



**Bennett Parks and Recreation District
P.O. Box 379, Bennett CO 80102
Phone (303) 644-5040 Fax (303) 644-5045**

**2010 Bennett Harvest Festival
Vendor Guideline & Registration Form**

Hosted by the Bennett Parks and Recreation District

The 2010 Bennett Harvest Festival is a Non-Alcohol Event on Non-Alcohol Grounds.

- Vendor Event Dates:** Saturday, August 28, 2010
(Friday, August 27, 2010 for specified vendors)
- Festival Hours:** Fri.—6:00 p.m. until 9:00 p.m.
Sat.—10:00 a.m. until 9:00p.m.
- Festival Location:** Trupp Park, located at Palmer Ave. and 1st St., Bennett,
CO 80102

Responsibilities: According to the Town of Bennett Letter Agreement dated January 27, 2010 and signed by the Mayor of the Town of Bennett, the Bennett Parks and Recreation District may occupy and use Trupp Park for the purpose of operating the Bennett Harvest Festival on the following dates and at the following times: August 27, 2010 from 5:30 to 10:00pm; August 28, 2010 from 5:30a.m. to 10:00 p.m. The Bennett Parks and Recreation District may also occupy Trupp Park for the purposes of set-up, maintenance, operations and removal of personal property and temporary improvements for conduct of the Bennett Harvest Festival. While occupying Trupp Park the Bennett Parks and Recreation District is responsible to take such actions as necessary to ensure that facilities and activities at Trupp Park are conducted in a good and safe condition and manner at all times, to include: complying with the Town of Bennett's city ordinances, resolutions, rules and regulations.

The Bennett Parks and Recreation District assumes no responsibility for any losses, damages or injuries. Each vendor must secure their belongings and merchandise to their satisfaction. The Bennett Parks and Recreation District makes no warranties, either implied or expressed, regarding numbers of spectators or other conditions of selling and each vendor participates at their own risk. There will be no refunds made to vendors, once their applications are accepted. Bennett Parks and Recreation District reserves the right to accept or reject a business or non-profit.

Any business vendor or non-profit organization viewed by the Bennett Parks and Recreation District as highly obscene and/or offensive will be asked to have it removed from display, or to stop practicing the act. If any display is questionable, please email a photograph to bennettspecialevents@gmail.com or mail it to the Bennett Parks and Recreation District with this registration so that it can be reviewed by the Special Events Coordinator prior to the event. Business vendors and non-profit organizations will be notified within 10 days if you are not accepted into the event. Entry fees are returned if work is not accepted. Only businesses and non-profits listed and approved prior to the event may have a booth.

All vendors must be open until 5 pm on Saturday, August 28, 2010. However, vendors are welcome to stay open until the end of the festival which is 9 pm on Saturday. If vendors must break down prior to the scheduled announcement at 5 pm Saturday, they must coordinate with

the Special Events Coordinator in order for the Coordinator to ensure safety of movement through the park.

Vendors are responsible for keeping their rented space clean throughout the event, and must ensure their area is cleaned up after breakdown.

All vendors must comply with state tax remittance regulations.

Merchandise Vendors: All merchandise vendors must submit a copy of their valid sales tax license along with their booth fee and registration form. If you do not have a valid sales tax license and wish to sell items out of your booth, you can go to www.taxcolorado.com, then go to tax forms and complete a SALES TAX SPECIAL EVENT APPLICATION (DR 0589) and submit it to the address on the application. For more information call the COLORADO DEPARTMENT OF REVENUE special events line directly at 303-866-5643. A copy of the application must also be provided to the Special Events Coordinator when sending in your vendor fee and registration form.

Food Vendors: According to the Tri-County Health Department the following food items can be sold at a temporary event without a temporary food license:

1. Service of only commercially pre-packaged, pre-prepared, and properly labeled, non-potentially hazardous foods.
 - Examples (Including but not limited to):
 - Pre-packaged food/drinks (no ice)
 - Pre-packaged ice cream/frozen yogurt novelties, no scooping & no soft serve
 - Hot cocoa/coffee (no ice)
 - Whole fruits and vegetables (uncut)
 - Popcorn, which is plain, seasoned with salt, buttered or sugared (e.g. kettle corn)
2. Bake sales
3. Farmers markets, roadside vegetable and fruit stands.
4. If a function is not promoted or advertised as a public event and is primarily for the "members or participants" of the sponsor, we have no jurisdiction (e.g., Church Social).
5. Chili cook-offs.
6. Nonprofit or charitable organization

