



2019 PEACH VENDOR REGISTRATION

Vendors serving food/samples must use Peach Vendor Food Application



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 DESCRIPTION—No Business/Commercial/Activity allowed: ____Artist ____ Handmade Craft ____Antique

Type of Booth, Description and Requests: _____

Booth location is not guaranteed. 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: _____

BOOTH FEES - Late Fees (after 8/5/19) – add \$50.00 Booth Fees after 8/5/19 non-refundable

____12x12 Booth Space - \$175.00 ____12 x 24 Booth Space - \$320.00 ____12 x 36 Booth Space - \$475.00

ELECTRICAL NEEDS – 220 volt not available – each circuit is 110 Volt/20 amp

____1- 20 amp - \$40.00 ____2- 20 amp - \$60.00 ____3- 20 amp - \$75.00 ____4- 20 amp circuit - \$85.00

ELECTRICITY REQUIRMENTS: (You must fill out) Vendor must provide 100 ft extension cord

Equipment _____ Amps _____ Equipment _____ Amps _____

Equipment _____ Amps _____ Equipment _____ Amps _____

Checks Payable to Lafayette Chamber of Commerce **\$Total Due** _____

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

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

Name on Card: _____ Signature: _____

Your application will not be processed until:
City Sales Tax: All Vendors are required to pay City Sales Tax @ <https://lafayette.munirevs.com> - See attached instruction sheet. You are responsible for State of Colorado /RTD/Boulder County and Culture Tax.

Zero Waste Agreement – Fill out attached—Food/Samples must fill out the Food Vendor application

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.

Signature: _____ Date: _____

Lafayette Chamber of Commerce—303-666-9555 Contact Pat Vero—events@lafayettecolorado.com www.lafayettecolorado.com
Mailing address—PO Box 1018 Physical Address: 1290 S. Public Rd., Lafayette CO 80026

Office Use Only
Date Received _____ # of Booths _____ Electrical needed _____ City Tax _____ Zero Waste _____

Lafayette Peach Festival in Old Town - Saturday, August 17, 2019

Vendor Information



EVENT OVERVIEW:

- Outdoor Festival on Public Road in Lafayette, CO on Saturday, August 17, 2019, 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, 2019. NO Refunds after August 5, 2019, no shows are non-refundable**
- **All Vendors must fill out the Eco-cycle forms attached.**
- **Pay City tax online @ <https://lafayette.munirevs.com>**
- **Food/Sample vendors must fill out Boulder County Department Health Forms - <https://bouldercounty.wufoo.com/forms/x1i1635x1fqcds5/>**
- **Food/sample vendors must pay refundable deposit of \$100.00. If paying by check please write separate check.**
- I understand that I will receive a map, directions, set up instructions and space location prior to the event.

VENDOR REQUIREMENTS:

- Food/Fine Artists/Antique dealers/Crafter (handmade items). **No business, commercial or activity booths permitted.**
- Booths are assigned on a first come basis. You are not accepted until you have received an email confirmation.
- Booth set up starts at 6:00am. The street closes at 8:15 am. Booths **MUST** be removed by 5:30 pm. This is on a public street which reopens at 5:30. Vendors on Public Rd. after 5:30 pm will be ticketed.
- Each booth space is a 12 x 12 **from curbside**. The space behind your booth, sidewalk or street, is not part of your booth space. If you need to place equipment, you must additional space to accommodate your products.
- Provide your own tent, table, chairs, sandbags or cement buckets to secure your tents. **NO STAKING.**
- Provide photographs of your products that are to be sold for this event.
- You will receive a map, directions, set up instructions and space location prior to the event.

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 – Artist, Crafters, Antique zero waste form has been provided. All Food Vendors and Vendors with Food Samples must fill out the attached forms
- You must comply with all zero waste regulations. 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.
- **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.
- 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.**

HEALTH DEPARMENT REQUIRMENTS – **Vendors serving food or handing out samples:**

- Applicable food license with Boulder County Public Health, it is required. Follow this link and fill out this form. <https://bouldercounty.wufoo.com/forms/x1i1635x1fqcds5/>

Questions: Contact Pat Vero—events@lafayettecolorado.com or 303-666-9555



Dear Special Events Vendor:

The City of Lafayette is now using a new online tax and licensing system, MUNIRevs. With this new system you can pay your special event deposit, file your return, and make payments all online. Special Event registrations should be made online instead of being mailed to the City of Lafayette. Please follow the steps below to register and start using our new software.

