

2018 BLUES & BBQ FOR BETTER HOUSING VENDOR INVITATION

21st Annual Blues & BBQ Festival | July 21st

11am – 8pm

At Citizen's Park, Edgewater

Through this festival – and your complete awesomeness – we have given over \$212,000 to Habitat for Humanity Metro Denver. Last year we donated \$40,000 to Habitat from that one day event. Rock Star. Thank you for being a part of that.

Vendor spaces are now available. Special pre-sale pricing of \$125 for retail vendors, \$225 for food vendors and \$300 for food trucks up to 24' is available. In order to get early bird pricing, your payment must be received by May 1st. On or after May 1, the booth rental space will increase to \$150 for retail, \$275 for food vendors and \$350 for food trucks up to 24'. Extra space can be purchased. See application for details.

Vendor selection will be based on providing a well-balanced vending area. **Complete Applications (including all items on the application checklist) and full payment must be received no later than Friday, July 6, 2018.** Logistical details of the day's event will be sent to you a week prior to the festival.

Each vendor will be supplied with a 10' x 10' space, unless you request and pay for additional space in advance. Vendors will also be given a 1 foot emergency access space on each side of their confirmed booth space. This space is to be left clear at all times during festival hours.

Enclosed please find the vendor application package to get you started with the process to reserve your space today. For more information please feel free to contact Vendor Committee Chair Dot Miller at 303-885-2501 or check out the website www.BluesnBBQ.com.

We look forward to working with you to make this year's event the best yet!!

The Blues & BBQ for Better Housing Team

The
DUKE STREET

Kings



Blues & BBQ for Better Housing

Blues & BBQ for Better Housing

7187 W 79th Drive

Arvada, Colorado 80003

720-480-4477 | Ranger Miller

Blues & BBQ for Better Housing

21st Annual Festival

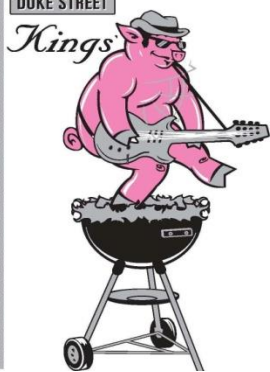
Saturday, July 21, 2018

At Citizen's Park

In Edgewater

For More Information

www.BluesnBBQ.com



2018 BLUES & BBQ FOR BETTER HOUSING VENDOR APPLICATION

(Please print clearly)

Food or Retail Vendor Name: _____

Contact Name: _____

Email: _____

Phone: _____ Cell Phone: _____

Mailing Address: _____

City, State, Zip: _____

Colorado State Health License No: _____

Description of Food or Retail Products to be served or sold: _____

BOOTH RENTAL FEES - prices are per 10 x 10 booth space:

Please indicate quantity:

Take advantage of Registration prior to May 1st & **SAVE**

_____ \$125 per 10 x 10 space for Retail Vendors

_____ \$225 per 10 x 10 space for Food Vendors

_____ \$300 per Food Truck up to 24'

_____ \$100 per additional 10' x 10' space

After May 1, standard prices apply

_____ \$150 per 10 x 10 space for Retail Artisans

_____ \$275 per 10 x 10 space for Food Vendors

_____ \$350 per Food Truck up to 24'

_____ \$100 per additional 10' x 10' space

Additional Optional Items (indicate quantity)

_____ Electricity to Booth (\$50)

Number of Outlets Required _____

How many AMPS will each outlet draw _____

****IF YOU NEED 220V AC, YOU MUST PROVIDE
YOUR OWN GENERATOR****

_____ 1 Table/2 Chairs (\$25)

_____ 10x10 Canopy (\$90)

Please Note:

Due to the overwhelming number of applications we receive each year and the locations we have to place our generators, we can no longer accommodate booth space requests.

In the past, having the option to pick your top 3 spaces that you wanted created negative feelings from the vendors that did not get what they asked for.

