Application for Food Vendor space

Event Dates: Sept 3-5 2021

Application Deadline: Jun 30, 2021

Business Name: _____

Name of Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ email: _____

Product description: List ALL food products to be sold at festival, including beverages, with approximate prices. Use a separate sheet of paper or attach menu if necessary. Acceptance of your application is based on your product list, so be thorough as you may not be allowed to sell items that aren't listed here. **Preference will be given to past vendors in good standing**. If you are a first time vendor with us, please include photos of your setup, or a web link where we can view it. **Vendors will be notified of acceptance no later than July 15, 2021; past vendors may be accepted prior to that date. Payment will be processed immediately if accepted; returning vendors in good standing will be notified ASAP.** _____

_____

_____

note: Booth space is assigned by festival management to best suit the vendor court layout. You MUST have your own structure as nothing is provided by KSUT. **Food vendor agrees to conform to health and safety codes and terms on second page of contract and of the San Juan Basin Department of Health, the State of Colorado Health department, local and international fire codes, and to construct booth in an aesthetic manner consistent with the quality of the event. Vendor also agrees to place a food order through Shamrock Foods that will be delivered on site and stored in a refrigerated trailer. All vendors must purchase an annual 2021 Town of Pagosa Springs business license, no later than July 30, 2021 (see instructions at the end of application). if you are vending at both festivals you only need one license.**

Vending space with electricity (one 110V plug on a 20 amp GFI) & water.....$625
PAYMENT IN FULL IS REQUIRED AT TIME OF APPLICATION. A 50% FEE WILL BE CHARGED FOR CANCELLATIONS. NO REFUNDS WILL BE MADE FOR CANCELLATIONS AFTER JULY 30, 2021.

Charge above includes worker passes for up to four (4) employees and one (1) vehicle pass. if you need additional worker or vehicle passes you must call prior to your arrival. Unused passes are non-transferable and may not be sold. Vendors may arrange for food trade for additional worker passes if agreement is made at least one week prior to arrival.

Agreement:

Sign and return this form with your payment. ***Food vendors must include proof of current liability insurance coverage and a copy of your current Colorado Retail Food Establishment License*. Please make check payable to KSUT . *Payment will only be processed if application is accepted.***

I hereby make application for food sales space at the 2021 Four Corners Folk Festival as described within. I have read and agree to abide by the terms on both pages of this application and with the laws of the State of Colorado and Town of Pagosa Springs.

Signed _____ Check/ Money order/ VISA / Mastercard (Circle one)

Name _____ # _____

Title _____ exp. date _____ CVC code _____

date _____ **Remember to include complete product list.*

Retain a copy for your records. Return original signed copy to: KSUT: PO Box 737, Ignacio, CO 81137 or email application to festivaldirector@ksut.org. If you have any questions call Jill at (970) 731-5582.

Festival Use Only

date received: _____ Amount Paid: _____ Waitlist? Y N

Terms and Conditions of Contract for Food Vendors

1. Liability

Vendor agrees to indemnify and hold harmless KSUT and the Four Corners Folk Festival, its principals, agents, officers and employees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by an act, omission or neglect of Vendor's agents, employees, invitees, contractors, or guest which occur in or about the Vending Space. Vendor agrees to use and preoccupy the Vending Space at Vendor's own risk, and hereby releases KSUT, its agents, officers, employees and invitees from all claims for any damage, loss or injury to persons or property to the full extent permitted by law occurring in or about the Vending Space, including, but not limited to damages, resulting from the acts of other Vendors, theft, vandalism, fire and other casualty damage or damage arising from any defects in the premises.

