



# 2017 Booth Guidelines

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## Application Process

- ◆ Companies and nonprofits must apply for their booth each year. Having a booth one year does not guarantee a booth the following year.
- ◆ Complete pages 2 and 3 of this application by May 15.

## Vendor Fee

- ◆ The booth fee for commercial entities is \$150. Nonprofits may set up a booth with no fee but a donation is greatly appreciated.
- ◆ The Rollans Park land use code allows nonprofit use only. The commercial booth fee is a very reasonable “donation” and saves the RiverFest from monitoring vendor activity.
- ◆ The number of booths accepted at this event is limited due to the size of the park and cooperating property owners. UWP reserves the right to decline some booth requests due to this situation.
- ◆ For commercial booths, a \$150 deposit (non-refundable after May 15) must be submitted along with the application to secure your booth space. Make checks payable to: Uncompahgre Watershed Partnership.

## Set Up

- ◆ Set up begins in Rollans Park parking lot on **Saturday, June 24, 2017** from 7 a.m. to 9 a.m. Festival activities begin at 10 a.m.
- ◆ Booths are required to be in place, equipment/supplies unloaded from vehicles, and unnecessary vehicles removed from the festival area by 9 a.m. Saturday. No set up is allowed on Friday.
- ◆ Each applicant is responsible for their booth supplies, such as tent, table, chairs, signs, etc.
- ◆ Commercial booths may operate silent generators for power if needed (**electricity will NOT be provided**).

## Hours of Operation

- ◆ Festival hours are Saturday 10 a.m. to 6 p.m.
- ◆ Booths must be staffed from 11 a.m. to 6 p.m.
- ◆ The festival goes on rain or shine. Booth staff/volunteers must be prepared for any weather.

## Taxes and Insurance

- ◆ Commercial booths are responsible for all federal, state, and town taxes.
- ◆ UWP will provide commercial booths with Ridgeway sales tax forms.
- ◆ Commercial booths must furnish proof of insurance and tax license.
- ◆ Organizations with booths are responsible for all liabilities.

## Health and Safety

- ◆ Each booth owner must comply with all federal, state, and local health regulations.
- ◆ Any booth using electricity, fire or solar appliances must have a portable fire extinguisher.

## Operation Guidelines

- ◆ Booths may not sell (or give away) beer or alcohol.
- ◆ Booths can expect to interact with approximately 450+ festival goers.
- ◆ The Ridgeway RiverFest and UWP do not guarantee sales.
- ◆ Raffles are allowed at the discretion of UWP after receiving requests.
- ◆ This is a zero-waste event so booth owners are asked to limit any waste to recyclable, compostable items and take any other waste out at the end of the day.
- ◆ Equipment and any belongings that are left on site are at the booth owner's risk.

## Clean Up

- ◆ Each organization is responsible for clean up of their booth site at the end of the festival.
- ◆ Booths and all equipment must be removed at the end of the festival, by 8 p.m. Saturday.



# 2017 Booth Application

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*Return filled out application by May 15.*

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please include the names of the person(s) working in the booth:

List the items that you will be displaying, giving away or selling:

Describe your booth set-up, dimensions, and requirements:

**Please initial each item:**

**If I am accepted to set up a booth:**

\_\_\_\_\_ I agree to provide certification of insurance and sales tax license, if applicable.

\_\_\_\_\_ I understand that the UWP does not carry insurance to cover my personal property and that I store equipment at my own risk.

\_\_\_\_\_ I understand that the Ridgway RiverFest makes no sales guarantee.

\_\_\_\_\_ I understand that the Ridgway RiverFest will determine my booth's location.

\_\_\_\_\_ I understand that I am responsible for trash removal in and around my space.

\_\_\_\_\_ I will abide by the festival's zero waste ethics.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Commercial Booths:** Please sign this form and return pages 2 and 3, along with the \$150 deposit (make checks payable to Uncompahgre Watershed Partnership) by **May 15** to:

Uncompahgre Watershed Partnership  
P.O. Box 392  
Ridgway, CO 81432  
[ridgwayriverfest@gmail.com](mailto:ridgwayriverfest@gmail.com)

Or ask us for the link to our RiverFest PayPal page and you can pay online.

Questions? Contact us at [ridgwayriverfest@gmail.com](mailto:ridgwayriverfest@gmail.com)

