



9th Annual European Festival at Civic Green Park

9370 Ridgeline Blvd, Highlands Ranch, CO, 80129

Saturday September 10th, 2016 10 a.m. - 8 p.m.

lidiaeuro07@gmail.com

FOOD VENDOR APPLICATION

REFERRED BY _____

Business Name _____

Contact Person (First Name, Last Name) _____

Email _____ Webpage URL _____

Street _____ Apt/Suite _____

City _____ State _____ Zip _____ Fax _____

Day Phone _____ Eve. Phone _____ Cell Phone _____

Countries represented by your products I services _____

Description of Products I Services _____

PRICE LIST for FOOD VENDORS (select one)

10' x 10' SPACE: \$150 + 20% of sales

10' x 20' SPACE: \$250 + 20% of sales

TERMS:

1. **Beverage Sales:** Sales of beverages is strictly prohibited unless specifically pre-approved in writing by the CEF.
2. **Cash Sales:** No cash sales can be accepted during the festival. All transactions will be via prepaid festival tickets.
3. **Insurance:** Proof of \$1Mln. minimum Individual Liability Insurance is required, and by submission of this application you Agree to have the policy in effect for the day of the festival and through September 10th, 2016.
4. **Clean-up and Clean-up Deposit:** Food Vendors must submit a \$100.00 clean-up deposit, returned after walkthrough. Prior to departure Food Vendors must do a site walk-through with an authorized representative of the European Festival. Food vendors are responsible for the clean-up of their exhibit space and will be charged for any and all cleanup fees even in excess of their deposit, if space is not cleaned up to walk-through specifications.
5. **Propane:** Food vendors are required to provide their own propane.
6. **Electricity:** Electricity is available but its availability is limited. It will be made available to Vendors upon request, on a first come first served basis and at the discretion of the CEF.

Banners:

- a. Banners, displays and/or advertising must be contained within the boundaries of your rental space and may not extend beyond that space.
- b. Placement of display banners and/or advertisements of Colorado European Festival Sponsors may be attached to and displayed on the back of your booth.
7. **Offensive Materials:** Vendors may not merchandise any item to be deemed offensive in nature as determined by the Festival committee.
8. **Licenses:**
 - a. Each individual food vendor must obtain a Colorado State Retail Food Establishment License not later than 2 weeks PRIOR to the event (unless they are approved nonprofit organization).
 - b. A licensed retail food establishment shall have a valid Tri-County License for a Temporary Event.

APPLICANTS BUSINESS NAME: _____ INITIALS: _____ Page 1 of 4

9th Annual European Festival at Civic Green Park FOOD VENDOR APPLICATION (Continued)

c. A Colorado State Sales Tax License indicating Douglas County shall be obtained, unless your sales will be posted under the CEF Sales Tax License, i. The Sales Tax rate is 5.5%.

10. Please check and initial all that apply:

- I am a Licensed Retail Food Establishment with a valid Tri-County License for my permanent location
- I do I will have Colorado State Retail Food Establishment License for Temporary Events valid through 09/10/2016.
- I do I will have Colorado State Sale Tax License valid for Temporary Events in Douglas County in effect for the day of the festival and through September 10, 2016
- I do not have Colorado State Sale Tax License valid for Temporary Events in Douglas County and wish to post my sales under the CEF Sales Tax License. I will assume financial and legal responsibility for my sales and the associated sales tax paid on my personal or my organization's behalf through CEF.
- I do I will have Liability Insurance for at least \$1,000,000 coverage for the European Festival at Civic Green Park on 09/10/2016
- I do have and will bring my own booth.
- I do not have my own booth and wish to rent it from CEF.

11. Hold Harmless Agreement:

By submission of this application you are agreeing to read and abide by the terms of the attached European Festival at Civic Green Park Hold Harmless Agreement.

12. Additional Food Vendor Requirements: By submission of this application you are agreeing to read and abide by the terms of the attached European Festival at Civic Green Park Additional Food Vendor Requirements.

FEE SUMMARY

- Space Charge (see first page) \$ _____
- Refundable Clean-up Deposit \$ 100-00
- Optional 10'x10' Tent Rental Fee: Quantity _____ x \$100.00 \$ _____
- Optional 6' Folding Table Rental Fee: Quantity _____ x \$25.00 \$ _____
- I am requesting an Electrical Hookup (\$35.00 - limited availability) \$ _____

TOTAL AMOUNT DUE WITH THIS APPLICATION \$ _____

Make a check payable to: EURO FESTIVAL and mail application, payment and proof of liability insurance to:
Lidia Widgery c/o Euro Festival Inc.
10050 E Harvard Ave #A-409, Denver, CO 80231

Applications must be received by 5:00pm on August 25, 2016 and are subject to approval. Applications will not be considered complete until full payment is received.
 Applications that are not complete will not be accepted nor returned for completion. Please direct any questions regarding this application to Lidia Widgery at 303-995-2006.

Applicant's Signature _____ Data _____
 Printed Name _____ Cell Phone _____
 Business Name _____ Title _____

By my signature above, I acknowledge I am legally capable of entering into binding legal agreements on behalf of myself, or the organization, partnership or corporate entity noted on this application. I further knowledge that I have read and agree to abide by the Terms of the Food Vendor Application, Additional Food Vendor Requirements, and the European Festival at Civic Green Park Hold Harmless Agreement.