2. Space Assignments

KSUT will assign booths in all cases based on the needs and compatibility of all vendors and the event as a whole. KSUT reserves the right to rearrange or renumber the site plan and relocate any exhibit if it appears for the general good of all vendors. ☐

3. Installation of exhibits

exhibitors MUST arrive at the site on Wednesday, Sept 1 between 3 and 8 p.m. or Thursday, September 2 from 9 AM to 5 PM. There Are No Provisions for those who cannot arrive between those hours. ☐

4. Dismantling of Vendor space

Vendor shall not dismantle or remove any portion of exhibit prior to end of show on Sunday, Sept. 5th 2021 The entire exhibit and all of Vendor's prop- erty must be removed from the premises by 12:00 noon Monday, Sept. 6, 2021 Failure to vacate the premises by this time will result in a citation for trespassing issued by the Town of Pagosa Springs. Vendor is responsible for the control and maintenance of the Vending Space during the entire term for which the Vending Space is used by the Vendor. Area shall be returned to KSUT in its original condition, and Vendor agrees to reimburse KSUT for any cost or expense incurred by KSUT in cleaning up or repairing damage to site (including dumping of food waste).

5. Festival Passes, vehicle passes and camping

All people age 13 and over on festival grounds (including vending area) must have a festival pass. Food vendors are entitled to up to 4 worker passes; additional worker passes must be purchased in advance and will not be available at the gate. The vendor vehicle pass is good for driving in and out of festival grounds; up to one additional vendor vehicle pass may be purchased. The following vehicles are allowed on the festival site: motorhomes 24' or shorter; pop-up camper trailers; non pop-up camper trailers 16' or less in length; cabover campers; passenger cars, trucks, vans and SUVs; motorcycles. Longer trailers and motorhomes or fifth wheels are not allowed on Reservoir hill. Pets are not allowed on festival grounds.

6. Vending Space

one 110 volt electrical hookup and a water hookup is provided. Vendor may construct a semipermanent booth that will not damage the site. Vendor may not use a generator. If this electric supply will not suffice, please indicate your electrical requirement on your application. ☐

7. Vending hours

Vendor shall maintain a responsible individual(s) in the vending space **at all times** that festival venue is open. Vendor shall receive a **maximum** of four staff passes included with booth fee for entire weekend. All Vending personnel must have a pass for admittance to festival site. Booths may be open for business any time after setup. Vendor has option to sell during extended hours at own discretion. Vendor shall be responsible for the conduct of any employees, agents, visitors or guests in or about the Vending Space. Vendor shall cause all such employees, agents, visitors or guests to be familiar with all rules governing vendors.

8. Sales tax

Sales tax forms will be distributed at time of setup; completed forms and monies due will be collected by KSUT staff on Sunday evening. The sales tax rate is 2.9% to the State of Colorado and 4% to Archuleta County for a total of 6.9% sales tax. Failure to collect sales tax is punishable by law and will be reported. Vendors who do not comply will not be allowed to return. ☐

9. Compliance with Law

Vendor, agents, employees, or assigns shall comply with all rules, regulations and requirements of the Fire Marshall, the Health Department of Pagosa Springs/Archuleta County, Colorado or any governmental entity having jurisdiction over the premises. Vendor may be required at KSUT's sole option to immediately cease its operations and vacate the Vending Space if Vendor's operation thereof, or the conduct of its agents, employees, or assigns should be found to be in violation of any such lawful requirements. ☐

10. Use of Vending space

a. No sound system, musical instruments, noise makers, loudspeakers, microphones or other sound amplification or broadcasting devices of any kind may be used.

b. KSUT strives to reduce event waste, especially plastic. Vendors may not sell bottled water (free filtered water is available in the food court). Please make straws and lids available by request only. We encourage the use of products like napkins and plates made from hemp, bamboo and other less environmentally destructive materials. ☐

c. General distribution of brochures, pamphlets, leaflets, flyers, newspapers, magazines or other literature or promotional materials of any kind or character is prohibited unless authorized by KSUT.

d. Vendor agrees not to use the vending space for any political or religious purpose. Solicitation of funds for any political, educational or charitable corporation or association or any other corporation, association, group, individual or cause of any kind or character is strictly prohibited.

e. Vendor agrees not to place any item or merchandise outside of the designated Vending Space.

f. KSUT, at its discretion, reserves the right to assign Vendors to the best space available, and to make shifts in location as deemed necessary**.**

g. No display space shall be sublet. No exceptions.

