We will honor our 2025 crafters with their previous booth space again in 2026. **The deadline for forms and payment submission is Wednesday, November 4, 2026.** A confirmation email will be sent out by **Friday, November 6** to those who have been accepted into the Bazaar.

Food service is provided for the public, as well as for vendors. Because we provide food service, we ask that anyone selling food items package the products for home consumption. No one should be selling cookies, as we already have a booth for this. **Reminder:** Any vendor selling food items must bring a "Cottage Foods" course certificate provided by the State of Colorado. A completion certificate must be on file with us before you can set up at the bazaar. All food items must be individually wrapped.

All items must be homemade. This is a craft sale for homemade items, not those made by mass production. Anyone displaying mass-produced (commercial) items will be asked to remove those items from the sale.

We are always pleased to host this community event featuring your creative items. We look forward to working with all of you. Please do not hesitate to contact us with any questions or concerns you may have.

Thank you! Bazaar team

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**Information from the City of Durango**

The City of Durango is working to ensure that all vendors properly collect and remit sales tax in accordance with city code. We are sharing this information with all vendors participating in the St. Columba Christmas Bazaar.

If you operate a small business and do not currently have a City of Durango business license, City staff are available to assist you:

- For sales tax information or help filing a sales tax return, call **970-375-5033** or email **SalesTax@DurangoCO.gov**.
- For questions about the business licensing process, call **970-375-5010** or email **Clerk@DurangoCO.gov**. An [online licensing application](#) is also available.

St. Columba is also looking into obtaining an event license that would allow us to collect and remit sales tax on behalf of non-business vendors, such as home hobby crafters and those participating in the bazaar on a one-time basis.

We will share more information as soon as we receive further guidance from the City of Durango. In the meantime, please review the information above and consider which option applies to you.

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I (print name) \_\_\_\_\_, agree not to hold St. Columba Parish, Youth Ministry, School, or the Diocese of Pueblo responsible for any injury or damage which could occur to myself, a fellow crafter, or shopper as a result of my individual display at the St. Columba Christmas Bazaar, Friday, December 4 and/or Saturday, December 5, 2025.

I am responsible for the set-up and takedown of my booth, the transportation of my items, display, and removing all trash and recyclable items. Therefore, should any component of my booth display fail, I will not pass on that liability to St. Columba Parish, Youth Ministry, School, or the Diocese of Pueblo. **I understand that the opportunities for setup are Friday, December 4 from 5:30-7:30pm, and Saturday, December 5, beginning at 7am.**

I assume full responsibility for the items I am selling. St. Columba Parish, Youth Ministry, School, or the Diocese of Pueblo is in no way responsible for the items sold at my booth as part of the St. Columba Christmas Bazaar.

I understand that only homemade items are acceptable, and that commercially produced items will not be allowed for sale at the bazaar. Because the St. Columba Youth Group provides food for vendors and shoppers, I agree to package any food products that I sell for home consumption only.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please make checks payable to St. Columba (Christmas Bazaar in the memo) and return to St. Columba Church c/o Parish Office, 1830 E. 2<sup>nd</sup> Ave., Durango, CO 81301. **Checks must be received by Wednesday, November 4, 2026.**

**We ask that you not sell cookies, as a cookie booth will already be set-up. Vendors selling food must have the "Cottage Foods" completion certificate on file with St. Columba before you can set up at the bazaar. All food items must be individually wrapped.**

Confirmation emails will be sent out by **Friday, November 6** for those accepted into the bazaar. ALL returning vendors from 2025 will have their same space this year. New vendors will be chosen on a first come first served basis. Late arrivals (handed in after November 7 will be confirmed at the end of November.

Brief description of craft(s) being sold: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Booth Requested:**

**Paid ✓**

1 table 6ft or 8ft (preference) \$50 \_\_\_\_\_

2 tables 6ft or 8ft (preference) \$100 \_\_\_\_\_

Any other preferences? \_\_\_\_\_

\_\_\_\_\_  
*We will try out best to accommodate your booth request and preferences.*

☐

Please check box if you are planning on Saturday set-up.