

# 2018 Northern Colorado Cinco de Mayo Festival

## Vendor Application

Complete Application, Sign and Submit with deposit. (Deposit must be made to guarantee vendor space)  
(Space is first come/first served basis)

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

Please Mark Event Date's Requested:

<input type="checkbox"/>	Saturday May 5th, 2018 only
<input type="checkbox"/>	Sunday May 6th, 2018 only
<input type="checkbox"/>	Both Dates May 5th, and May 6th, 2018



Vendor Space Number Assigned:

Confirmation email Sent on:

### Submit To:

Jay Rodriguez  
Vendor Coordinator  
112 East Willow St  
Fort Collins, Colorado 80524

### Vendor Coordinator:

Coordinator Contact: Jay Rodriguez | 970.692.4039 | [fccincodemayo@gmail.com](mailto:fccincodemayo@gmail.com)

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

## **Festival Set up/Tear Down/Deposit Fees/Sales Tax/Safety Issues and Compliance:**

The annual event will take place in Old Town Square including Linden and Walnut Street – in Fort Collins, Colorado. Vendors may setup their booth area anytime between 7:00 am and 9:00 am on Saturday May 5th, 2018 and Sunday May 6th, 2018. Our celebration will begin at 10:00 am and end at 10:00 pm on May 5th, 2018 and begin at 11:00 am and end at 7:00 pm on May 6th, 2018. All vendors must be setup before 9:00 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 . Please note there is **NO OVERNIGHT SECURITY.** Vendors must setup each day and cannot leave anything in the street overnight without written consent.

### **Deposit Fee's:**

A minimum **NON REFUNDABLE** deposit of 50% (No Exceptions) of the total due is required and will guarantee placement at the festival. Vendors must be on the premises to set up between 7:00 am and 9:00 am on the day of vending. Vendor coordinator reserves the right to give vendors space to other vendors if not in assigned area by 9:00 am. All spaces are allocated on first come, first served basis. (50% Non Refundable 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) - Once vendors are setup there are **NO REFUNDS** as festival will be held as long as weather safely permits.

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

Vendors are responsible for filing both City and State sales tax following participation in the event. Please direct all sales tax questions to the respective office for clarification. Remember: You must obtain all City and State sales tax information. After the event, all tax paperwork must be submitted to the appropriate office.

Colorado Department of Revenue  
Special Events Coordinator  
PO Box 13200  
Denver, CO 80201  
(303) 866-5643

City of Fort Collins Sales Tax  
Special Events  
PO Box 580  
Fort Collins, CO 80522-0580  
(970) 221-6780

### **SAFETY ISSUES & COMPLIANCE:**

1. The Larimer County Health Department Special Event Requirements (to be provided in your confirmation packet) are crucial and must be read carefully. All questions should be directed to the LCHD at (970) 498-6775.
2. We work together with Poudre Fire Authority to ensure safety codes and requirements concerning booth compliance. We want to get you up-and-running with minimal delay; however, we need your help. Please make sure you comply when you set up. All vendors must adhere to the Fire Special Event Requirements (to be provided in your confirmation packet). Direct questions to PFA at (970) 221-6570.

## **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. We do not permit duplicate vendors for national products with independent distributors such as It Works, Mary Kay, Avon, Pampered Chef, etc. We will however allow a minimal number of vendors in the same category. For example, we will allow more than one jewelry vendor as long as they are not selling the same brand/style of merchandise. On food vendors we reserve the right to 2 like food vendors. 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:**

1	
2	
3	
4	
5	
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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:	

### **Food Vendors:**

Please Note: Vendors may not 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.

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 **\$200.00 fee** charged for cleanup and power washing of grounds which will be charged to vendors credit card.

## Food Vending Booth Charges:

**POWER IS NOT PROVIDED** - All Exhibitors requiring power must supply their own electricity Via whisper generators Exhibitors must supply all appliance connections and any necessary U/L Approved extension cords and must comply with all fire codes.

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### ***Booth Rental:***

Day/s Requesting	Per 12' x 12' space (additional size available)	How Many Space's Requesting	Total Cost
Saturday May 5th, 2018	Booth Locations 13-18 = \$150 Booth Locations 31-36= \$150		= \$
Sunday May 6th, 2018	Booth Locations 13-18 = \$150 Booth Locations 31-36= \$150		= \$
Both days Sat May 5th and Sun May 6th, 2018	Booth Locations 13-18 = \$250 Booth Locations 31-36= \$250 <b>(SAVE \$50 BY RESERVING BOTH DAYS)</b>		= \$

### ***Table Rental:***

Day/s Requesting	\$8.00 Per 6' table	How Many Table's Requesting	Total Cost
Saturday May 5th, 2018	\$8.00 X		= \$
Sunday May 6th, 2018	\$8.00 X		= \$
Both days Sat May 5th and Sun May 6th, 2018	\$16.00 X		= \$

### ***Chair Rental:***

Day/s Requesting	\$5.00 Per folding chair	How Many chair's Requesting	Total Cost
Saturday May 5th, 2018	\$5.00 X		= \$
Sunday May 6th, 2018	\$5.00 X		= \$
Both days Sat May 5th and Sun May 6th, 2018	\$10.00 X		= \$

## All Other Non Food Vending Booth Charges:

**POWER IS NOT PROVIDED** - All Exhibitors requiring power must supply their own electricity Via whisper generators Exhibitors must supply all appliance connections and any necessary U/L Approved extension cords and must comply with all fire codes.