All food vendors planning on preparing and selling food other than the food stated above must comply with health regulations, as overseen by the Tri-County Health Department serving Adams, Arapahoe and Douglas Counties. Food Vendors preparing and selling food are required to complete an "APPLICATION TO CONDUCT A TEMPORARY FOOD SERVICE ESTABLISHMENT" form (Also called APPLICATION TO CONDUCT A TEMPORARY RETAIL FOOD ESTABLISHMENT) and have it sent to the Special Events Coordinator at the Bennett Parks and Recreation District by August 1, 2010 in order for the Events Coordinator to obtain an approval letter from the Tri-County Health Department for the 2010 Bennett Harvest Festival. Forms can be obtained at <http://www.tchd.org/environmentalhealth.htm> or you can contact the Special Events Coordinator at the Bennett Recreation Center at 303-644-5040.

Food vendors are required to pay a \$150.00 fee for their space. At the end of the event, food vendors are also required to pay 10% of their profit to the Special Events Coordinator of the Bennett Parks and Recreation District before they depart the event. All proceeds will go into the Bennett Harvest Festival Fund for the following year. Cooperation from the food vendor in this matter will help to ensure they are welcome to future events, and that the Bennett Parks and Recreation District will not need to enforce a food ticket policy in the future.

Bring what you need: All vendors must bring their own tent, chairs and be prepared for outside conditions. Tables are available for rent, however, are limited and are first-come first-serve.

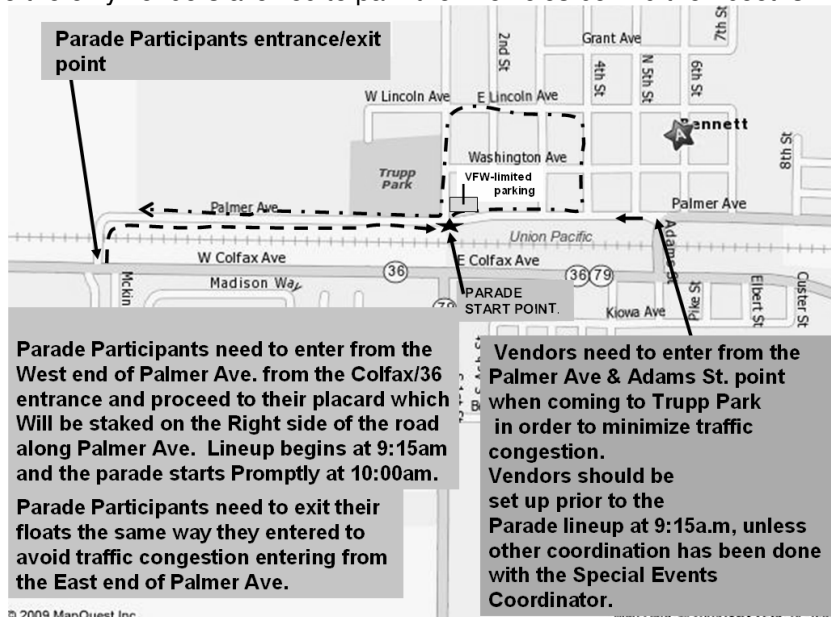
(Table rent info listed on page 5.) If you choose to stay till the end of the event on Saturday, you will be responsible for providing your own lighting. If you intend on using the limited power available, you must bring your own extension cords to tap into the power box. Electricity is first come first serve, and there are only 6 x power outlets available for vendors, which are located at the north side of the picnic tables. **Any vendors bringing Generators must also have a fire extinguisher at the same location.**