We run a super cool festival and don't want to put forth anything that may create any kind of negative feelings.

Thank you for understanding.

TOTAL AMOUNT ENCLOSED: _____

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2018 BLUES & BBQ FOR BETTER HOUSING VENDOR RULES & REGULATIONS



All vendors must abide by the following:

- Booths are to be attractive, professional and well maintained in appearance with professional looking signage and pricing materials.
- Vendors must provide their own canopy or tent with protective wind and rain resistant roof. Be prepared for any type of weather, wind, rain, etc. Vendors are responsible for constructing, furnishing, and maintaining their own booth materials, leftovers and trash. Canopies and/or tables that have been previously requested/rented at the time of your initial application, and paid in full, will be waiting for you at your assigned Vendor space when you arrive.
- **Insurance. Proof of insurance must be provided.** Please attach a copy of declaration page showing valid comprehensive general liability coverage at 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. Additionally, the insurance policy shall name the Blues & BBQ for Better Housing Block party as additional insured for the term of the event. **Proof of Insurance must be provided.**
- Tent tie-downs (i.e. water jugs, sand bags, etc) are required for all Canopies. If you have rented a tent from us, you are still responsible for the tie downs. For those of you that missed last year, we are in a park now, and you can stake down your tents.
- Vendors are required to remain open throughout the duration of the event. **The official event hours are 11:00 am to 8:00 pm. No breakdowns prior to 8:00pm.**
- All booth personnel **MUST** wear a wristband during the event. **ONLY** two wristbands are included in the booth rental. Additional wristbands must be purchased at regular price (\$10).
- **NO** pets are allowed on the event grounds. Service animals are exempt.
- Food vendors may **NOT** sell any alcoholic beverages. Failure to adhere to this will result in the vendor being removed from the event without refund and prohibited from participation in future events.
- Acceptance of vendors is based on the understanding that vendors will sell only those items listed on their applications. Misrepresentation of any merchandise will be grounds for removal from this and all future events.
- Vendors will be allowed to drive vehicles on to the festival grounds for set-up and take-down, but **NOT** during the event hours. Due to space limitations only one vehicle per vendor will be allowed on festival grounds during set-up.
- Set-up will be the day of the event from 7:30 am to 9:30 am only. Vendors must first check-in and obtain their check-in packet before setting up. The vendor check-in packet will include a festival map and two (2) wristbands.
- All tents and booth displays must be set-up by no later than 10:00 am.
- Our parking situation is awesome at this new location. There is a vacant grocery store adjacent to the park and everyone can park in that lot. Please leave spaces in the front for our patrons.
- **No vehicles will be allowed in the event site after 9:30 am on event day.** Vehicles will be allowed back in the festival grounds after the last band finishes for breakdown and move-out (shortly after 8:00pm).

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Retail Vendors:

▪ **Taxes.** Vendors are responsible for maintaining their own appropriate sales tax licenses. For information about Colorado Sales Tax Licenses, call 303.238.7378 or visit at either www.taxcolorado.com or www.colorado.gov/revenue/tax. Each vendor is responsible for the collection and payment of all applicable sales tax.

▪ **Resale License.** Each retail vendor must have a valid resale license.

▪ **Vendor Balance.** It is our goal to have a well-balanced selection of arts and crafts for sale. The Blues & BBQ for Better Housing Block Party reserves the right to limit the number of vendors in each media. Please submit photos that are representative of your work and booth, or a detailed description of items to be sold.

▪ **Additional Rental Items.** Each artist must provide his/her own shade and display materials. All covering must be made of a fire retardant material, as ordered by the fire department. Tents, tables, chairs and electricity are available for rent with limited availability. Please see vendor application for prices. All items must be pre-paid and ordered in advance.

