



Check out the official website out at [www.fortcollinscincodemayo.com](http://www.fortcollinscincodemayo.com)

### Vendor Application

Complete Application, Sign and Submit **with deposit** by : 03/30/2012 and receive Early Sign-up Rate  
 (See **Early Sign-up rates listed in RED below**)  
 (Space is first come/first served basis)

<b>Name of Organization/Company:</b>	
<b>Contact Person:</b>	
<b>Business Address:</b>	
<b>City:</b>	<b>State/Zip:</b>
<b>Contact Number:</b>	<b>Cell Number:</b>
<b>Fax Number:</b>	<b>Email Address:</b>

**Please Mark Event Date's Requested:**

<input type="checkbox"/>	<b>Saturday May 5th , 2012 only</b>
<input type="checkbox"/>	<b>Sunday May 6th , 2012 only</b>
<input type="checkbox"/>	<b>Both Dates May 5th, and May 6th, 2012</b>

**Contacts:**

Debra Bueno | Director  
 112 East Willow St | Fort Collins, Colorado 80524  
 (Cell) 970.556.2406 (Work) 970.221.6741

**Submit To:** Crystal Gonzales  
 Vendor Coordinator  
 112 East Willow St  
 Fort Collins, Colorado 80524  
 970.581.1701

Elaine Bueno  
 Vendor Coordinator  
 112 East Willow St  
 Fort Collins, Colorado 80524  
 970.221.6897



*Description Of Food/Merchandise Booth:*

Please list a brief description of your product being sold or sampled; please be as specific as possible so we don't overbook the same products/food. Please Note: you can only bring what you indicate on this form. If you add items to your menu, we reserve the right to ask you to remove them. This is in an effort to maintain consistency and to honor our contracts with other vendors. Please attach additional information if items are numerous.

*Product/Food Description*

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Please provide names and contact numbers (preferably cell phone while at the festival) of vending personnel who will conduct business at your booth during setup and throughout festival:

Contact Person:	Contact Number:
Contact Person:	Contact Number:
Contact Person:	Contact Number:
Contact Person:	Contact Number:
Contact Person:	Contact Number:
Contact Person:	Contact Number:

Please be advised, **ALL GREASE DISPOSAL** shall be disposed of by each vendor and removed off the festival premises – Vendors must provide drop cloths or tarps if grease spillage is possible. Grease may not be disposed of on festival grounds, trash receptacles or dumpsters. Any spills or damage to grounds that are not cleaned up by vendors will result in an additional **\$100.00 fee** charged for cleanup and power washing of grounds.



### *Festival Set up/Tear Down Times:*

**Please note:** The festival will be held both days at the same location this year, meaning you will not have to set up and tear down for two locations this year, if you are only vending for Saturday May 5th, 2012, you must tear down at the end of the day. If you are still on the grounds by opening time on Sunday May 6th, 2012 – You will be charged for additional day.

We are happy to announce the return of this annual event to its original home site Northside Aztlan Community Center/Heritage Park -112 E. Willow Street in Fort Collins, Colorado. Vendors may setup their booths area at Northside Aztlan Community Center/Heritage Park anytime between 8:00 am and 10:00 am on Saturday May 5th, 2012 or Sunday May 6th, 2012. Our celebration will begin at 11:00 am on both days and end at 7:00 pm both days. All vendors must be setup before 10:00 am- If you require a late setup time; this must be arranged in writing to vendor coordinator prior to festival. Due to the safety of festival attendee's, Vendors may not remove merchandise vehicles prior to 7:00 pm both days. Vendors are encouraged to continue to sell their merchandise from 11:00 am – 7:00 pm on the days they are vending.

**Fee's:** A minimum **non-refundable** deposit of 50% of the total due is required and will guarantee placement at the festival. Vendors must be on the premises to set up between 8:00 am and 10:00 am on the day of vending. Vendor coordinator reserves the right to give vendors space to other vendors if not in assigned area by 10:00am. All spaces are allocated on first come, first served basis.

**(50% Refund policy also includes removal of booth due to noncompliance to festival Rules and Regulations, event cancellation due to rain, inclement weather and/or other acts of God)**

### **SALES TAX LICENSE/PAPERWORK**

All Cinco De Mayo booth participants are responsible for collecting and paying city and state sales tax. A list of all vendors will be provided to both local & state sales tax offices for tracking purposes. All tax paperwork should be submitted to each office after the festival.