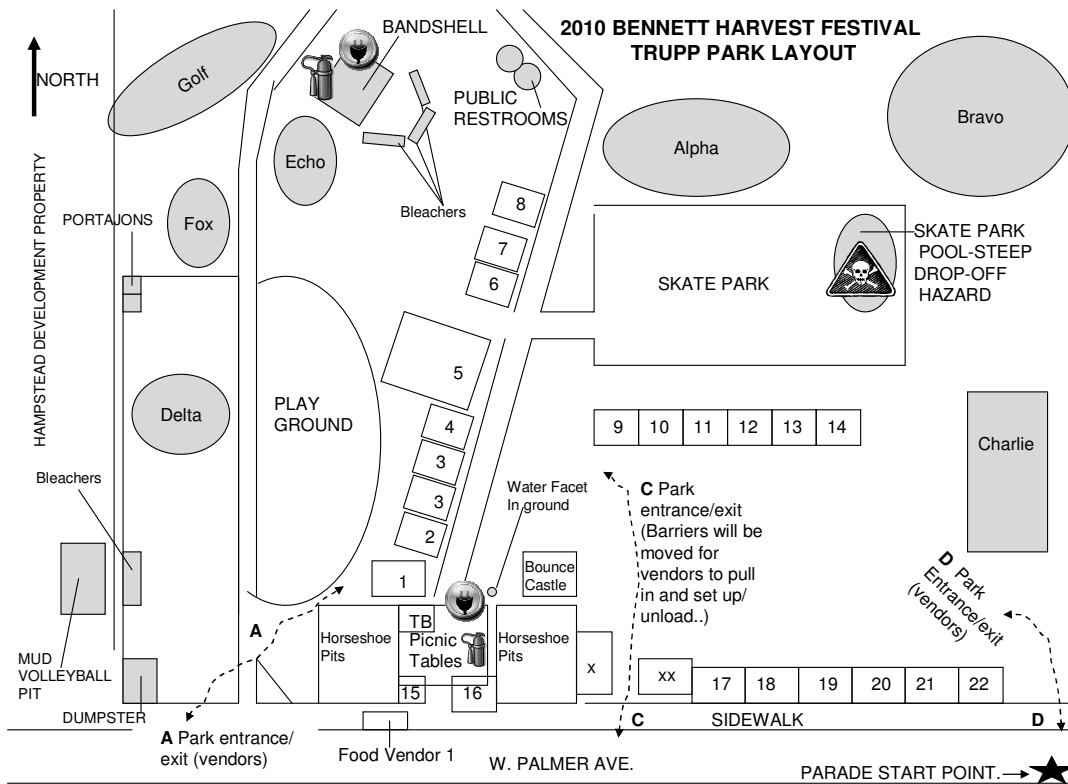
Safety Hazards: If you have an emergency and require breakdown of your area prior to the scheduled breakdown time you must coordinate with the Special Events Coordinator in order ensure public safety. The park is set in a low-level area and the grass can become very wet and swampy after excessive rain fall, therefore preventing electrical shock is the responsibility of the vendor. (The sidewalk running through the center of the park is on higher ground and may be utilized for electrical cords when the surrounding grass becomes wet.) When loading and unloading, vendors must avoid sprinkler heads throughout the park. Vendors cannot penetrate more than two-feet deep into the ground with their tent stakes or any other item.

Vendor Setup: Vendors are required to check in with the Special Events Coordinator at the picnic tables prior to setting up. Vendors will setup according to their assigned number on the **2010 BENNETT HARVEST FESTIVAL TRUPP PARK LAYOUT** which can be found on page 4 this packet. Numbers will be given after your registration form and payment has been received. In order to limit traffic with the parade lineup on Saturday the 28th, vendors are encouraged to enter from the direction specified on the map, located on page 3 of this packet. Vendors can begin setup at 8 am and must be completed by 9:15 am. If vendors need to come in and setup earlier, the Special Events Coordinator will be on site by 6 am. Vendors not requiring electricity must mark it on the registration form in order to be placed accordingly. Vendors needing water to stabilize their canopy/tent can get it from the water facet located in the ground on the north side of the picnic tables.

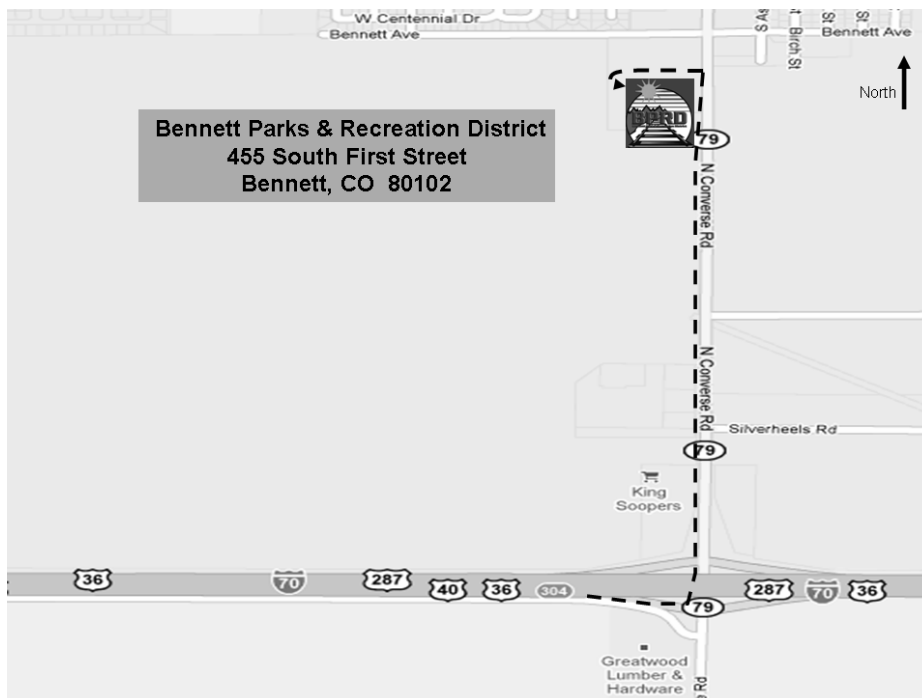
Take-down: An announcement will be broadcasted on Saturday at 5 pm for all personnel to clear away from the vendor area allowing for a safe and quick break down. If vendors choose to remain after the break down period, they are welcome to do so but must remain until the end of the event.