Complete Application, Sign and Submit with deposit (Deposit must be made to guarantee vendor space) (Space is first come/first served basis and Locations will be assigned as such)

### ***Booth Rental:***

Day/s Requesting	Per 12' x 12' space (additional size available)	How Many Space's Requesting	Total Cost
Saturday May 5th, 2018	Booth Locations 1-12 = \$75 Booth Locations 19-30 = \$75 Booth Locations 37-48= \$75 Booth Locations 49-60= \$75		= \$
Sunday May 6th, 2018	Booth Locations 1-12 = \$75 Booth Locations 19-30 = \$75 Booth Locations 37-48= \$75 Booth Locations 49-60= \$75		= \$
Both days Sat May 5th and Sun May 6th, 2018	Booth Locations 1-12 = \$100 Booth Locations 19-30 = \$100 Booth Locations 37-48= \$100 Booth Locations 49-60= \$100 <b>(SAVE \$50 BY RESERVING BOTH DAYS)</b>		= \$

### ***Table Rental:***

Day/s Requesting	\$8.00 Per 6' table	How Many Table's Requesting	Total Cost
Saturday May 5th, 2018	\$8.00 X		= \$
Sunday May 6th, 2018	\$8.00 X		= \$
Both days Sat May 5th and Sun May 6th, 2018	\$16.00 X		= \$





### ***Chair Rental:***

Day/s Requesting	\$5.00 Per folding chair	How Many chair's Requesting	Total Cost
Saturday May 5th, 2018	\$5.00 X		= \$
Sunday May 6th, 2018	\$5.00 X		= \$
Both days Sat May 5th and Sun May 6th, 2018	\$10.00 X		= \$

<b>Total Cost Due</b>	\$
<b>50% non-refundable deposit      Check #:                      MO #</b>	\$
<b>Balance due upon arrival on grounds /Once vendors are setup there are NO REFUNDS as festival will be held as long as weather safely permits</b>	\$

Please Make all Checks or Money Orders to: **CINCO DE MAYO**

If Payment By Credit/Debit Card The Following Information Will Be Needed:  
(Please Give Information to Vendor Coordinator Via Phone)

Type Of Card:	   
Card Number:	
Name As Printed On Card:	
Expiration Date:	
CVV Code On Back Of Card:	
Billing Address:	
Zip Code:	

Please Make all Checks or Money Orders to: **CINCO DE MAYO**

**Submit To:**

Jay Rodriguez  
Vendor Coordinator  
112 East Willow St  
Fort Collins, Colorado 80524

**Vendor Coordinator:**

Coordinator Contact: Jay Rodriguez | 970.692.4039 | [fccincodemayo@gmail.com](mailto:fccincodemayo@gmail.com)

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## 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 **NON REFUNDABLE** 50% is due upon arrival at festival grounds. I understand that all funds exchanged are **NON REFUNDABLE**. Cinco de Mayo of Northern Colorado INC 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. Cinco de Mayo of Northern Colorado INC 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:**

- Vendor will occupy the space, and only those spaces designated by the Cinco de Mayo Vendor Coordinator and operate during festival hours on chosen day/s. Set up may begin at 7:00 am and be completed by 9:00 am and vendor should be fully operational by 10:00 am on chosen day/s.
- 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.

- Vendor will remove all equipment, supplies and vehicles from the Cinco de Mayo celebration grounds after each 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 \$200.00 clean up fee per area rented.**

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:

- 50% **NON REFUNDABLE** deposit due upon signing and return of agreement
- (Deposit payment form is Check, Debit/Credit Card, Cash or Money Order and must be made payable to Cinco de Mayo )
- Balance due upon arrival to festival grounds prior to move in Payment must be in form of Money Order, Debit/Credit Card or Cash only. Late arrivals after 10:00 am will be allowed on festival grounds with approval and is subject to availability. **Once vendor is setup ALL FUNDS are NON REFUNDABLE.**

Cinco de Mayo of Northern Colorado INC reserves the right to accept or refuse all or any political promotions, fund raising, raffles, or games of chance. **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.

Vendor's violating any terms of this contract or conduct contrary to the best interests of Cinco de Mayo of Northern Colorado INC 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. It is fully understood that by signing this application, the vendor agrees to participate in the Northern Colorado Cinco de Mayo Festival 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 of Northern Colorado INC 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 of Northern Colorado INC 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.

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**Vendor Signature**

**Date Signed**

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**Vendor Coordinator Signature**

**Date Signed**

# 2018 VENDOR MAP