Registration Steps

1. Go to: <https://lafayette.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 User Profile and **Click “Continue to Business Profile” (orange button).**
6. **Select the “I have a new business and need to apply for a license” option.**
7. **Enter business name and select Special Event under Business Type.**
8. **Select the appropriate role under Your Role**, which best matches your role with this company.
9. **Click “Continue” (orange button).**
10. Complete the registration form that pops up. Be sure to complete all required information.
11. Read the information on the required fee and **Click “Submit” (orange button)** to proceed to payment page.
12. **Click “Payment Method” (orange button).** Select payment method and enter all applicable information.
13. Once payment is complete, it will then be forwarded for approval by the City of Lafayette. Once approved you will receive your license information via email. This Special Event License is required to be posted at the event for which the license was issued.
14. After the event has taken place, you will need to log into your MUNIRevs account to file the applicable forms. If the tax liability was less than the \$25.00 deposit, please email support@munirevs.com to request your refund.

Unlimited phone and web 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.

Please do not hesitate to utilize this resource – MUNIRevs is here to assist you.

Please do not hesitate to contact us by phone 303-661-1246 or email mandys@cityoflafayette.com if you have additional questions or need assistance.

City	3.500% - to be remitted to the City of Lafayette.
State	2.900% - to be remitted to the State of Colorado.
RTD	1.000% - to be remitted to the State of Colorado.
Boulder County	0.985% - to be remitted to the State of Colorado.
<u>Culture Tax</u>	<u>0.100% - to be remitted to the State of Colorado.</u>
Total	8.485% - to be collected on all Lafayette sales.

Eco-Cycle 100% Zero Waste Event Participation Agreement

After completing the first page of this document, please email it to [Pat Vero] [events@lafayettecolorado.com] AND [Melissa Mercier] [melissa@ecocycle.org] no later than [8/2/2019].

Dear Vendor/Participant,

[Lafayette Peach Festival] is proud to partner with Eco-Cycle to make this a Zero Waste Event! As a vendor, you are key to the success of our Zero Waste effort. Our goal is to eliminate waste by reducing packaging, reusing, recycling, and composting as much as possible.

As a vendor participating in the [Lafayette Peach Festival], I agree to the requirements below:

- Use reusable materials for food and other distribution needs at this event AND/OR
- Use LOCALLY recyclable materials AND/OR
- Use BPI Certified Compostable materials.
- Not use the Zero Waste Stations for our back-of-house discards.
- Take ALL back-of-house discards with me after the event.*
- Eco-Cycle is responsible for waste produced by event guests only.

**Please inquire directly with Eco-Cycle staff prior or at the beginning of the event if you require assistance with your back-of-house waste. At its sole discretion, Eco-Cycle staff may accept pre-sorted back-of-house recyclables (eg. broken down cardboard boxes), compostables, and limited landfill waste from vendors.*

Vendors who don't comply with these guidelines will be asked to stop distributing materials and will not be allowed at the [Lafayette Peach Festival] in subsequent years. Vendors who fail to fill out the following agreement or comply with the sustainability guidelines will be charged a non-compliance fee of up to \$250.

Clearly list all items distributed and the materials associated. **Include Manufacturer and Product number.**

Item	Product Manufacturer	Product Details (description, product #)
ex: Sandwich	Eco-Products, Vegware, Genpak...	8 inch Square Sugarcane Plate, BPI compostable, product #
ex: Pamphlet	-	Educational material handed out without excess packaging

Questions? See guidelines and purchasing information for acceptable materials BELOW.

More questions? Please call Melissa Mercier, Eco-Cycle's Zero Waste Event Coordinator at 303-444-6634 ext. 120 or email melissa@ecocycle.org to help you identify and obtain Zero Waste materials.

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