

Olde Town Arvada Business Improvement District

7307 Grandview Ave., Arvada, CO 80002

303-420-6100 ~ oldetownarvadabid@gmail.com

Vendor Application & Agreement Letter

Second Saturday's Festival

June 9 ~ July 14 ~ Aug 11th 2018

3:00PM – 7:00PM

WHEREAS, I'd love to be a concessionaire at the June, July, August or all 2018 Second Saturday Festival(s) in Olde Town Arvada and,

WHEREAS, I pinky swear to tell fifteen of my closest friends and FB followers about this most amazing festival and,

WHEREAS, I spit shake that I have read all the information included in the **Agreement Letter** at least 3 times and hereby agree to comply with all the terms included in said letter.

I hereby submit the following information in support of my application to be a Concessionaire at the:

JUNE, JULY, AUGUST or ALL THREE

PLEASE TYPE OR WRITE CLEARLY

BOOTH NAME: _____

CONTACT PERSON: _____

ADDRESS/City/St/Zip: _____

PHONE:() _____ () _____

E-MAIL: _____ TAX ID # _____

NAME THE STATE OF YOUR TAX LIC: _____ SPECIAL EVENT LICENSE # (IF ANY) _____

EVENT DAY CONTACT; NAME, PHONE AND VEHICLE LICENSE INFORMATION WILL BE REQUIRED

Booth location **wish**; _____, **no guarantees** are implied, we will make every reasonable effort to see that you are happy with your space.

DESCRIPTION OF ALL ITEMS YOU WANT TO SELL & PRICE RANGE OF ITEMS (attach extra sheet if necessary, and please feel free to send pictures, catalogs, web site address, other collateral materials that further exemplify your products):

This is very important. Even if you have vended with us previously, some folks may not be familiar with your booth. Please fill this out as if you were applying for the first time. Your chances of being accepted are greatly reduced if we are unaware of the items you will be selling.

- ❖ The Vendor Application must be filled out completely and mailed to; 7307 Grandview Ave, Arvada, CO 80002 or Emailed to: oldetownarvadabid@gmail.com.
- ❖ **If you are selected** as a vendor you will be sent an email with instruction on how to pay the vendor fee. Please note this may be several weeks after you apply.
- ❖ Upon acceptance as a vendor you will be required to provide with payment a; W9 and Insurance Certificate (naming BID and the City of Arvada as additionally insured.)

***Olde Town Arvada BID maintains the exclusive right to approve vendors.
Applying does not guarantee entry.***

Vendor Booth Pricing for each event date, a \$50 discount will be applied if you sign up for all three dates:

- | | |
|--|-------------------------|
| ❖ Commercial, Retail, Service (10x10): | \$125 |
| ❖ Artisan/Craft or Non-profit (10x10): | \$100 |
| ❖ Olde Town Merchant (10x10): | \$100 *conditions apply |
| ❖ Food Vendor (10x10): | \$225 |
| ❖ Food Truck (26' – 28'): | \$300 |

Booth entries exceeding 10 x 10 feet, will be charged an additional: \$25 per 5 feet

Indicate here which of the above space(s) you will need: _____

***As an Olde Town Merchant** within the District, you are eligible for **free** booth space. We will assess a \$100 fee, should you **NOT** follow through with a booth. Should you “no show” for the event or leave early, the \$100 fee will be invoiced to you following the event. Two “no shows” will limit you from participating in future events.

If accepted, I agree:

1. To accept all liability for any damage caused by the operation of my booth, including the sale of all products or services occurring at such booth; and, I expressly relieve Olde Town Arvada Business Improvement District and the City of Arvada of any liability that it may have by reason of operation of my booth.
2. To comply with all the representations of this application and with all of the conditions set forth in the informational letter sent to me with this application, and that my deposit (if applicable) shall be surrendered in the event that I do not comply with such representations and conditions.
3. To be sustainably minded by **ONLY** serving food and drink in compostable or recyclable products.
4. To use my best efforts to present a high-quality product or service and to cooperate with BID in assuring that this year’s festival(s) will have the least amount of negative impact on the community and business district alike.

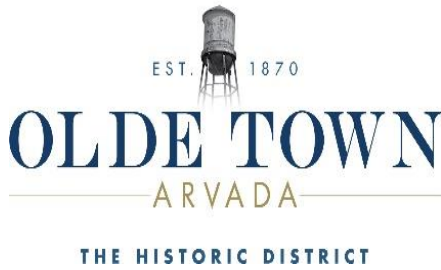
AGREED TO BY: _____

DATE: _____

Concessionaire

ACCEPTED BY: _____
Olde Town Arvada Business Improvement District

DATE: _____



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Vendor Agreement Information Letter

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3:00PM – 7:00PM

As we are gearing up for the 2018 season, we are eagerly searching for quality vendors who will offer fine crafts and services to complete the experience for our festival participants.

Second Saturday's

June 9th ~ July 14th ~ August 11th

Deadline to register for these events are as follows:

	<u>Application Deadline</u>	<u>Acceptance Notification</u>
Food:		
June 9:	May 4 th	May 11 th
July 14:	May 4 th	May 11 th
August 11:	May 4 th	May 11 th
Final acceptance/date is pending Jeffco Permit.		
Artisan / Retail / Commercial		
June 9:	May 14 th	May 18 th
July 14:	May 14 th	May 18 th
August 11:	May 14 th	May 18 th

Please note that due to the quantity of applications we receive, **deadlines are strictly enforced**. Applications **must be postmarked** on or before each deadline date. Please **do not call** or **e-mail** to find out whether or not you have been chosen. Those **who are accepted** will be notified prior to or on the acceptance notification date.

