



2019 Gypsum Daze Food Vendor Application

Company/Organization _____
 Contact Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 Telephone _____
 Emergency Contact _____
 Email _____

Previous Vendor _____ Number of Years _____

Food Applications due May 1, 2019
Setup Fri July 19, 2019

Food TRAILER/TRUCK setup: 7:30am ~ Food TENT Setup:
8:30am

ALL VENDORS MUST BE SET-UP BY 3:30 PM Friday

BOOTH SIZE:

- Non- profit 12'x12' Booth Space..... **\$50**
- Single 12' x 12' Booth Space **\$100**
- Double 12' x 24' Booth Space..... **\$175**
- Triple 12' x 34' Booth Space..... **\$200**

TRAILER SERVICE: ___ trailer ___ Tent & tables

SIDE VENDING?

Drivers left _____ Driver's right _____ Rear _____

ICE SERVICE: ___ YES ___ NO

**20lb bags = \$5 each Sold at the box office tent. Bring wagon to pick up ice. Cash or check only. Payment required at time of pick up.

DIRECT WATER ACCESS: ___ YES ___ NO

SPECIAL REQUESTS: _____

CHECKLIST:

- Menu of items to be sold
- Photo of booth (if new vendor)
- Copy of Colorado Sales Tax License
- COI naming "Town of Gypsum" as additional insured
- Application fee made out to Town of Gypsum
- Check made out to "Town of Gypsum" for the appropriate booth fee

Mail application and checklist items to:
 Gypsum Daze, PO Box 130, Gypsum, CO 81637

The information I have provided above is correct and I have read, understand and shall abide by all information given with this application/contract including Food Vendor Guidelines.

Applicant

Signature _____ **Date:** _____


Office use only: Date of receipt _____ Booth # _____ Check # _____

PLEASE KEEP THE NEXT TWO PAGES FOR YOUR RECORDS


ELECTRICITY:

Please choose your power needs:


20 amp (min. of 14 gauge cord)



30 amp 3 prong twist lock (male)



50 Amp Cord 3 prong twist lock cord (male)





Vendor Rules & Regulations

KEEP THIS DOCUMENT FOR YOUR RECORDS



Set-up:
Friday, July 19, 2019
Food TRAILER/TRUCK setup: 7:00 am
Food TENT Setup: 9:00 am
ALL VENDORS MUST BE FULLY SET-UP
BY 3:30 pm

LOCATION & DIRECTIONS: Take I-70 West or East to Gypsum, CO. Take EXIT 140 and travel south through the roundabout continuing under the railroad tracks. Turn right onto Valley Road. Approximately 400 yards on the left is the event entrance. The vendor village is in the parking lot to the right of Town Hall. Look for Check-In Tent.

Vendor Meeting: MANDATORY for all vendors!
Friday, July 20, 2019 – 3:00 pm, meet under dining tent in the food court.

Sales dates/times:
Friday, July 20, 2019 – 5:00 pm – 10:00 pm Saturday, July 20, 2019 – 10:00 am to 10:00 pm

VENDOR CHECK-IN

Check-in will take place at the check-in tent on Lundgren Blvd. Check-in will begin Friday, July 19, 2019. **Please do not to unload until you have checked in.**

- ✓ **ITEMS YOU NEED TO PROVIDE AT CHECK-IN:** Evidence of your appropriate fire extinguisher, Your State sales tax license and Certificate of insurance naming Town of Gypsum as additional insured (food vendors only).
- ✓ **ITEMS WE WILL PROVIDE YOU AT CHECK-IN:** Vendor Welcome Packet (2 vendor parking permits, event schedule, and program), local & State Sales tax Information and a map of grounds & booth space location.

ROAD CLOSURE: Valley Road will close down to all traffic Saturday, July 20 at 6:30 am for our 5K and parade. No vehicle access allowed into event campus nor onto Valley Road after 7:00 am.

Booth restock access with a vehicle on Saturday is available from 6:00 am to 7:00 am, no exceptions.

ELECTRICITY: Please bring the power cord that you indicated on your application. The power supply you will be provided will be based on your application. All 30 and 50 amp outlets will be twist lock exterior receptacles. We request that all 20 amp cords be 14 gauge and at least 50' long.

WATER ACCESS: If direct water access is requested on your application, please bring your own water hoses and splitter.

ICE SERVICE: Please note on the application if you wish to purchase ice. Bags will be sold at the box office tent Friday 8:00 am - 9:00 pm; Saturday 8:00 am – 9:00 pm. Please plan on bringing a wagon to transport ice to your booth. There is no delivery service. Cash or check only. Payment required at time of pick up.

FIRE EXTINGUISHERS: Each food vendor who is cooking or warming food must have at least one 2A-10-BC fire extinguisher (a 5 lb. dry chemical) in their booth. Please show your fire extinguishers to the event coordinator during set-up.