European Festival at Civic Green Park Hold Harmless Agreement

Applicant I Vendor hereby releases Colorado European Festival (CEF) and Euro Festival, Inc, their agents, servants, and/or volunteers from any and all personal injury, including death, any and all property damage and any other liability of any kind whatsoever arising from Applicant I Vendor's use and occupancy of the rental space within the area known as the Colorado European Festival located at the Civic Green Park, 9370 Ridgeline Blvd, Highlands Ranch, CO, 80129. Applicant I Vendor agrees to indemnify and hold harmless any or all of the above parties, its agents or servants, against any suit for any personal injury, including death any and all property damage and any other liability of any kind whatsoever, including any attorney's fees expended by any of the above parties to defend any suit.

Applicant I Vendor acknowledges that it shall reimburse the above parties for any and all damage to any of the property known as or provided by Colorado European Festival, its agents and/or servants as result of the use and occupancy of the premises by vendor, its agents or servant, or any person coming upon the premises in connection with the Applicant I Vendor's use and occupancy of the premises or use of equipment.

Applicant I Vendor agrees that the rights and obligations under this agreement shall inure to and be binding on its successors and assignees.

This agreement shall be interpreted under the laws of the state of Colorado.

Applicant I Vendor's Signature _____ Date _____

Printed Name _____

Business Name _____

APPLICANTS BUSINESS NAME: _____ INITIALS: _____ Page 3 of 4

European Festival at Civic Green Park Additional Food Vendor Requirements

Colorado European Festival (CEF) Services: CEF's goal is to provide a wide variety of foods to festival-goers, and to provide a profitable and enjoyable experience to vendors. CEF actively promotes and markets to an ethnically diverse and well-educated customer base. Temporary parking close to the exhibit site will be reserved for Vendor unloading. CEF provides security, staff patrols and trash pickup to maintain a clean, well-run, family oriented festival.

Food Vendor Selection Criteria: The Selection Committee (made up of the Colorado European Festival Operations Committee and its Board of Directors) will evaluate and select applicants. Selection criteria is based on appropriateness to the festival mission, development of a diverse Marketplace, past history of festivals participation, and adherence to regulations set by the state, county and the festival committee.

Mandatory Food Vendor's Meeting: Food Vendor's Menu Review may be required with the Tri-County and The Department of Environmental Health, Public Health Inspection Division (date and location to be determined). Vendors should call 303-995-2006 to set up their menu review before the Food vendor's Meeting. Vendors are not allowed to sell or give away beverages, including water, unless they are a specialty beverage provider of beverages such as smoothies, shakes, etc. Any beverages sales must first be approved by the CEF. Vendors must sell only the food and beverages that are pre-approved by the CEF. Vendors who do not obtain prior written approval will be fined \$200.00. All vendors serving any type of food shall be responsible for following all applicable laws and regulations set forth by the Colorado Department of Public Health and Environment.

Hours of Operation: Although, the weather in Highlands Ranch in August is usually sunny and warm, the Colorado European Festival will not be cancelled nor refunded due to any unexpected inclement weather. Vendors must supply all the necessary equipment to take their booths weather proof and appropriate for outdoors usage. Set-up starts at 7:00 AM, with completion by 9:00 AM on Saturday September 10th, 2016.. Dismantling begins at 6:30 PM on Sunday September 10, 2015. Vendors must vacate park by 8:00 PM.

Vendor Responsibilities: Vendor is responsible for providing all equipment INCLUDING tent (canopy with sides), tables, chairs, etc. unless otherwise agreed, on an individual basis, in writing, by CEF. Vendor is responsible for set up, operation, maintaining, and dismantling of the booth. Vendor shall maintain a clean and safe operation for the full duration of the festival. Vendor shall clean up booth site and remove or dispose of trash. Vendor shall comply with all federal, state and local laws, rules and regulations, and shall have all appropriate licenses, permits and other required documentation. Food vendors must meet Tri-county Health Department and Littleton Fire Department requirements and permits. Vendor

must provide proof of \$1 million of liability insurance (unless it is agreed in writing by CEF to be covered by CEF). Subletting or booth sharing is not permitted without prior, written permission of the CEF. Vendor MUST have a Colorado Sales Tax License if selling any food or goods unless Vendor is operating under the CEF sales license and assumes responsibility for paying taxes through CEF. All vendors are required to check in at the Information Booth prior to setting up on the day of the event. Failure to be on-site and checked in by 9.30 a.m. and set-up by 10.00 a.m. may result in a reassignment of your space.

Recycling Program: CEF takes a very proactive and committed stance pertaining to environmentally sound practices. The purpose of this program is to utilize recycled materials wherever possible, and to minimize the amount of non-recyclable waste generated by the event. All Food Vendors are asked to participate in this program, which has the following requirements:

1. **Serving Equipment:** Food Vendor agrees that all food will be served on recyclable paper ware and with recyclable plastic utensils.
2. **Cardboard Recycling:** Food Vendor agrees to flatten and segregate cardboard boxes from trash and place them in the designated cardboard receptacles provided by CEF.
3. **Packaging Materials:** Food Vendor agrees to purchase supplies that utilize cardboard only packaging, e.g. purchase corn in crates made from recyclable cardboard instead of crates made from non-recyclable wood or metal.
4. **Decor:** Food Vendor is responsible for booth decoration. Bring the necessary items (table coverings, flowers, and decor) to create an inviting display. The Ethnic European Marketplace appearance of each booth is critical to the look and feel of this Festival. You are encouraged to be creative.

Applicant I Vendor's Signature _____ Data _____

Printed Name _____

Business Name _____

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