



## **2021 BOULDER VALLEY WINE FESTIVAL RETAIL VENDOR APPLICATION**

### **Greetings!**

You are invited to complete this vendor application for **THE 3<sup>rd</sup> / 4<sup>th</sup> ANNUAL BOULDER VALLEY WINE FESTIVAL** on **Saturday September 11th, 2021**. The Boulder Valley Wine Festival will feature wineries, demonstrations, artisans/lifestyle vendors, entertainment and delicious cuisine. The festival will be held at Community Park in Louisville, 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 **July 31, 2021. No refunds after July 31, 2021**. The Boulder Valley Wine Festival 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 Saturday morning at 6 am and must be complete by 10:00 AM. There may be Friday Afternoon Setup. Assistance may be provided.**
- **You must stay open for the duration of the event on Saturday September 12th from 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. 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:

**Boulder Valley Wine Festival - 3455 Sandalwood Lane, Johnstown, CO 80534 (970) 218-4545. Please include the booth fee of \$175.00 before December 31, 2020. Booth fee goes up to \$200.00 after January 1<sup>st</sup>, 2021. 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, NO STAKING) are **required**. **NOTE: Tents larger than 10X20 need to be fire retardant and approved by Louisville 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 and payment of sales tax to the Boulder Valley Wine Festival at the end of the event for both State and Local taxes. An envelope will be provided.**
- **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 Louisville, The Boulder Valley Wine Festival 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 with your own Pop-up Tent before December 31, 2020. Booth fee is \$200.00 after January 1, 2021**

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

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

**METHOD OF PAYMENT**

\_\_\_\_\_ Check enclosed payable to **Boulder Valley 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 **Boulder Valley Wine Festival**. I also understand and agree that neither **The Bowers Group, LLC., The Town of Louisville and The Boulder Valley 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:**

**Boulder Valley Wine Festival, 3455 Sandalwood Lane, Johnstown, CO 80534.**

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