h. All food Vendors must be insured for liability and provide proof of coverage before set-up will be allowed. In all cases, food Vendors wishing to insure their goods must do so at their own expense. KSUT is not liable for any claims for theft, damage, or injury in conjunction with the Vending Space. ☐

11. Removal of exhibits by KSUT

KSUT reserves the right to prohibit any exhibit (i) which, in KSUT's reasonable judgment may detract from the general character of the festival; (ii) if the business or exhibition carried on by the Vendor or the manner of conducting the same is not as represented at the time of making the Contract or is not in keeping with the traditions or character of the festival; (iii) if the Vendor was entered under false pretenses; (iv) if the exhibit is in violation of any of the rules governing Vendors; (v) Vendor displays or offers for sale any illegal drug-related items or paraphernalia. If an exhibit is prohibited under the terms of this paragraph or because of a violation of any of the terms hereof, KSUT shall have the right, but not obligation, to remove the exhibit or any banner, advertising matter or other property of the Vendor situated within or about the Vending Space, but such removal shall in any event be at the cost and expense of Vendor, and Vendor shall immediately reimburse KSUT for any cost or expense incurred in removing Vendor's exhibit or portion thereof. Under such circumstances, Vendor shall not be entitled to a refund of monies paid to KSUT under the terms of the Contract.

12. Safety rules

a. Vendors shall take all necessary precautions for the safety of their personnel, other vendors and all other persons upon the premises and shall comply with all applicable provisions of federal, state and municipal safety laws, building codes and ordinances to prevent accidents or injury.

b. All booth materials must be flame proof to meet the standards of the local governing body. enclosed food trucks must be equipped with a fire suppression system. All vendors must have a certified (current) Type K fire extinguisher in their booth. **Pagosa springs does not allow any type of open flame under a non-metal canopy.** ☐

13. Electrical Appliances

Any electrical appliances used shall comply with UL safety standards.

14. Food supplier

Food vendors are required to place an order through Shamrock Foods. Food will be delivered to the festival in a refrigerated truck, and vendors will have access to and use of the cold storage throughout the weekend. (Subject to change if truck supplier changes). **Please call before applying if ordering through Shamrock Foods will be a problem.**

I have read & agree to these terms ☐

Town Hall
551 Hot Springs Blvd./PO Box 1859
Pagosa Springs, CO 81147
970-264-4151 x238

How to apply for a business license on CitizenServe (Citizen Online Portal)

**** Please Note: If you have already registered online, you can simply login. Under the tab "Services", click "Business Licenses". Then on the left side click "Renew Your License". ****

Step One: Go to the Town's website at: http://www.pagosasprings.co.gov/

Step Two: In the right hand corner of the Town's website hover over the "Business" tab, then click on the first option on the list "Business Licensing"

Step Three: Then click on "Citizen Online Portal"

Business Licensing

A new citizen portal allows business and contractor license sign up electronically. Please visit and set up a login at our Citizen Online Portal to apply and track the progress of your license electronically. Please select type of license **BUSINESS or **CONTRACTOR**.

The Town of Pagosa Springs requires a **business license** for all business located or conducting business within the Town of Pagosa Springs boundaries. This includes those businesses who are located outside of town limits but are operating or conducting business or providing services inside town limits.

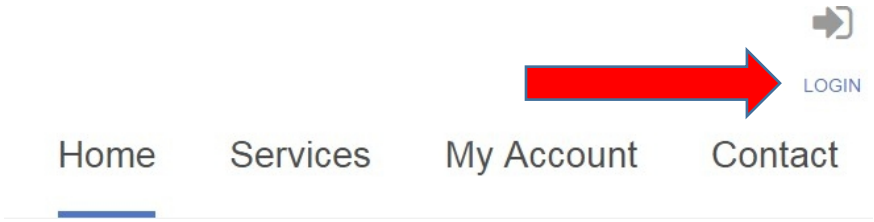
Those businesses that provide building contracting services such as general contractors, electricians, plumbers, etc, or any trade supporting or associated with building residential or commercial facilities in Pagosa Springs are required to complete a **contractors work permit**. The associated information packet and application forms include the business license portion. A separate business license application is not required.

