



**2024 FRONT RANGE WINE FESTIVAL  
ARTISAN/CRAFT VENDOR APPLICATION**

**Greetings!**

You are invited to complete this vendor application for **THE 12th ANNUAL FRONT RANGE WINE FESTIVAL** on **Saturday, August 17th, 2024**. The Front Range Wine Festival will feature wineries, demonstrations, artisans/lifestyle vendors, Live entertainment and delicious cuisine. The location for the festival will be Main Park in the center of Windsor, Colorado. We plan to limit the number of Artisan Vendors based on space and want to make sure vendors tie in with the local, wine or food categories. **ARTISAN/CRAFT VENDORS MUST BE 100% HOMEMADE ITEMS. IF THE COMMITTEE DOESN'T FEEL A VENDOR FITS THIS CATEGORY, THEY WILL NEED TO APPLY AS A RETAIL OR COMMERCIAL VENDOR.** Applications must be received (with payment) by **June 30, 2024**. **No refunds after June 30th, 2024**. The FRWF 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. There will be helpers for you!**
- **You must stay open for the duration of the event on Saturday August 17th 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:

**FRONT RANGE WINE FESTIVAL – ATTN TIM 3455 Sandalwood Lane, Johnstown, CO 80534 (970) 218-4545**

**Please include the application fee of \$100.00 before 12/31/2023. Booth fee goes to \$150 after January 1, 2024. 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.

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- **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 by Windsor-Severance 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](http://www.revenue.state.co.us/TPS_Dir/home.asp).
- **Each vendor is responsible for the collection of sales tax to the City of Windsor (3.65%) and the State of Colorado (2.9%) as required. We will supply an envelope at the end of the event to collect the Windsor and State Sales Tax. FRWF will file and pay all sales taxes.**
- ***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 Town of Windsor, Front Range Wine 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: \$100 with your own Pop-up Tent (cost per booth space) before 12/31/2023. Booth fee is \$150 after January 1, 2024.**

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

Table and Chairs? \_\_\_\_\_ \$25 Total Remittance: \$ \_\_\_\_\_

**METHOD OF PAYMENT**

\_\_\_\_\_ Check enclosed payable to Front Range 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 **Front Range Wine Festival**. I also understand and agree that neither **The Bowers Group, LLC.**, the **Town of Windsor** nor **The Front Range Wine 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:**

**Front Range Wine Festival, 3455 Sandalwood Lane, Johnstown, CO 80550.**

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

[Tim@thebowersgrp.com](mailto:Tim@thebowersgrp.com) Cell Phone (970) 218-4545

Dear Business Owner or Manager,

The Town of Windsor is pleased to announce the launch of our new online sales tax collection and licensing system, MUNIREvs. Filing and paying your taxes online is easier, faster, and safer than sending your paperwork through the mail. We allow e-check and credit card payments through this new system. At this time e-check payments are free and credit card payments are assessed a 3% convenience fee. . **If your account has a debit block for protection against unauthorized payments, our originator ID number is 9000020384.** You will need to provide this number to your bank to allow processing of payments using our online system. Payment via ACH Credit is available only by registering with the Colorado SUTS Portal at <https://colorado.munirevs.com/>

Activating your account is a one-time process and can be started by following the instructions below.

### New Business Registration Steps

1. Go to: <https://windsor.munirevs.com>.
2. Click the Green “Go” button on the left-hand side for New Users Registration.
3. Enter your email address.
4. Follow the Instructions in the E-mail you will receive which will prompt you to click on a link to bring you to a secure User Profile screen.
5. Create your Password and User Profile and Click “Continue to Business Profile” (orange button).
6. Select I have a new business and need to apply for a license
7. Enter Business Name, Business Type, Your Role and Click Continue
8. Review Pre-Registration Questions and Click Submit to Continue
9. Complete New Business Registration Form
10. Note Business Account Number and Activation Code
11. Click Submit to complete registration and send to Town for processing.

### Need Assistance?

Unlimited phone and email support is available Monday through Friday from 8 am to 5 pm by contacting MUNIREvs at 1-888-751-1911 or email at [support@munirevs.com](mailto:support@munirevs.com). You can reach us directly at [salestax@windsorgov.com](mailto:salestax@windsorgov.com) if you have any questions.

Kind Regards,

*Tammi Mitchell*

Tammi Mitchell

Sales Tax and License Specialist

Town of Windsor | Finance

Dir: 970-674-2486 | Off: 970-674-2400 | Fax: 970-674-2495

[www.tmitchell@windsorgov.com](mailto:tmitchell@windsorgov.com)

[www.windsorgov.com](http://www.windsorgov.com)