\*\*A State of Colorado and Fort Collins Sales Tax Form will be handed out during the festival for filing. (CO Department of Revenue # 303-866-5643 and Fort Collins City Sales Tax Office #970-221-6780)

### **Food Vendors:**

**Please Note:** Vendors may sell **NO BEVERAGES** Exhibitor/Vendor shall not sell, distribute, or in any way circulate non-alcoholic or alcoholic beverages. Beverages will be sold by Cinco de Mayo committee **ONLY**, when customers ask where they can purchase beverages, Please direct your clients to the designated appropriate beverage booth when asked. We appreciate your full cooperation on this issue.



**Vending Booth Charges:**

**Informational / Exhibitor /Arts and Crafts Vendors:**

**Complete Application, Sign and Submit with deposit by : 03/30/2012**

**and receive Early Sign-up Rate (See Early Sign-up rates listed in RED below (ESR))**

**(Space is first come/first served basis)**

***Booth Rental:***

Day/s Requesting	Per 12' x 12' space (additional size available)	How Many Space's Requesting	Total Cost
Saturday May 5th, 2012	<b>ESR \$75.00/\$100.00 X</b>		= \$
Sunday May 6th, 2012	<b>ESR \$75.00/\$100.00 X</b>		= \$
Both days Sat May 5th and Sun May 6th, 2012	<b>ESR \$150.00/\$175.00 X</b>		= \$

***Table Rental:***

Day/s Requesting	\$8.00 Per 6' table	How Many Table's Requesting	Total Cost
Saturday May 5th, 2012	<b>\$8.00 X</b>		= \$
Sunday May 6th, 2012	<b>\$8.00 X</b>		= \$
Both days Sat May 5th and Sun May 6th, 2012	<b>\$16.00 X</b>		= \$

***Chair Rental:***

Day/s Requesting	\$5.00 Per folding chair	How Many chair's Requesting	Total Cost
Saturday May 5th, 2012	<b>\$5.00 X</b>		= \$
Sunday May 6th, 2012	<b>\$5.00 X</b>		= \$
Both days Sat May 5th and Sun May 6th, 2012	<b>\$10.00 X</b>		= \$

***Electricity Rental:***

Day/s Requesting	110 Volt Required	220 Voltage Required	Total Cost
Saturday May 5th, 2012	____ <b>\$50.00 X</b>	<b>Not Available</b>	= \$
Sunday May 6th, 2012	____ <b>\$50.00 X</b>	<b>Not Available</b>	= \$
Both days Sat May 5th and Sun May 6th, 2012	____ <b>\$75.00 X</b>	<b>Not Available</b>	= \$

Exhibitors **MAY NOT** supply their own electricity. The Festival will provide all electricity during event; Exhibitors **MAY NOT** use personal generators in the event. Exhibitors must supply all appliance connections and any necessary U/L Approved extension cords.

Please fill out the following if you require electrical service for the operation of your booth. Please describe the appliances and Equipment you will be using during the event that require electricity. NO kerosene, charcoal, gas, or propane allowed unless agreed upon in writing.



Quantity	Appliance Description	Voltage Required			
		110V/20 amp		220 V/50 amp	N/A
		110V/20 amp		220 V/50 amp	N/A
		110V/20 amp		220 V/50 amp	N/A
		110V/20 amp		220 V/50 amp	N/A
		110V/20 amp		220 V/50 amp	N/A
		110V/20 amp		220 V/50 amp	N/A
		110V/20 amp		220 V/50 amp	N/A

<b>Total Cost Due</b>	\$
<b>50% non-refundable deposit due by 03/30/2012      Check #:</b>	\$
<b>Balance due upon arrival on grounds</b>	\$

**Please Make all Checks or Money Orders to Cinco De Mayo.**  
**To Pay By Credit or Debit Card Please Contact Vendor Coordinator For Payment.**



## Cinco de Mayo Vendor Agreement

### Rules and Regulations:

Please sign and return form with deposit:

By submitting my **50% Non-Refundable deposit** and signing this agreement, I acknowledge that the remaining 50% is due upon arrival at festival grounds. **I understand that my deposit is Non-Refundable.** The Fort Collins Cinco de Mayo Committee reserves the right to make any changes to this agreement with proper notification to my business.

