



Lafayette Peach Festival in Old Town!

Saturday, August 18, 2018

Vendor Registration – Deadline is August 1, 2018

EVENT OVERVIEW:

- Outdoor Festival on Public Road in Lafayette, CO on Saturday, August 18, 2018, 9:00am – 4:00pm
- Free to public and held regardless of weather
- Free Face Painting, Peach Smoothies, Peach Pie, Peach Cobbler for sale!
- This is a Zero Waste Event.
- **DEADLINE FOR APPLICATION is August 1, 2018.**

VENDOR REQUIREMENTS:

- Fine Artists, Antique dealers or Crafter (handmade items). **No business, commercial or activity booths permitted.**
- Booth space size: from curbside is 12' x 12' (If space requirements are larger than 12' x 12', you must purchase adequate number of spaces for your items to fit within booth space that includes trailers, etc.)
- **Space Fees:** \$175/12' x 12' space, \$320/12' x 24', payment due with application.
- Booths are assigned on a first come, first served basis. You are not accepted in this event until you have received an email confirmation. **No booth set up before 6:00 am.**
- **Your application will not be accepted without all of the completed forms:**
 1. Vendor Registration Form, 2. Vendor Agreement, 3. City of Lafayette Sales Tax form (for non-Lafayette businesses), 4. Zero Waste Agreement – Agreement needed for all vendors. If needed Boulder County Public Health Dept. form may be downloaded from www.lafayettecolorado.com.

ELECTRICAL REQUIREMENTS:

- In the space provided on your application, please give a detailed description of **everything** you will be plugging in. Fees apply. Limited electrical available.

ZERO WASTE REQUIRMENTS:

- **All Vendors** must sign the Zero Waste Agreement in this packet return with application.
- **Food & Food Sampling** - All cups, plates, bowls, serving containers and utensils must be compostable, NO STYROFOAM, NO plastic cups, plates, bowls or cutlery will be allowed. You are responsible for removing any waste you accumulate that is not recyclable. **You must fill out the Boulder County Department Health Forms and Eco cycle Forms to be accepted to the event.**
- **Artist/Crafters/Antiques** - You are expected to eliminate all plastic items that would normally be thrown away at this event to help us achieve this goal (plastic used to wrap your products, etc.). **NO EXCEPTIONS.**
- Event staff will provide recycling containers to be placed near your booth. **You are responsible for removing any waste you accumulate that is not recyclable or compostable.**



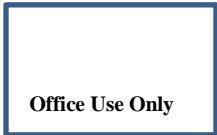
2018 PEACH VENDOR CHECKLIST

REGISTRATION DEADLINE: AUGUST 1, 2018

CHECKLIST: In order for your application to be considered, it **MUST be accompanied by all required fees and forms.** Before mailing your application, please make sure you have included the following:

- Vendor Registration Form
 - Booth Fee
 - Electricity Fee
 - Vendor Total Registration Fee
- Vendor Agreement & Waiver
- City Sales Tax Deposit
- City Sales Tax License and worksheet
- Eco Cycle Zero Waste Agreement – **ALL VENDORS MUST SIGN**
- Pictures of Handmade Craft/Art or Antique
- Booth Photo (if available)
- Boulder County Health Department Forms for Food and Food Sampling

Forms are available on our website @ www.lafayettecolorado.com



Date Received _____ # of Booths _____ Electrical needed _____ Health Dept. _____ Zero Waste _____

Office Use Only

2018 PEACH VENDOR REGISTRATION FORM

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Cell Phone: _____

E-mail Address: _____

Mail booth confirmation to the above address unless indicated here: _____

- BOOTH FEES - (You must fit all your items in your 12x12 space)** **TOTAL**
- 12x12 Booth Space - \$175.00 (Indicate the number of booths needed) \$ _____
- 12 x 24 Booth Space - \$320.00 \$ _____
- LATE FEES:**
- Late Fees (after 8/5/18) – add \$50.00 \$ _____
- Booth Fees after 8/5/18 non refundable

ELECTRICAL NEEDS – (Please select one) 220 volt not available

- 110 volts (20 amp), 1 circuit \$40.00 \$ _____
 - 110 volts (20 amp), 2 circuits \$60.00 \$ _____
 - 110 volts (20 amp), 3 circuits \$75.00 \$ _____
 - 110 volts (20 amp), 4 circuits \$85.00 \$ _____
- TOTAL** \$ _____

Checks Payable to Lafayette Chamber of Commerce

METHOD OF PAYMENT: Check enclosed _____ MasterCard _____ Visa _____ Amex _____

Card #: _____ Exp. Date: _____ 3-digit Security Code: _____

Name on Card: _____ Signature: _____

CITY SALES TAX DEPOSIT:

Vendors are responsible for collecting and remitting all applicable sales tax to the State. Forms are available at www.lafayettecolorado.com.

- \$25 City Sales Tax Deposit.**
- Must be a separate check payable to City of Lafayette** \$ _____
- Please return tax form with booth application & payment

ELECTRICITY REQUIRMENTS: (You must fill out)

Electrical requirements will determine your booth location. You must provide your own heavy duty extension cord in excellent working order. How many outlets (amps) will you need? Each outlet has 20amps – INDICATE BELOW HOW MANY OUTLETS ARE NEEDED and what type of equipment will be plugged into these outlets:

Equipment _____ Amps _____ Equipment _____ Amps _____

Equipment _____ Amps _____ Equipment _____ Amps _____

BOOTH DESCRIPTION Artist Handmade Craft Antique

Type of Booth, Description and Requests: _____

WE DO NOT guarantee a requested booth location; we will do our best to honor your request. If you are a returning vendor and would like the same space as in the past, please indicate booth number: _____



VENDOR AGREEMENT & WAIVER

Read & Sign

Lafayette Chamber of Commerce reserves the right to refuse any booth application, should this occur the fee will be refunded. The City of Lafayette, Lafayette Chamber of Commerce, or any of the sponsors shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Lafayette or the Lafayette Chamber of Commerce. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care or maintenance of exhibitor's property.

