

***13th Annual
BLUES N BBQ STREET FESTIVAL FOR
BETTER HOUSING
JULY 18, 2010***

**2010 FOOD and RETAIL VENDOR APPLICATION
(with Vendor Rules and Guidelines)**

The 2009 Blues n BBQ Festival for Better Housing was a huge success. Over 4,000 people came to the festival and \$16,000 was raised for Habitat for Humanity. We hope you will join the 2010 event. The Festival will follow a similar format with 3 stages and 20+ blues bands, arts n crafts, food and retail vendors in the Historic Olde Towne Arvada. But this year the plans are for a bigger event!

Space is limited and is first come first serve.

We are looking for food and retail vendors to complement the festival. Vendor selection will be limited and will be based on providing a well-balanced vending area. Our committee will choose these vendors from the applications received. **Applications must be received by Red Stag Productions, LLC. (with payment) no later than July 3, 2010 as a final deadline.** A written confirmation with logistical details of the day's event will be mailed to you. We reserve the right to make a final decision on your application.

Each vendor will be supplied with a 10' x 10' space unless you select and pay for additional space in which case the price is double. Booth fees are listed below and vendors are given priority on selection of their site – on a first come first serve basis (when booth fees are paid). Site selection by vendors will begin February 1, 2010. A site map will be posted on-line.

Vendors are responsible for constructing, furnishing and maintaining their own booth materials, leftovers and trash. Vendors' booths must have:

- An attractive, professional and well-maintained appearance. Professional looking signage and pricing materials.
- Tent space with protective wind and rain resistant roof. Vendors should prepare for any type of weather, particularly wind and rain (including late afternoons thunderstorms). Tent tie-downs (i.e....water jugs) are required. Vendors shall not be allowed to stake their tents into the asphalt.
- Vendors will be allowed to bring their vehicle and trailer onto the grounds or vendor area for check-in, setup and take down, but NOT during the event hours. Vendors may park their vehicles adjacent to the event site.
- All vendors that are using cooking equipment (grills, burners, stoves, warmers, etc.) must provide their own fire extinguisher and tie-downs for any propane tanks and must comply with fire codes and related regulations adopted by Jefferson County and the City of Arvada . All vendors that require the use of cooking equipment or an open flame shall be required to use a Flame Retardant Tent.
- **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 (including no sales of other food and beverage).
- **Vendors may not sell the following items: Alcoholic beverages. *Failure to adhere to these will result in the Vendor's merchandise being confiscated and the Vendor removed from the Festival site, without refund, and prohibited from participation in future events.***
- **Sales Taxes.** Vendors must have either a general Colorado Tax License or 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.

- **Each vendor is responsible for the collection and payment of sales tax to the City of Arvada, Jefferson County and/or the State of Colorado as required.**
- **Sanitation.** Food booths should dispose of all slop, grease, waste, or “grey” water in appropriate containers. This type of waste is deemed hazardous, and therefore 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 the disposal of ordinary, non-hazardous trash.
- **Tent, Table/Chairs and Electricity.** Electricity costs are extra with limited availability. No Generators will be allowed. Tables, chairs and tents are available for rent if you need them, but you must make that selection below.

Jefferson County Retail Food License for Temporary Events (Food Vendors):

Food vendors shall comply with Jefferson County Dept. of Health regulations and license requirements. Please return the attached Jefferson County FORM 3610 (*do not send to Jefferson County Health Dept.*).

Insurance Policy (Food Vendors):

Food 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 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 Red Stag Productions LLC and Red Stag Community Foundation, Inc. as additional insureds for the term of the event. You must enclose proof of insurance.*

Please return your application (pages 4 and 5 below) to **Red Stag Productions, LLC. 806 16th St. Golden, Co. 80401.** Include your application fees and proof of insurance and health certificate form. **NOTE: If an additional, on-site 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 your company not be selected.

Refund policy: If you register and pay for the event and need to cancel, we must receive a written notification by May 1 in order for refund of your fees less a \$25 administrative fee. NO refunds will be granted after May 1st.

The Event Hours are 11:00 am – 7:00pm. Booth selection will be awarded on a first come first serve basis. Payment of your booth fees will place you in line for site selection. Vendors will be contacted beginning February 1st for site selection.

Set-Up will be the day of the event on July 18, 2010 from 6:00 am to 10:00 am. Vendors must check in and obtain their vendor packet, inspect their site and set up their tents in their booth space. Security will be available. You will be contacted in advance to coordinate your set up time.

Your vendor set-up packet will be given to you on event day and will include two (2) wristbands for you and another person to assist you during the event. All persons in your booth MUST be wearing a wristband during the event (NO ‘ ins and outs’). Wristbands must be purchased for any additional persons in your booth. Vendors will receive a discount price on additional wristbands to be purchased.

NOTICE: NO VEHICLES WILL BE ALLOWED IN THE EVENT SITE AFTER 8:00 am on EVENT DAY – July 18, 2010. Vehicles will be allowed in at 7:30 pm.

Application Check List

_____ Application _____ Proof of Insurance

_____ Jefferson County Health Certificate Form 3610 _____ Registration Fee

EVENT DIRECTOR:

RED STAG PRODUCTIONS – Attn: Bob Potrykus
720-261-0860
bob@rstag.com

806 16th St.
Golden, CO. 80401

EVENT WEBSITE: www.bluesnbbq.com

Thank you!

Blues n BBQ Street Festival

FOOD & RETAIL VENDOR APPLICATION

FOOD or RETAIL VENDOR NAME _____

CONTACT _____

PHONE _____ CELL PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

DESCRIPTION OF FOOD or RETAIL PRODUCTS TO BE SERVED/SOLD:

COLORADO STATE HEALTH Lic. No. _____

Food and Retail BOOTH Fees and Other Costs:

ITEM	QUANTITY	FOOD - PRICE	RETAIL - PRICE	TOTAL
Booth Fees				
10x10 standard booth (Want a 10x20 space ? Enter Quantity "2")		\$325	\$200	
ADD:				

Electricity		\$50	
1 Table / 2 Chairs		\$25	
10x10 canopy		\$90	
TOTAL			

METHOD OF PAYMENT

_____ Check enclosed payable to **RED STAG PRODUCTIONS.**

_____ Visa/Master Card/American Express Sec. Code _____

Card # _____ Exp. Date _____

Name on card
(print) _____

MAILING ADDRESS (for card) _____

CITY _____ STATE _____ ZIP _____

Cardholder Signature _____

Event Director -

Robert Potrykus, Red Stag Productions, LLC. 720-261-0860 bob@rstag.com

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 n BBQ Festival. I also understand and agree that neither **Red Stag Productions LLC. nor Red Stag Community Foundation, Inc** 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 _____