Please complete a business license or contractor work permit application on our new **CITIZEN ONLINE PORTAL**.

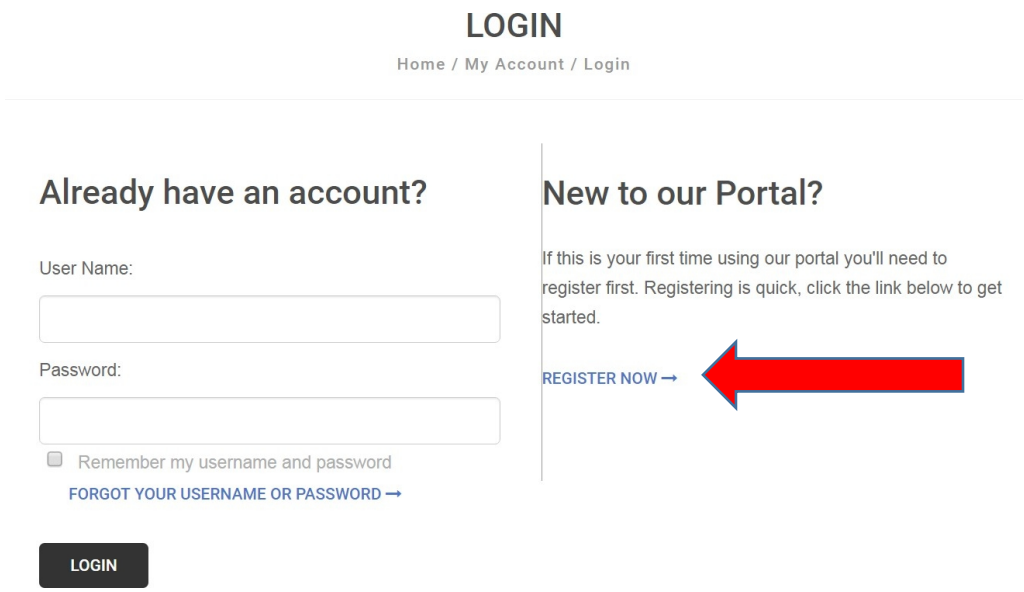
If you have any questions please contact Colleen Richmond at 970-264-4151 x238.

Step Four: In the top right hand corner click on "Login"

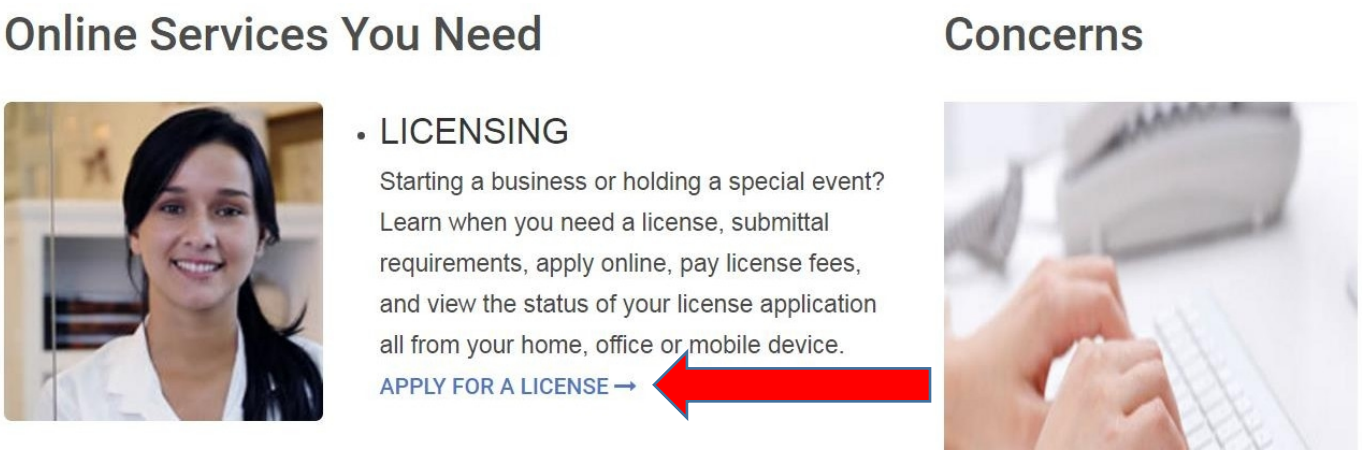
Turn Over



Step Five: Under the heading <u>New to our Portal?</u> on the right side, register now



Step Six: Once registered, on the home page, under licensing, click "Apply for a License" and fill out the form with your business/contractor information and hit submit.



