



120th Annual Strawberry Days Festival – June 16, 17 & 18, 2017

Food Fair Application

To apply to the 120th Annual Strawberry Days Festival: (1) complete and sign the Food Fair Application (pg. 4); (2) include all required materials and appropriate fees; (3) mail to the contact information listed below. **Application deadline is March 15, 2017.** Applications that do not include the required materials or fees will not be considered.

Application Checklist

Please make out your check(s) to: **Glenwood Springs Chamber Resort Association** or complete credit card payment information form on page 5.

If paying by credit card, this will appear on your statement as Glenwood Springs Chamber Resort Association.

Please be sure to include the following with your application:

1. Completed and sign application (pg. 4&5)
2. Booth fee
3. Refundable damage deposit (\$250)
4. A photograph of your booth
5. A copy of your Colorado Retail Food Establishment license.
6. Approval letter from Garfield County Public Health at least two weeks prior to event. (refer to Temporary Vendor Application.pdf)
7. Food menu and price list (Only approved menu items may be sold.)
8. List of dinnerware products used (refer to Zero Waste Policy).
9. **A copy of your general liability insurance policy (\$1,000,000) listing Glenwood Springs Chamber Resort Association as an additional insured.**

Mail your completed application to:

Glenwood Springs Chamber Resort Association, Strawberry Days Festival, PO Box 1238, Glenwood Springs, CO 81602 or EMAIL to: strawberrydays@glenwoodchamber.com

2017 DATES & DEADLINES

- March 15 – Application Deadline
- April 1– Notification Date
- April 15– Cancellation Deadline (No refunds issued after this date.)

Check-in & Setup: Thursday, June 15, 10 a.m. -5 p.m.

Food Court Hours:*

- Friday, June 16 – 12Noon – 10 p.m.
- Saturday, June 17 – 10 a.m. –10 p.m.
- Sunday, June 18 – 10 a.m. – 6 p.m.

*** Your booth MUST be open during festival hours. NO early closings please.**



PLEASE NOTE: People come back to our festival year after year. As a part of our 100-year tradition, FREE strawberries and ice cream are served by the local Kiwanis Club at Sayre Park on Saturday morning after the parade. Additionally, Sunday morning the local Rotary Club serves a pancake breakfast in the food court. Please check strawberrydays.com for other events happening during the festival.

FESTIVAL POLICIES & REQUIREMENTS:

- Booth selection and placement is final and is at the discretion of the committee. The committee will select vendors based on originality, value, menu quality, chamber membership and give special consideration to local restaurants serving their regular menu items. Inclusion of a strawberry food item is encouraged.
- While we make every attempt to accommodate requests for booth placement, we cannot guarantee them. Site layout may change slightly from year to year.
- Vendors must check-in prior to set-up to receive their booth assignment. Vendors will have access to the festival site on Thursday, June 15 beginning at 10 a.m.
- **Vendors must attach a menu and price list with application. Pre-approved food and beverages ONLY will be allowed. Additionally, we would like you to list the dinnerware you will be using so we can ensure that the materials meet requirements for compostability or recyclability (See Zero Waste Requirements on page 3.)**
- Maintain cleanliness in and around your booth space. You will be trained in utilizing a 3-bin sorting system in your booth, featuring compost, recycle and trash, during check-in. You must supply two receptacles (one for trash and one for recyclables). Trash bags and compost collection containers will be provided.
- **Vendors must submit a \$250 site damage deposit. It will be returned two weeks following the festival, following a satisfactory site check by festival staff. Vendors who leave the site without a site check automatically forfeit their deposit.**
- The City Fire Marshal requires a K Guard Fire Extinguisher within food booths.
- Vendors must provide their own tent and equipment.
- Tent stakes are not allowed and tent weights are required.
- The festival is held outside so vendors must be prepared for inclement weather. There is no rain date, and no refunds will be given in the event of inclement weather.
- Parking is very limited near Sayre Park. Overnight parking is not allowed at the park, and vendors are responsible for their own overnight accommodations elsewhere. We will provide accommodations information upon request.
- The organizers of the festival are not responsible for loss, theft or damages of any kind.
- Change is not available on-site. Vendors are required to handle their own cash.
- Pets are not allowed in the park during the festival.
- Alcohol may not be brought into the festival site. Smoking is not allowed.
- There is an additional \$35 fee to cover processing fees on checks returned for NSF.
- Cancellations must be made in writing or via e-mail (angie@glenwoodchamber.com) and received by April 15, 2017. No refunds will be issued after this date.
- Vendors are required to collect 8.6 percent sales tax and remit to the city following the event. Upon acceptance, vendors are required to obtain a City of Glenwood Springs Sales Tax license. <https://glenwoodsprings.munirevs.com/>
- Vendors are required by state law to have their own multiple, special or single event license.