I \_\_\_\_\_ have read this application thoroughly, thus attesting our establishment and send a 50% Non-refundable deposit of \$ \_\_\_\_\_ .00 by check, debit/credit or money order. **Please take note that balance due upon arrival on festival grounds must be paid by Cash, Debit/Credit or Money Order only unless other arrangements have been made with vendor coordinator.** I agree that all merchandise must follow guidelines of authenticity. The Cinco de Mayo Committee reserves the right to request the removal of items considered inappropriate or offensive. Also I, the applicant or the undersigned representative on behalf of the above applicant, agree to participate in the Cinco de Mayo celebration in Fort Collins, Colorado and will comply with all regulations and policies. I and my company also agree to indemnify and hold harmless the festival organizers and sponsors against all Claims, Liabilities, Damages, and Expenses including expenses of litigation and attorney fees asserted or incurred by said festival organizers and sponsor's arising in whole or in part out of applicant's activities hereunder, including but not limited to personal injury to or property damage incurred by applicant and applicant's staff. By signing this agreement, I state that I have read the merchandise vending rules and regulations and I/my organization will abide by these provisions.

#### Rules and Regulations:

1. Vendor will occupy the space, and only those spaces designated by the Cinco de Mayo committee and operate from 11:00 am – 7:00 pm on chosen day/s. Set up may begin at 8:00 am and be completed by 10:00 am and vendor should be fully operational by 10:00 am on chosen day/s.
2. Vendor is responsible for bringing needed extension cords, water hoses, tarps, ropes, cords, staple guns, tie wraps, ETC. Please bring garbage bags/cans for cleaning up your area. Trash dumpsters will be provided for depositing of trash only - **NO GREASE** will be allowed to be placed in dumpsters.
3. Vendor will remove all equipment, supplies and vehicles from the Cinco de Mayo celebration grounds by 8:00 pm after rental date is complete. The vendors space must be left clean with all trash placed in dumpster provided. Any trash that will not fit into dumpsters must be taken away and disposed of by vendor. **If vendor fails to leave area in original state will incurred a \$100.00 clean up fee per area rented.**
4. All merchandise, food and exhibitor vendors will pay Cinco de Mayo the appropriate fees indicated on this application. All payments are due in the following manner:
  - a. 50% **Non-Refundable deposit** due upon signing and return of agreement
  - b. (Deposit payment form is Check, Cash or Money Order and must be made payable to Cinco de Mayo )
  - c. Balance due upon arrival to festival grounds prior to move in- **Payment must be in form of Money Order or Cash only.**  
Late arrivals after 10:00 am will be allowed on festival grounds with approval and is subject to availability.
5. Cinco de Mayo Committee reserves the right to accept or refuse all or any political promotions, fund raising, raffles, or games of chance.
6. **NO PETS** other than personal guide/assistance dogs for the visual impaired and those registered as part of a festival event will be allowed on festival grounds.
7. Vendor's violating any terms of this contract or conduct contrary to the best interests of the Cinco de Mayo Committee will not be permitted. Violators will be asked to remove their units and/or leave the property and no fees will be refunded in such cases. Violations may also jeopardize your participation in further festivals.
8. It is fully understood that by signing this application, the vendor agrees to participate in the Cinco de Mayo celebration of Fort Collins and will comply with all regulations and policies. Further that the vendor also agrees to indemnify and hold harmless the festival organizers and sponsor's (I.E. Cinco de Mayo or the City of Fort Collins) against all claims, liabilities, damage and expenses ( including expenses of litigation and attorney fees) asserted or incurred by said festival organizers and sponsors arising in whole or in part out of applicant's activities hereunder, including but not limited to personal injury to or property damage incurred by applicant and applicant's staff. Vendor also agrees that Cinco de Mayo Committee reserves the right to refuse admittance to or to remove from the festival any individual, entity or organization who sole opinion seeks to promote, espouse or solicit anything which is political, religious, partisan or sectarian in nature and which we believe is disruptive to and contrary to the guiding principles of our discretion for accepting vendors according to quantity, variety, placement, vendor space allocations. Or vendor space assessment of merchandise or food be they commercial or non-profit in nature.

Vendor Signature

Date Signed

Vendor Coordinator Signature

Date Signed