



**2025 HALLOWINE FESTIVAL
RETAIL VENDOR APPLICATION**

Greetings!

You are invited to complete this vendor application for **THE 2nd ANNUAL HALLOWINE FESTIVAL** on **Saturday, October 11, 2025**. The Hallowine Festival will feature wineries, artisans/lifestyle vendors, Live entertainment and delicious cuisine. The location for the festival will be Silo Park in Thompson River Ranch, Johnstown, CO. We plan to limit the number of Vendors based on space and want to make sure vendors tie in with the local, wine or food categories. **IF THE COMMITTEE DOESN'T FEEL A VENDOR FITS THIS CATEGORY, THEY WILL NEED TO APPLY AS A COMMERCIAL VENDOR.** Applications must be received (with payment) by **August 30, 2025. No refunds after August 30th, 2025.** The committee is looking for vendors (retail establishments) to complement the high quality of Colorado wines and prefers businesses that sell artistic or wine related items. Vendor selection will be based on the ability to provide a well-balanced vending area, and if more than one vendor applies with the same type of product, preference will be given in the order received. The number of vendors will be limited due to space constraints. As well, there will be a limited amount of vendor booth space with optional power hook-up. There will be an added \$40 charge for electricity.

- **There may be early set up Friday. Regular set up is Saturday morning beginning at 7 am. All set up must be complete by 10:30 am.**
- **You must stay open for the duration of the event on Saturday October 11th from 11 AM – 5 PM.**
- **Site selection is based upon a 'first come-first serve basis' – with application and payment of fee. If you have a desired spot please put on application and we will do our best to accommodate you.**

Each vendor will be supplied with a 10' x 10' space. We require that you bring a professional sign with name of your company and prices visible, be placed at your booth. Please fill out the information below and return it with your application fee to:

HALLOWINE FESTIVAL – ATTN TIM 3455 Sandalwood Lane, Johnstown, CO 80534 (970) 218-4545

Please include the application fee of \$175.00 before 05/31/2025. Fee is \$225.00 after May 1st. 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) are required. **NOTE: Tents larger than 10X20 need to be fire retardant and approved Johnstown 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 of sales tax to the town of Johnstown, Larimer County and the State of Colorado (2.9%) 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 the Thompson River Ranch Metro District, Halloween Festival and The Bowers Group LLC as additional insured's 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 \$40.00.

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 before May 1st, 2025. Fee is \$225 after May 1st with your own Pop-up Tent (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 Halloween 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 **Halloween Festival**. I also understand and agree that neither **The Bowers Group, LLC.**, the **Thompson River Ranch Metro District** nor **The Halloween Festival** 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:

Halloween Festival, 3455 Sandalwood Lane, Johnstown, CO 80550.

If you have any questions, please contact Event Coordinator **Tim Bowers**

Tim@thebowersgrp.com Cell Phone (970) 218-4545