- 1. Go to www.taxcolorado.com. 2. Click box for **Instructions and Forms**. 3. Select **Sales Tax**. 4. To the right of Special Event Application, select **DR 0589 Special Event Application**.
- **Food vendors are responsible for purchasing their own ice.**
- **Food vendors must obtain a Garfield County Public Health Temporary /Special Event Retail Food Establishment license. The cost for the license will be \$115 or \$255 depending on the food being sold. The amount will be decided after the application has been reviewed.**

Zero Waste Requirements

Building upon the success of our green efforts the past five years, we require that vendors serve and wrap food in compostable materials. The only exception is for cold drinks served in recyclable containers, such as aluminum cans, plastic cups and plastic bottles. Please ensure that all dinnerware is compostable (including utensils, paper hot cups & lids, plates, bowls and sample cups) and that cold drink containers are recyclable. Styrofoam is not allowed; non-compliant materials will be removed from the event.

- Utensils must be labeled compostable Plantware or bamboo.
- Paper products, such as plates, bowls, sample cups and hot cups cannot have a plastic, petroleum-based lining. If there is a lining, it must be either corn-based or clay-based. Thick sugarcane plates or the Chinet brand is a great alternative to regular paper plates and bowls.
- Hot drinks must be sold in compostable paper hot cups (with a compostable lid if necessary.)
- Cold drinks are allowed in recyclable plastic bottles, aluminum cans or #1, #2, or #5 plastic cups only. Because they are not recyclable, plastic lids and straws are not allowed.
- Avoid individually wrapped items and landfill-bound packaging, such as chip bags. All condiments are required to be served in bulk and wax paper should replace Saran wrap and aluminum foil.
- Plastic bags will not be allowed to be given out in any form.

To receive guidance & assistance in obtaining compliant materials, all food vendors and samplers are required to contact Alyssa Reindel prior to the event at 970.987.3140 or Alyssa@EverGreenEvents.net. You will also be trained to participate in our green efforts by sorting your waste into recycle and compost bins during the event.



FOOD FAIR APPLICATION

Name of Business: _____
Your Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Cell: _____ Email: _____
Colorado State Multiple, Special or Single Events License number: _____

Booth Size and Fees (select one):

- ___ Single Booth (12x12) \$800 (GSCRA members or local restaurants deduct \$150)
- ___ Double Booth (12x24) \$1,700 (GSCRA members or local restaurants deduct \$300)

TOTAL _____

Please note: Booth and other fees will be deposited upon acceptance to show in April 2017. If paying by Credit Card please attach page 4 of this application.

** Food vendors must obtain a Garfield County Public Health Temporary /Special Event Retail Food Establishment license. The cost for the license will be \$115 or \$255 depending on the food being sold. The amount will be decided after the application has been reviewed. www.garfield-county.com/environmental-health/food-safety.aspx*

** Membership in the Glenwood Springs Chamber Resort Association is encouraged, and members receive discounted rates on booth space. Please contact Joni at (970) 945-1514 or email joni@glenwoodchamber.com for more information or fill out a membership application at glenwoodchamber.com.*

Refundable Site Damage Deposit (required):

___ \$250 Damage Deposit (Please provide a separate check for damage deposit. Refer to Festival Policies and Requirements.)

Additional Requests:

___ Water spigot (no charge, but available on first-come, first served basis) ___ Electricity

ELECTRICITY IS VERY LIMITED! Please describe your specific electricity requirements (i.e. what you will be plugging in, wattage required, etc.) If your requirements exceed the park's electric capacity, an additional electric fee may be required or you may be asked to provide your own power generator.

REMINDER: THERE WILL BE NO ICE SERVICE AVAILABLE ON SITE. VENDORS REQUIRING ICE MUST SUPPLY THEIR OWN.



Hold Harmless Agreement:

I hereby release the Glenwood Springs Chamber Resort Association, the City of Glenwood Springs, Roaring Fork Events, LLC, all companies'/organizations' officers, staff, subcontractors and board of directors from any claim or right for damages, which may occur to me, my children or our hired help and our product. I also assume and accept full responsibility for any damages done by us or our workers at the Strawberry Days Festival show held June 16, 17 & 18, 2017 at Sayre Park, Glenwood Springs, CO. I fully understand the above Hold Harmless Agreement. I also carry my own liability insurance for my rented booth space and product. By signing below, I understand and agree to all the terms, including Festival Policies and Requirements, in this contract, and I have read pages 1 through 4 and understand all the terms.

Sign here: _____ Date: _____

-----DO NOT WRITE BELOW THIS LINE, ADMINISTRATIVE USE ONLY -----

CREDIT CARD PAYMENT INFORMATION

Please send this along with your application if you are paying by credit card. If you are paying by check, it is not necessary to send this form.

Name As it Appears on Credit Card: _____

____ VISA ____ MasterCard ____ American Express

Credit Card Number: _____

Expiration Date: _____ **Security Code:** _____

Billing Address: _____

Billing City/State/Zip: _____

Please note, the booth fee will be charged when you are accepted to the show in April. Your damage deposit will only be charged in the event that you have an unsatisfactory site check by festival staff. Vendors who leave the site without a site check automatically forfeit their damage deposit.

-----DO NOT WRITE BELOW THIS LINE, ADMINISTRATIVE USE ONLY -----

Check Name: _____ **OR** _____ **Paid by CC**

Booth Fee Check# _____ **Damage Deposit Check #** _____

Booth Fee: Amount : _____ **Charged on:** _____ **Approval Code:** _____

Damage Deposit: Amount: \$250 **Charged on:** _____ **Approval Code:** _____