



***2023 ESTES PARK HOLIDAY WINE FESTIVAL
RETAIL VENDOR APPLICATION***

Greetings!

You are invited to complete this vendor application for **THE 4th ANNUAL ESTES PARK HOLIDAY WINE FESTIVAL** on **Saturday Nov 25TH, 2023**. The Estes Park Holiday Wine Festival will feature wineries, Holiday gift ideas, artisans/lifestyle vendors, entertainment and delicious cuisine. The festival will be held at the Estes Park Events Center in Estes Park, Colorado. We plan to limit the number of Retail Vendors based on space and want to make sure vendors complement the local, wine or food categories. Applications must be received (with payment) by **October 30, 2023. No refunds after October 30, 2023**. The Estes Park Holiday Wine Festival committee is looking for vendors (retail establishments) that complement the high quality of Colorado wines, with preference for businesses that sell artistic, Holiday or wine related items. Vendors will be selected based upon the ability to provide a well-balanced vending area. If more than one vendor applies with the same type of product, preference will be given to the vendor who applied first. Vendor space will be limited, as well as a limited amount of vendor booth space with optional electricity. There will be an added \$25 charge for electricity.

- **Regular set up begins Friday at 12 Noon and must be complete by 10:00 AM on Saturday. Assistance may be provided.**
- **You must stay open for the duration of the event on Sat Nov 25TH 11AM - 5PM.**
- **Site selection is based upon a ‘first come-first serve basis’ and will be assigned – with application and payment of fee.**

Each vendor will be supplied with a 10’ x 10’ space, PIPE AND DRAPE, TABLE AND 2 CHAIRS. Vendors are required to bring a professional sign with the name of their company and prices visible, to be placed at your booth. Please fill out the information below and return it with application fee to:

Estes Park Holiday Wine Festival– ATTN: TIM 3455 Sandalwood Lane, Johnstown, CO 80534 (970) 218-4545. Please include the Vendor Booth fee of \$150.00. Your \$150.00 check will be refunded should your company not be selected.

Please provide below a brief description of your company and retail specialties.

- **Pets.** Pets are not allowed in the EPHWF grounds. Service animals, which are registered with the State of Colorado and used for the purpose of aiding a disabled individual, are exempt.
- **Product Restrictions.** Acceptance is based on the understanding that Vendors will sell only those items listed on their applications. Additional items may NOT be sold without the event organizers expressed consent.
- **Sales Taxes.** Vendors must have ***both*** a general Colorado Tax License and a Colorado Single or Multiple Event Sales Tax License. For information about Colorado Sales Tax Licenses, call 303-238-7378 for sales tax info or visit http://www.revenue.state.co.us/TPS_Dir/home.asp.
- **Each vendor is responsible for the collection and payment of sales tax to the State of Colorado as required.**
- ***Vendor needs to have proper insurance and must provide a copy of its policy or certificate showing necessary coverage. ****

** NOTE: Retail Vendors are required to have minimum insurance coverage in effect that covers the Vendor's booth operations. Please attach copy of declaration page showing valid comprehensive general liability coverage at a minimum of \$1,000,000 policy limits per occurrence for Bodily Injury and Property Damage, and an aggregate limit of at least \$2,000,000 CSL. Policy shall reflect coverage for Premises/Operation and Products Liability). The Policy shall name Estes Park Holiday Wine Festival, The Bowers Group LLC, and The Town of Estes Park as additional insureds for the term of the event. You must have proof of insurance.*



I am a licensed Retail Vendor that is registered with the State of Colorado to do business in a Temporary Location

Contact Name _____

Company _____

E-Mail _____

Address _____

City/Town _____ State/Zip _____

Phone _____ Fax _____

***Colorado Multi-Event License # _____

We do not guarantee any particular booth location. Electricity will be available for an extra charge of \$25.00.

Please sign acknowledging that you have read all of the information, rules and regulations and agree to be bound by this contract.

Booth Fees: \$150.00

X _____ # of 10x10 booth spaces required = \$ _____ Extra Table and Chairs? _____ \$25

Total Remittance: \$ _____

METHOD OF PAYMENT

_____ Check enclosed payable to **Estes Park Holiday Wine Festival**

I understand that I am completely responsible for my booth space and property and bear all liability associated with my booth space and property and my own actions while participating at the **Estes Park Holiday Wine Festival**. I also understand and agree that neither **The Bowers Group, LLC., Estes Park Holiday Wine Festival, or the Town of Estes Park** is responsible for merchandise belonging to the exhibitor/vendor and is exempt from any liability as a result of participation in the show. I have read, understand and agree to abide by all the guidelines and requirements listed in the enclosed application in addition to all applicable state, city and county requirements and guidelines. Misrepresentation of any merchandise will be grounds for removal from this and all future shows.

Vendor Signature _____ **Date** _____

RETURN FORM & PAYMENT TO:

Estes Park Holiday Wine Festival, 3455 Sandalwood Lane, Johnstown, CO 80534.

If you have any questions, please contact Event Coordinator **Tim Bowers**
Tim@frontrangewinefestival.com Cell Phone (970) 218-4545