



**2018 ESTES PARK WINE FESTIVAL
FOOD VENDOR APPLICATION**

Greetings!

You are invited to complete this vendor application for **THE 4th ANNUAL ESTES PARK WINE FESTIVAL** on **Saturday and Sunday August 11th and 12th, 2018**. The Estes Park Wine Festival will feature wineries, demonstrations, artisans/lifestyle vendors, entertainment and delicious cuisine. The festival will be held in Bond Park in the center of Estes Park, Colorado. We plan to limit the number of Food Vendors based on space and want to make sure vendors complement the local, wine or food categories. Applications must be received (with payment) by **June 30, 2018**. An email confirmation will be sent the week of July 1, 2018. No refunds after July 1, 2018. The EPWF committee is looking for food vendors to complement the high quality of Colorado wines and is open to all restaurants with location(s) in Northern Colorado. Vendor selection will be based on the ability to provide a well-balanced vending area, and if more than one vendor applies with the same type of product, preference will be given to the vendor who applied first. Vendor space is limited, as well as vendor booth space electricity. There will be an added \$25 charge for electricity.

- **Early set-up will be Friday. Regular set up begins Saturday morning beginning at 7 am and must be complete by 10:00 am. Assistance may be provided!**
- **You must stay open for the duration of the event on Saturday and Sunday August 11th and 12th from 11 AM – 5 PM.**
- **Site selection is based upon a ‘first come-first serve basis’ and will be assigned – with application and payment of fee.**

Each vendor will be supplied with a 10’ x 10’ space. Vendors are required to bring a professional sign with name of their company and prices visible, to be placed at their booth. Please fill out the information below and return it with application fee to:

ESTES PARK WINE FESTIVAL – ATTN: TIM 3455 Sandalwood Lane, Johnstown, CO 80534 (970) 218-4545

Please include the application fee of \$275.00. You are responsible to furnish your own pop-up tent. Tents may be rented at an additional cost. Your check will be refunded should your company not be selected.

Please provide below a brief description of your restaurant and cuisine you offer.

- **Tent.** Tent space with protective wind and rain resistant roof. Vendors should prepare for any type of weather, particularly wind and rain (including late afternoons thunderstorms). Tent tie-downs (i.e....water jugs) are **required**. **NOTE: Tents larger than 10X20 need to be fire retardant and approved by Estes Park Fire Department.**
- **Pets.** Pets are not allowed on the festival grounds. Service animals, which are registered with the State of Colorado and used for the purpose of aiding a disabled individual, are exempt.
- **Product Restrictions.** Acceptance is based on the understanding that Vendors will sell only those items listed on their applications. Additional items may NOT be sold without the event organizers expressed consent.
- **Sales Taxes.** Vendors must have either a general Colorado Tax License or a Colorado Single or Multiple Event Sales Tax License. For information about Colorado Sales Tax Licenses, call 303-238-7378 for sales tax info. or visit http://www.revenue.state.co.us/TPS_Dir/home.asp.
- **Each food vendor is required to have or obtain proper permits from the Larimer County Health Department.** Call (970) 498-7000 or go to http://www.co.larimer.co.us/health/forms/plan_review_push_carts.pdf
- **Each vendor is responsible for the collection and payment of sales tax to the State of Colorado as required.**
- **Vendor needs to have proper insurance and must provide a copy of its policy or certificate showing necessary coverage. ***

** NOTE: Food Vendors are required to have minimum insurance coverage in effect that covers the Vendor's booth operations. Please attach copy of declaration page showing valid comprehensive general liability coverage at minimum of \$1,000,000 policy limits per occurrence for Bodily Injury and Property Damage, and an aggregate limit of at least \$2,000,000 CSL. Policy shall reflect coverage for Premises/Operation and Products Liability). The Policy shall name the Town of Estes Park, Estes Park Wine Festival and The Bowers Group LLC as additional insured's for the term of the event. You must have proof of insurance.*

I am a licensed Food Vendor that is registered with the State of Colorado and Larimer County to do business in a Temporary Location

Name _____

Company _____

E-Mail _____

Address _____

City/Town _____ State/Zip _____

Phone _____ Fax _____

***Colorado Multi-Event Sales Tax # _____

We do not guarantee any particular booth location. Electricity will be available for an extra charge of \$25.00.

Please sign acknowledging that you have read all of the information, rules and regulations and agree to be bound by this contract.

Booth Fees: \$275.00 with your own Pop-up Tent (cost per booth space)

X _____ # of 10x10 booth spaces required = \$ _____ Tent? _____ \$150.00

Table and Chairs? _____ \$25 **Total Remittance: \$ _____**

METHOD OF PAYMENT

_____ Check enclosed payable to Estes Park Wine Festival

I understand that I am completely responsible for my booth space and property and bear all liability associated with my booth space and property and my own actions while participating at the **Estes Park Wine Festival**. I also understand and agree that neither **The Bowers Group, LLC.**, the **Town of Estes Park** nor **The Estes Park Wine Festival** is responsible for merchandise belonging to the exhibitor/vendor and is exempt from any liability as a result of participation in the show. I have read, understand and agree to abide by all the guidelines and requirements listed in the enclosed application in addition to all applicable state, city and county requirements and guidelines. Misrepresentation of any merchandise will be grounds for removal from this and all future shows.

Vendor Signature _____ **Date** _____

RETURN FORM & PAYMENT TO:

Estes Park Wine Festival, 3455 Sandalwood Lane, Johnstown, Co 80534.

If you have any questions, please contact Event Coordinator **Tim Bowers**

Tim@estesparkwinefestival.com Cell Phone (970) 218-4545