Please Note: *A contractor must select Contractor Work Permit as a business license type as there are different requirements for a contractor.*

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970-264-4151 x238

How to renew a business license on CitizenServe (Citizen Online Portal)

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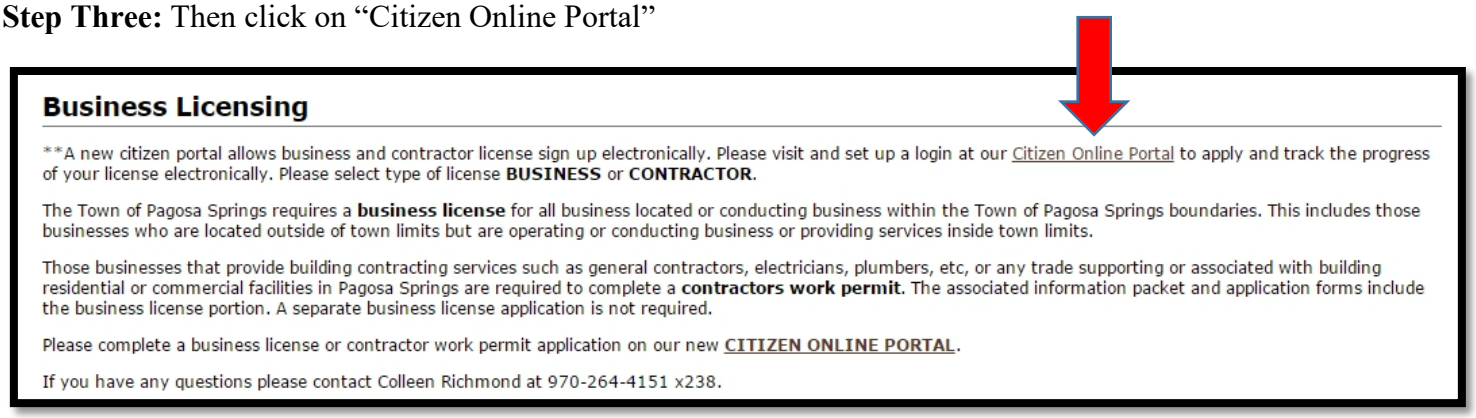
Step Two: In the right hand corner of the Town's website hover over the "Business" tab, then click on the first option on the list "Business Licensing"

Step Three: Then click on "Citizen Online Portal"



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Please complete a business license or contractor work permit application on our new **CITIZEN ONLINE PORTAL**.