Parking: Parking is limited around the park area and fills up quickly. There will also be limited parking available around the VFW across from the SE corner of Trupp Park. Vendors located at booths 1-7 are the only vendors allowed to park their vehicles behind their booths.





In the event of bad weather, vendors will have the option of setting up at the Bennett Parks and Recreation District. Due to a limited amount of space, vendors will only be allowed a 6' table and 2 chairs.



Pages 5 & 6 of this packet MUST be complete and returned by August 1, 2010 (Postmarked) and accompanied by check or money order, or it will not be considered. Please call if you have questions: (303) 644-5040.

Please check the category in which you will be participating. Make sure to specify the number of spaces you will occupy.

When sending in your registration, please provide a description or a picture of the services you intend to provide. This allows the Special Events Coordinator to provide variety to the customers and reduce duplication in products, eliminating vendor competition. The Special Events Coordinator and the Bennett Parks and Recreation District reserve the right to refuse any registration form.

RENTAL FEE COVERS: SATURDAY, AUGUST 28th, from 10am-9pm:
(FRIDAY, AUGUST 27th, from 6pm-9pm for specified vendors)

\$10.00 per 10x10ft space for not-for-profit organization.
\$30.00 per 10x10ft space for all business/ merchandise vendors.
\$150.00 per available space per food vendors.

Exhibit spaces are all 10' x 10' and sold in full spaces only. Some spaces have slight irregularities so displays should be flexible.

RENTAL SPACE NEEDED FOR:

___ Not-for Profit ___ # of spaces required

Type of Organization: _____

Website/Email: _____

___ Business/ Merchandise Vendor ___ # of spaces required

Type of Business: _____

Website/Email: _____

___ Food Vendor ___ # of spaces required

Description of Food: _____

Website/Email: _____

Electricity Required: YES _____ NO _____
(First come, first serve)

Table(s) needed: ___ YES ___ NO (will bring) If yes, how many: ___

(Please add an additional \$7 per rented table to your payment)

Please PRINT the following information:

NAME: _____

COMPANY/ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHONE: _____ **CELL:** _____ **FAX:** _____

E-MAIL: _____ **DATE:** _____

AMOUNT ENCLOSED: _____ **CHECK NO.** _____

There will be a \$20.00 charge for any check returned for insufficient funds.

Send completed 2010 Bennett Harvest Festival Vendor Guideline & Registration Form and check or money order to: Bennett Parks & Recreation District, Attn: Events, P.O. Box 379, Bennett, CO 80102 or drop the forms off at the Bennett Parks and Recreation Center located at 455 South First Street, Bennett, CO 80102.

Make checks payable to: Bennett Parks and Recreation District and include "2010 Bennett Harvest Festival" on the check.

Waiver must be signed: In acceptance of my application, I will follow all conditions set forth in the **2010 Bennett Harvest Festival Vendor Guideline & Registration Form** and will cooperate fully with the organizers to provide a positive experience for the public at this event. If I am a vendor selling anything, I understand and acknowledge that I am renting specific space only, for the purposes of selling goods or services to the public. I acknowledge that I'm solely responsible for the security of my goods and belongings. I release the Bennett Parks and Recreation District and the Town of Bennett their heirs and assigns, from any and all losses and liability for my participation in and my travel to and from the 2010 Bennett Harvest Festival. I understand that I am responsible for any sales tax liability and will account for the same to the State of Colorado. If I am a food vendor preparing and selling food, I will enclose a copy of my food sales license and comply with all regulations set forth by the Tri-County Health Department serving Adams Arapahoe and Douglas Counties.

Signed _____ Date _____