What we're looking for....

- ❖ Second Saturday's Festival:
We are in search of 30 Craft/Artisan/Retail Booths, and 5 Food Vendors. We are once again expecting a crowd of 2000+ thirsty, fun seekers!

General Booth Information:

Booth space is limited to a street level 10' x 10' square area. If you require additional space you must make ADVANCE arrangements and you will be charged accordingly. You are responsible for weighting down pop up tents, constructing, furnishing, lighting, maintaining and removing your own booth, materials, leftovers and trash. You must have:

- Tent, weights and tie downs.
- An attractive, professional, maintained appearance.
- A professional looking sign.
- Quality merchandise.
- Courteous, friendly, people loving personnel.

The appearance and ambiance of your booth is critical to the overall atmosphere of each of the festivals and the audience's perception of the event as a whole. We highly encourage imaginative booth designs, flags, banners, etc. and expect cleanliness and a safe, well-maintained area.

Due to the ever-changing weather conditions in Colorado, we recommend that you are prepared for any and all types of weather.

THIS EVENT IS RAIN OR SHINE

Food Vendors Important Information:

All food vendors must be licensed specifically by Jefferson County Public Health. City or State licenses are not sufficient to ensure compliance. Please contact Terri Leichtweis with Jeffco Health at 303-271-5776, to confirm that your business is properly licensed. BID will confirm all vendors through Jeffco Health and the lack of a proper license will result in the inability to participate.

You must bring tarps lapped with cardboard to capture grease or waste as to not stain the street or sidewalks. CARPET IS A POROUS MATERIAL AND WILL NOT KEEP GREASE FROM THE HARDSCAPES.

Please **provide your own power** and heavy-duty extension cords. Vendor is responsible for trip risk management.

Cleaning fee: If grease or waste is left behind, BID and The City of Arvada will each apply a \$100 cleaning fee.

Vendor spaces must be completely cleaned and trash must be thrown away after the event.

BID provides an on-site dumpster for all reasonable event related vendor trash, DO NOT use the fixed trash cans along the sidewalk for vendor trash as it will exceed the limit of the can.

Onsite Power

NO ON-SITE POWER. You are responsible to supply small quiet generators as acceptable power source. Please contact us at least TWO WEEKS PRIOR to the event, to discuss any electricity concerns regarding your operations.

Tent Requirements

All tents (10x10) shall be weighted/secured and in good condition, color is not mandated.

Vendor Check in

All Vendors while in their vehicle **MUST** check in along W57th St and Upham, you **MUST** provide the "Vehicle Information" form for each vehicle with your booth, in exchange you will be given a dash sign for parking. We will attach a map and vehicle information form upon acceptance notification. We will also provide a City of Arvada Sales Tax form if applicable.

Parking

You will receive a vehicle parking pass for your dashboard in exchange for the vehicle information form. To allow for attendees to park near the event, you and your staff must park in the Parking Hub or in the movie theater lot, both are South of Grandview between Vance Street and Olde Wadsworth.

Set up and break down

After you have checked in along W57th you will be directed to your booth space. Time and space is limited within the event area, you must quickly find your space, unload your vehicle in your space and move your vehicle to the designated parking spaces, return to finish setting up your booth.

- * Second Saturday's; Arrival time for set up, will be sent out via email prior to the event and must be completed by; 2:45 pm

You must stay for the duration of the event; early breakdown is subject to a fine of \$100.00 and you may not be able to participate in future events.

Hold Harmless

Vendor agrees that is will defend, indemnify and hold Olde Town Arvada Business Improvement District (BID) and the City of Arvada harmless from and against all claims, liability, loss and expenses, including reasonable costs, collection expenses and attorneys' fees, which may arise because of the negligence, misconduct, inaction, breach of this Agreement of other fault of the Vendor, its agents or employees. Vendor agrees that references to BID within this agreement shall include BID together with its officers, directors, agents and employees.

Product Restrictions

Due to District awareness, glass products/containers must be wrapped accordingly when sold, carry-in alcohol or weapons are NOT allowed in the event. Please adjust your product line accordingly.

Booth acceptance is based on the understanding that you will sell only those items listed on your application. You may not sell any additional items without our express consent.

Taxes

Sales taxes must be paid on all items sold at the event. BID will provide you with a City Sales taxes remittance form and envelope.

Pets

Please no pets, this can be a high traffic, high stress environment for our furry friends. In the heat of the summer months on an 85+ degree day the asphalt will exceed 100 degrees, hot paws for pooch!

Application Procedure

To apply, please complete and return the following, postmarked on or before the stated deadline dates:

- ✓ Signed applications including detailed PRODUCT DESCRIPTIONS (not just product names) and PRICE RANGE of items to be sold. PLEASE NOTE that beer and other beverages are sold by local groups at each event. To prevent duplication, all beverages you plan to sell must be listed on your application, and items will be approved or denied in the acceptance letters.

Acceptance

Shortly after the date of acceptance notification, as set forth above, we will e-mail all of those lucky concessionaires who have been accepted. To follow, will be an email with a link to provide payment for booth fees, or you may mail in a separate check. **All checks make payable to BID.**

Additional details and other important information will be sent upon acceptance.

Feel free to call or e-mail with any questions. E-mail is my preferred method of communication.

Mail to: Olde Town Arvada Business Improvement District
Attn: Kim Blosser
7307 Grandview Ave
Arvada, CO 80002
(303) 420-6100
oldetownarvadabid@gmail.com (*preferred)
or info@oldetownarvada.org