



2018 Food Vendors

Application Process

- ◆ All vendors must apply each year.
- ◆ Complete pages 2 and 3 of this application and return with \$100 deposit by May 1.

Vendor Fee

- ◆ The food vendor booth fee is: \$100 or 10% of vendor proceeds, whichever is greater.
- ◆ The Rollans Park land use code allows nonprofit use only. The vendor booth fee is a very reasonable “donation” and saves the RiverFest from monitoring vendor activity.
- ◆ A maximum of two meal vendors will be accepted at this event; additional drink or dessert vendors may also be accepted if space is available.
- ◆ A \$100 non-refundable deposit 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 30, 2018** from 7:30 a.m. to 9:30 a.m. Festival activities begin at 10 a.m.
- ◆ Vendors are required to have their booths in place, equipment/supplies unloaded from vehicles, and unnecessary vehicles removed from the festival area by 9:30 a.m. No set up is allowed on Friday.
- ◆ Vendors are responsible for their booth equipment, such as canopy, tables, chairs, signs, etc.
- ◆ You may operate silent generators for power if needed (**electricity will NOT be provided**).
- ◆ UWP will provide tents and tables for vendor customers at various locations at the event.

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. Vendors must be prepared for inclement weather.

Beverages

- ◆ Vendors may not sell beer or alcohol, unless otherwise arranged through sponsorship.

Taxes and Insurance

- ◆ Vendors are responsible for all federal, state, and town taxes.
- ◆ UWP will provide vendors with Ridgway sales tax forms.
- ◆ Vendors must furnish proof of insurance and tax license.
- ◆ Vendors are responsible for all liabilities.

Health and Safety

- ◆ Vendors must comply with all federal, state, and local health regulations.
- ◆ Each vendor must have a portable fire extinguisher.

Operation Guidelines

- ◆ Vendors are asked to provide an adequate food amount to serve approximately 450+ people.
- ◆ The Ridgway RiverFest and UWP do not guarantee sales.
- ◆ Raffles are not allowed.
- ◆ In an attempt to achieve and maintain variety and profitability for all vendors, the Ridgway RiverFest may limit vendor’s food offerings.
- ◆ Vendors must only use compostable or recyclable food service products, beverage containers, and utensils which can be ordered at: www.worldcentric.org
- ◆ Equipment and any belongings that are left on site are at the vendor’s risk.

Clean Up

- ◆ Vendors are responsible for clean-up of their booth site at the end of the festival.
- ◆ Vendors are responsible for trash generated by their booth.
- ◆ Vendors must remove booths and all equipment at the festival’s end, by 7:30 p.m. Saturday.



2018 Food Vendors Application

Sign form & return application + \$100 deposit by May 1.

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 all food(s) and drinks you would like to sell:

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

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Please initial each item:

If I am accepted as a vendor:

_____ I agree to provide certification of insurance and sales tax license.

_____ I understand that 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 and use only food service products, beverage containers, and utensils that are recyclable or compostable.

Signature: _____ Date: _____

Please sign this form and return pages 2 and 3, along with the \$100 deposit (make checks payable to Uncompahgre Watershed Partnership) by **May 1** to:

Uncompahgre Watershed Partnership
P.O. Box 392
Ridgway, CO 81432
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