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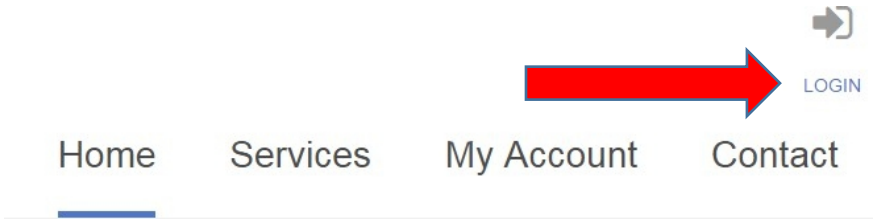
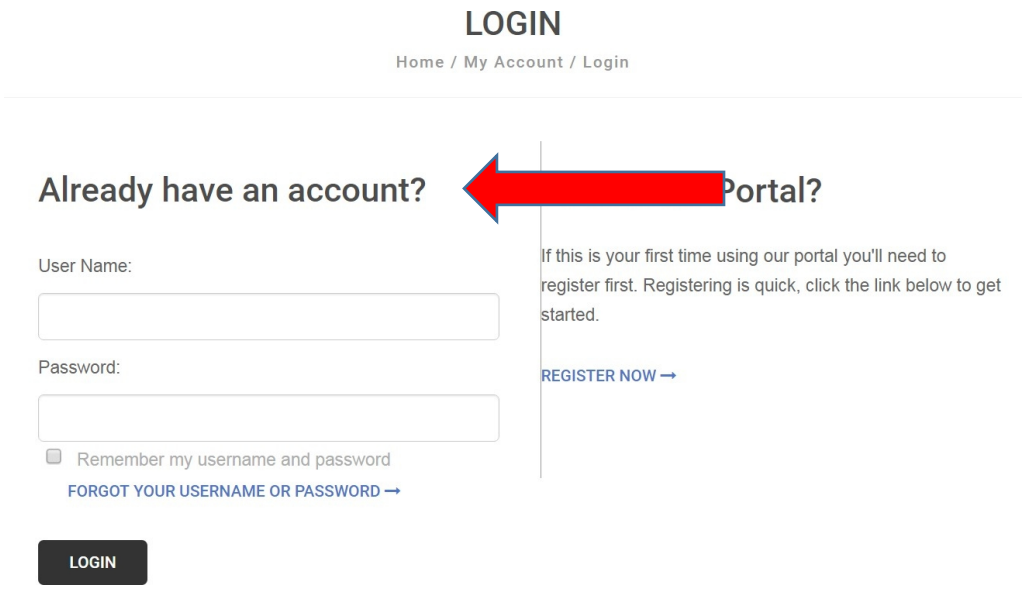
Step Four: In the top right hand corner click on "Login"

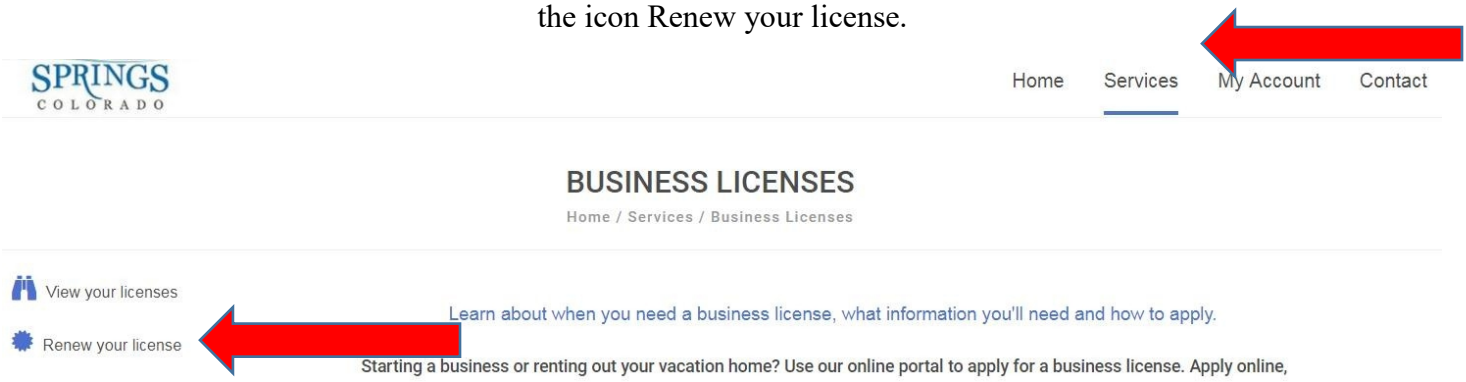
Turn Over



Step Five: Under the heading Already have an account? On the left side, sign in – if you need your username and password again, click FORGOT YOUR USERNAME OR PASSWORD.



Step Six: In the right hand corner select under "Services" "Business License" and on the right hand side click the icon Renew your license.



Then click on your license and click on the icon "Make a payment"

Then your all done! You will receive your business license as soon as it is approved by all departments. For questions you can contact Colleen Richmond, Deputy Town Clerk at 970-264-4151 x238.