



VENDOR APPLICATION & CONTRACT AGREEMENT September 6 & 7, 2019

Please keep this form for your records.

Thank you for your interest in vending at the Colorado Pork and Hops Challenge 2019! Last year's attendance was about 5,000 people over two days. We are anticipating higher attendance for 2019.

Here's what we're looking for at the 2019 Colorado Pork and Hops Challenge:

- **40 Craft/Retail booths**
- We are looking for high quality products, either handmade or unique and beautiful. Artisans and crafts people are highly encouraged to apply.
- We do not duplicate booths. (i.e. we would not accept two Silpada vendor.) If you were selected as a vendor last year, it does not guarantee your acceptance this year.

BOOTH REQUIREMENTS:

- The overall appearance and presentation of your booth is critical to the overall feeling of the festival and to your retail success. We want to ensure that everyone has the best possible experience. The festival staff determines booth placement.
 - Booth space is limited to a single story 12' x 12' booth (including all wires, stakes, poles, etc.) with a good roof that can withstand wind, rain, hail and other inclement weather. Come prepared for all types of weather.
 - For the sake of all vendors we will not allow booths that look like "tarps on sticks". We **INSIST** you have four sides on your booth, the fourth side to cover the front of your booth at night. If you are not sure if we will accept your booth, send us a picture.
 - You must provide and set up your own lighting. Your extension cords should be at least 100 feet long. Power will be very limited for the craft/retail booths. Be very detailed in stating your power needs.
 - **Your booth must be open during the entire festival. You cannot vacate early. Hours required are Friday 4:00pm to 8:30pm, Saturday 12:00pm to 8:30pm**
 - **ABSOLUTLY NO BREAKDOWNS PERMITTED PRIOR TO 10pm Saturday**
 - Please staff your booth with fun-loving, toe-tapping, smiling folks!
 - Your booth must be neat, attractive and well-maintained. You must have a professional looking sign...please no neon lights or flashers. Banners and flags are encouraged.
 - You are responsible for setting up, maintaining, and removing your own booth, your merchandise and your trash. Your booth must be removed and the area cleaned up before NOON on Sunday, September 8, 2019.
 - All booths must have a usable 5 lb. fire extinguisher with valid inspection tag.
- 20lb bags of ice will be available for purchase for \$5 per bag (price subject to change).

Environmental Concerns:

We are committed to minimizing the impact of the festival on the environment. We encourage you to do your part and help us maintain our reputation as a "green" festival.

VENDOR RESTRICTIONS:

- Pets are absolutely not allowed on Festival grounds.
- Due to city restrictions, glass containers, Styrofoam, breakable plastic, carry-in alcohol and weapons are not allowed on Festival grounds. Please adjust your product line accordingly.
- All vendors will be required to remove any wooden pallets they bring into the festival grounds.

2019 BOOTH FEES:

\$200 for Craft/Retail booths

Included in the booth fee are:

- 2 transferable 2-Day festival passes.
- 1 Vendor Vehicle Pass to unload/load your stuff. Once you are set-up, your vehicle must remain parked in the vendor area during the festival. We do not allow re-entry of vehicles once the festival has begun.
- If you need to purchase additional passes for employees (2 Day, Single Day, etc.), please contact Larry Manchester at larrym@gjcity.org or (970)254-3844.
- Lodging - various forms of lodging are available throughout Grand Junction and at various prices.
- Children 11 and under are free when accompanied by an adult.

VENDOR SALES TAX

Craft/Retail Vendors are required to pay all their own sales tax on their gross sales.

VENDOR APPLICATION PROCEDURE:

To apply, please fill out and sign the attached application form. Send it to us, postmarked well before the deadline date, with the following:

- 1.) A single check or money order that includes booth fee, (if applicable).
Make check or money order payable to City of Grand Junction
- 3.) Copy of your Certificate of Insurance (if applicable).
- 4.) Detailed product descriptions and prices.
- 5.) Photos of your products and/or booth and samples of your products (not required).

If your application is accepted, we will call you and deposit your check. If your application is denied, we will return your checks promptly to you.

All applications must be sent via U.S. Mail, Fedex, or UPS. Applications received via email or fax will not be considered.

Please send your application, check, etc. to:

Grand Junction Parks and Recreation
c/o Larry Manchester
1340 Gunnison Ave.
Grand Junction CO 81501

Thank you very much!



2019 VENDOR APPLICATION FORM

For vendor questions, please contact:

Larry Manchester
2019 Pork and Hops Challenge
970-254-3844
larrym@gjcity.org

Booth Name: _____

Contact Person: _____

Address: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Number _____

Fax: _____

E-mail: _____

Sales tax ID#: _____

Type of booth: Craft/Retail (\$200)

I have been a vendor at this festival in prior years. Yes No

Please provide a detailed description of all items you want to sell & prices:

Other special requirements: _____

Does your booth fit in the allocated 12x12 space? Yes No

If no, please describe your space requirements:

Please provide references and phone numbers from two (2) other festivals, or indicate if you've never vended at a festival before:

1. _____
2. _____

Upon acceptance of this application, I agree to the following:

1. To read, understand, and follow the attached criteria.
2. Vendor agrees to comply with all federal, state, county and city laws.
3. Vendor agrees to man booth during all festival hours.
4. Vendor agrees to sell only what is stated in this contract unless previously approved by Festival Director.
5. Vendor agrees to anticipate sales and have sufficient quantities of product on hand to not sell out. Please call to verify anticipated attendance.
6. Any lack of courtesy, good will and good taste toward attendees or staff could result in termination of this agreement and eviction from the festival area.
7. That this application, if accepted, will serve as a contract and any legal fees incurred by anyone because of this contract will be paid for by the losing party.
8. I hereby understand and agree that neither the City of Grand Junction, Colorado Pork and Hops Challenge, Townsquare Media nor any of its officers, agents, or employees shall be held liable for any claims seeking damages for personal injury or property damage that may arise out of your participation as a vendor for the festival. I also hereby agree to indemnify the City of Grand Junction or Townsquare Media, its officers, agents, or employees harmless on account of any such claims.

I HAVE ENCLOSED A SINGLE CHECK OR MONEY ORDER MADE OUT TO:

City of Grand Junction

THAT INCLUDES THE FOLLOWING:

Booth fee: \$200.00 (craft/retail)

CHARGE MY CREDIT CARD:

Card Number ____ - ____ - ____ - ____ Expires ____ / ____

Please print booth name, your name, sign, and date:

Booth Name: _____

Your Name (please print): _____

Sign Here: _____ Date: _____

Colorado Pork and Hops Challenge 2019

Seller Name: _____

Signature: _____ Date: _____