



2020 WINE FESTIVAL AT ISLAND LAKE RETAIL VENDOR APPLICATION

Greetings!

You are invited to complete this vendor application for **THE 2nd ANNUAL WINE FESTIVAL AT ISLAND LAKE** on **Saturday September 26th, 2020**. The Wine Festival at Island Lake will feature wineries, demonstrations, artisans/lifestyle vendors, entertainment and delicious cuisine. The festival will be held at Noco Islands at Island Lake in Fort Collins, 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 **August 15, 2020. No refunds after August 15, 2020**. The Wine Festival at Island Lake committee is looking for vendors (retail establishments) that complement the high quality of Colorado wines, with preference for businesses that sell artistic 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 and must be complete by 10AM on Saturday, Sept 26th. Assistance may be provided.**
- **You must stay open for the duration of the event on Saturday September 26th from 11A-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. Vendors are required to bring a professional sign with the name of their company and prices visible, to be placed at your booth. You must have a tent that is secured. You must use water barrels or other weighted objects, staking is not allowed. Please fill out the information below and return it with application fee to:

Wine Festival at Island Lake– ATTN: TIM 3455 Sandalwood Lane, Johnstown, CO 80534 (970) 218-4545. Please include the application fee of \$175.00 before Dec 31, 2019. Booth fee is \$200.00 after Jan 1, 2020. You are responsible to furnish your own pop-up tent. Tents may be rented at an additional cost. Your check will be refunded should your company not be selected.

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

- **Tent.** Tent space with protective wind and rain resistant roof. Vendors should prepare for any type of weather, particularly wind and rain (including late afternoon thunderstorms). Tent tie-downs (i.e....water jugs, small stakes) are **required**. **NOTE: Tents larger than 10X20 need to be fire retardant and approved by Fort Collins Fire Department.**
- **Pets.** Pets are not allowed on the festival 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 and to Larimer County 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 Island Lake Marine and Sports, Jensen Investments, The Islands dba Noco Islands, Wine Festival at Island Lake and The Bowers Group LLC 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: \$175.00 before December 31, 2019. Booth fee is \$200.00 after Jan 1, 2020. (cost per booth space)

X _____ # of 10x10 booth spaces required = \$ _____ Tent? _____ \$150.00

Table and Chairs? _____ \$25 **Total Remittance: \$ _____**

METHOD OF PAYMENT

_____ Check enclosed payable to **Wine Festival at Island Lake**

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 **Wine Festival at Island Lake**. I also understand and agree that neither **The Bowers Group, LLC., Wine Festival at Island Lake, Island Lake Marine and Sports, Jensen Investments and The Islands dba Noco Islands** 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:

Wine Festival at Island Lake, 3455 Sandalwood Lane, Johnstown, CO 80534.

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