I agree to:

- Be set up by 8:00 am on Saturday August 18th, one hour before event start time and remain open until event closing at 4:00 pm. **Booths MUST be removed by 5:30 pm.** This event is on a public street which reopens at 5:30. Vendors on Public Rd. after 5:30 pm will be ticketed.
- Provide my own tent, table, chairs, sandbags or cement buckets to secure your tents. NO STAKING permitted.
- Set up my booth within my booth space parameters as assigned and understand that each booth space is a 12 x 12 **from curbside**. I understand the space behind my booth, sidewalk or street, is not part of my 12 x 12 booth space and if I need to place equipment, I must purchase the proper amount of space to accommodate my products.
- Provide photographs of my products that are to be sold for this event.
- My booth space consists of Art, Handmade Crafts or Antiques
- Comply with all zero waste regulations provided in this packet. Trash must be removed from your booth area. I understand that failure to comply WILL result in being asked to leave festival forfeiting all fees.
- I understand that there are NO Styrofoam/plastic cups, plates, bowls or cutlery permitted at this event.
- Eliminate all plastic items that would normally be thrown away at this event to help achieve a zero-waste goal, the plastic used to wrap products, etc. Food may not be sold in non-recyclable or non-compostable containers or packaging.
- Pay all necessary taxes and fees set forth in this application. I further understand that there are no refunds after August 5, 2018 and no shows are non-refundable.
- I understand my booth space will be accepted on a first come, first served basis.
- I understand that I will receive a map, directions, set up instructions and space location prior to the event.

I have read through this agreement and I agree to abide by all rules set forth, failure to comply will result in being asked to leave the festival, forfeiting all fees.

Signature: _____ Date: _____

RETURN signed agreement and completed application by August 1, 2018 TO:

Lafayette Chamber of Commerce
P.O. Box 1018, Lafayette, CO 80026
PHONE: 303-666-9555
FAX: 303-666-4392

events@lafayettecolorado.com
www.lafayettecolorado.com



One Time Event, City Sales Tax License
\$25.00 Refundable Deposit Required

Owner's Name	_____	Event Date:	_____
Business Name	_____		_____
Business Address	_____	Event Name:	_____
	_____		_____
Business Phone	_____		_____
Printed Name	_____		_____
Email Address	_____		_____
Signature	_____		_____
Date	_____		_____

Make \$25 Checks Payable to: City of Lafayette

City of Lafayette
1290 S. Public Road
Lafayette, CO 80026
303-661-1246



One Time Event, City Sales Tax Return – ****FILL OUT AFTER EVENT****

Owner's Name _____ Event Date _____
Business Name _____
Business Address _____ Event Name _____

Business Phone _____
Printed Name _____
Email Address _____
Signature _____
Date _____

Total Sales _____
Tax Due _____
Less Deposit _____
Tax Due/Refund _____

Make Tax Due Checks Payable to: City of Lafayette

Refund Checks should be made out to:

No refunds for amounts less than \$1.00

City of Lafayette	<u>Total Collected</u>	8.485%
1290 S. Public Road	City	3.500% - send to City
Lafayette, CO 80026	State	2.900% - send to State
City – Mandy Staley 303-661-1246	RTD	1.100% - send to State
State contact – 303-238-7378	Boulder County	0.985% - send to State



The City of Lafayette would like to thank you for choosing to participate in this event. We want to make your stay with us as easy as possible, by stream-lining the collection of the city sales tax.

A total 8.485% tax should be collected from your customers. Of that, 3.5% needs to be remitted directly to the City of Lafayette. The remaining goes to the State of Colorado, according to their instructions.

Attached you will find a One-Time Event City Sales Tax License and Return. Following are the steps in submitting the sales tax to the City.

1. Turn in a completed license and a \$25.00 check deposit, made payable to The City of Lafayette, when you register.
2. Sell your product at the event.
3. Complete the return and bring it into or mail it to the City. This return is to be received on or before 20 days following the event.

If the return shows that your tax due is less than the \$25.00 deposit, the City will issue a refund for the difference on Friday of the following week.

If the return shows that you owe more than the \$25.00 deposit, then the difference needs to be remitted with your completed return.

If you have any tax questions, please feel free to contact Mandy at 303-661-1246

AGREEMENT: All Peach Vendors must sign

As a vendor participating in the [LAFAYETTE PEACH FESTIVAL], I agree to distribute my product(s) in locally recyclable, compostable, or reusable service ware, per Eco-Cycle's guidelines. If applicable, I will purchase appropriate service ware in accordance with the guidelines accompanying this document. I also agree to pack out **everything** that I bring but do not distribute to event visitors.

Please clearly list all items you will be distributing and the materials associated with those items. Please include Manufacturer and Product name.

This applies to ALL vendors and tents, whether you will be serving food or not.

Item	Product Manufacture	Product Name
<i>ex: Sandwich</i>	<i>Eco-Products</i>	<i>8 inch Square Sugarcane Plate, certified compostable</i>
<i>ex: Pamphlet</i>	<i>No additional materials</i>	<i>Educational material handed out without excess packaging</i>

Please fill out the following information:

Business Name:	Contact Name:
Phone:	Email:
Signature:	Date:

Please email or mail your signed agreement to:

Lafayette Chamber of Commerce
PO Box 1018
Lafayette, CO 80026
events@lafayettecolorado.com