TEAR DOWN: Food vendors will not be allowed to tear down until 10:15 pm.

SECURITY: Night Security will patrol from 11:00 pm Friday night until 7:00 am Saturday morning.

PARKING: ****Parking is restricted so please abide by these loading, parking and unloading rules****

- There is NO PARKING allowed on event grounds at any time. Violators will be towed at owner's expense.
- Friday load in - once checked in, you will have ONE HOUR total to get your vehicle unloaded and moved. This is to allow other vendors to load into their spaces. Your parking permit will indicate the time you arrived for load in and must be placed in the dash of your car.
- Designated vendor parking during event hours is at the Sports Complex lot on the top of the hill designated "Vendor Parking". This lot can be accessed off Cooley Mesa Road near the softball field.
- You will receive 2 parking passes upon arrival.



Vendor Rules & Regulations

GENERAL RULES:

- Vendors are to keep their booth areas clean and attractive at all times.
- Please provide your own booth or serving unit, tables, and chairs.
- The event is held outside, so suitable protection from the sun, wind, and rain is suggested.
- There are no refunds for weather.
- No tent stakes are allowed on asphalt. All tents must be anchored by at least 30lb weights on each corner post.
- It is recommended that there be one other attendant at the booth to assist with unloading, set-up, and strike.
- Booth assignment is final and up to the sole discretion of Town of Gypsum.

- All vendors are required to have a current Food Vendor Operations Plan on file with the Eagle County Department of Health., 970-328-8755 or environment@eaglecounty.us
- If the Health Department finds your booth in violation at Gypsum Daze, your booth will be shut down, vendor fees will not be refunded and the Town of Gypsum is held harmless.

LIABILITY REGULATIONS:

- ✓ **Pets** - no pets are allowed at the event. NO exceptions.
- ✓ **Refunds** - No refunds will be given in case of rain. No refunds are given if the vendor is expelled for not following rules and regulations of the event.
- ✓ Absolutely no refunds are given after June 1, 2019, for cancellation.
- ✓ **NSF check fees** are an additional \$25 to cover bank fees.
- ✓ **Taxes** - VENDORS are required to collect **7.4% sales tax**, 3.0% for Town of Gypsum, 1.5% for Eagle County & 2.9% for State. A list of all vendors will be submitted to Eagle County and the State of Colorado for tax collection purposes. We will provide tax collection information and the website where you can submit following the event. Town of Gypsum DOES NOT require a local business permit to be a vendor at Gypsum Daze.
- ✓ **Liability** - VENDOR shall indemnify and hold Town of Gypsum and Town of Gypsum staff and volunteers harmless from any claim or cause of action arising out of or in connection with the acts or omissions of VENDOR under this Agreement, and shall reimburse Town of Gypsum for any costs, including, but not limited to, reasonable attorney's fees incurred in defense against any such claim in addition to any other remedy available to Town of Gypsum.
- ✓ **Loss or Theft** - All work is displayed/sold at the risk of the VENDOR. The organizers of the event are not responsible for loss, theft or damage to any artwork, display facilities or person.
- ✓ **Resolution of Disputes** - In the event of a dispute arising in any manner as a result of, or in any way related to this Agreement, the parties hereto agree to submit the same to mediation and/or arbitration as a prerequisite to legal action. In the event arbitration or legal action is commenced, the prevailing party shall be rewarded reasonable attorneys' fees and costs including arbitration fees incurred as a result of the said dispute.
- ✓ **Agreement Modifications** - No prior or present Agreements or representations shall be binding upon any of the parties hereto unless incorporated in the Agreement. No modifications or changes in the Agreement shall be valid or binding upon the parties unless in writing, executed by the parties to be bound thereto.
- ✓ **Violations** - VENDOR acknowledges that a breach of any of the terms of this Agreement may result in the termination of this Agreement and the preclusion of participation from Town of Gypsum without a refund of fees.
- ✓ **Governing Laws** - This Agreement shall be governed by the laws of the State of Colorado, and the health, sanitation and fire regulations of Town of Gypsum and Eagle County.
- ✓ **Any participant not observing event rules will be subject to removal from the event, with all fees forfeited.**
- ✓ **Complaint Procedure:** If a VENDOR has any complaints during the event, please submit in writing the issue along with date and time to the Event Coordinator. Town staff will convene within 2 hours of the submission and will provide a resolution promptly after deliberation.

- **RV camping** –Riverdance Resort, 6700 Highway 6 · (970) 524-1103

Questions?

Krista DeHerrera, Town of Gypsum Event Coordinator
Office: 970-524-1727, Cell 970-376-4393 or kdeherrera@townofgypsum.com