Food Vendors - You will not be allowed to enter the premises to set up unless all of the following has been received:

▪ **FORM 3610.** Food Vendors shall comply with the Jefferson County Department of Health regulations and licensing requirements. For more information go to <http://health.jeffco.us> to print out form 3610. Please complete, sign and return the Jefferson County FORM 3610 with the vendor application and payment to the Blues & BBQ for Better Housing Foundation. Please DO NOT send the form to the Jefferson County Health Department. Food Vendors shall comply with the Jefferson County Department of Health regulations and license requirements. Verification of the filed Form 3610 must be received within two weeks of your application and fee in order to reserve/confirm your space at the festival. **Note.** If an additional, onsite inspection is required by the Health Department (Before the festival opens) to visit your booth, you will be billed an additional \$50.00 after the event. Your application fees less a \$25 administrative fee will be refunded should you not be selected.

▪ **Cooking Equipment.** All food vendors that are using cooking equipment (grills, burners, stoves, warmer, etc.) must provide their own fire extinguisher and tie-downs for any propane tanks, and must comply with the fire codes and related regulations adopted by Jefferson County and the City of Edgewater. All vendors that require the use of cooking equipment or an open flame shall be required to use a Flame Retardant Tent. The Fire Department will be inspecting all vendor booths. Vendors who fail to comply with applicable fire code will be shut down immediately for the remainder of the event.

▪ **Additional Rental Items.** Each vendor must provide their own display materials. Tables, chairs and electricity are available for rent with limited availability. Please see vendor application for prices. All items must be pre-paid and ordered in advance.

▪ **Sanitation.** Food vendors are expected to dispose of all slop, grease, waste or "grey" water in appropriate containers. This type of waste is deemed hazardous, and we ask that you DO NOT dump any of it in the regular trash containers. Vendors found dumping waste on the ground will be shut down immediately for the remainder of the event. Vendors are responsible for disposing of this waste themselves in an appropriate manner off-site. Dumpsters will be on site for disposal of ordinary, non-hazardous trash.

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2018 BLUES & BBQ FOR BETTER HOUSING VENDOR RELEASE

I shall maintain at my sole expense fire, liability and property damage insurance. I hereby indemnify, defend and hold the Blues and BBQ for Better Housing Block Party, their officers, festival committees and their representatives free and harmless from any and all claims, liability from or connected with the festival. I understand that I assume all financial risk of inclement weather and that no refunds will be given for inclement weather. 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 Blues and BBQ Block Party. I also understand and agree that the Blues and BBQ for Better Housing Block Party, its board or volunteers is not 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 Name: _____

Vendor Signature: _____ Date: _____



2018 BLUES & BBQ FOR BETTER HOUSING APPLICATION CHECK LIST

- ___ Vendor Application
- ___ Signed Vendor Release Form
- ___ Proof of Insurance naming Blues & BBQ for Better Housing as an Additional Insured
- ___ Jefferson County Dept of Health Form 3610 (**Food Vendors Only**)

Method of Payment:

- ___ Check Enclosed, made payable to:
Blues & BBQ
- ___ Payment made via www.bluesnbbq.com

The appropriate fees **MUST ACCOMPANY** your application. If you wish to pay by credit card, please pay online at www.bluesnbbq.com. Mail your completed application and indicate that the booth fees were paid via the website. The reservation deadline is July 6, 2018 and based on availability.

Please return this application with your payment to:
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Refund Policy: If you register and pay for the event and wish to cancel, a written cancellation notice must be received by July 1, 2018 in order to receive a refund of your fees, less a \$35 administrative fee. Sorry, no refunds will be granted after July 1, 2018 for any reason. Rain or shine. Return check charge is \$35.

Please feel free to check out the event website at www.bluesnbbq.com or contact our Vendor Committee Chair Extraordinaire, Dot Miller at 303-885-2501 or via email at DotMillerCO@gmail.com, should you have any questions or require additional information.

There it is... now you've got all the information you need to get your booth registered with our event. We look forward to seeing you on Saturday, July 21, 2018 for the 21st Annual Blues & BBQ for Better Housing Festival!

The Blues & BBQ for Better Housing Team

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