



Saturday, October 2 & Sunday, October 3 | 10 a.m. - 5 p.m.
Heritage Lakewood Belmar Park | 801 S Yarrow Street, Lakewood CO. 80226

VENDOR APPLICATION

Celebrate autumn at the City of Lakewood's signature event, Cider Days. Honoring the region's agricultural heritage, this unique festival features fresh pressed and organic cider by the glass or half-gallon and is host to the state's largest antique and vintage tractor pull. The event also includes live entertainment, a petting zoo, wagon rides, amusements and activities for children, historic demonstrations and museum tours — all included in the family-friendly admission.

ZERO WASTE PROGRAM

Cider Days will be a "Zero Waste Event". The City of Lakewood takes a very proactive and committed stance regarding environmentally sound practices. The purpose of the zero waste program is to utilize compostable materials wherever possible and to minimize, with the goal of eliminating completely, the amount of waste generated by the event. Accordingly, all vendors **are required** to use less packaging, and compostable packaging whenever possible. We endeavor to hand sort every bag of waste generated at this event. There will be waste receptacles posted throughout the event where you can properly dispose of your waste *or* you can drop off at the waste sorting station. Please see "Zero Waste Guidelines" for details.

SELECTION PROCESS

Up to fifty (50) vendors will be accepted into the event. Acceptance will be based on a **first-come, first-considered basis as space allows in the respective vendor categories**. Lakewood will do its best to limit similar display booths and the sale of similar items, so submit your application early. All vendors must follow and respect any site or sponsor agreements set by the Community Events Coordinator. PLEASE NOTE: this is a City of Lakewood sponsored event.

RETURN COMPLETED APPLICATIONS:

Email: RebGus@lakewood.org

Address: 801 S Yarrow Street, Lakewood CO 80226

Payment is not due until notification of acceptance.

Booth Fees

A limited number of premium spaces are available along the main entrance to the site (COLFAX HUB) and will be filled on a first-come, first-served basis. Corner booths will cost an additional \$75. Electricity is optional and ONLY available at these COLFAX HUB spaces. **Booth fees include up to 6 staffers per day.** Additional staffers will be charged at \$4 per person which will be subtracted from the security deposit.

** All vendors are responsible for collecting and reporting the appropriate Lakewood Sales Tax.*

BUSINESS: 15 spaces available

Business vendors are companies that wish to promote their professional or mass-produced products and services at the event. All non-handmade and re-sell craft vendors are considered business vendors. Businesses are required to send a website accompanied by a brief description of the specific items/services that they intend to sell at the event. Examples of business vendors include: insurance companies, realtors, chiropractors, travel agents, retail stores, home improvement companies, Avon, Tupperware, and Pampered Chef.

	Number of booths	Booth Fee	Electricity 110 volt / 20amp	Corner Booth	TOTAL
Lakewood Business <i>Colfax Hub</i>		@ \$350 ea	\$35	\$75	=\$ _____
Lakewood Business <i>Non-Colfax Hub</i>		@ \$300 ea	N/A	\$75	=\$ _____
Non-Lakewood Business <i>Colfax Hub</i>		@ \$400 ea	\$35	\$75	=\$ _____
Non-Lakewood Business <i>Non-Colfax Hub</i>		@ \$350 ea	N/A	\$75	=\$ _____

NON-PROFIT: 7 spaces available

Non-profit vendors are groups was organized for purposes other than generating profits; for example, a charitable, educational, or religious organization. If selling food, booth fees will be at the food vendor rate.

** Please include a copy of the organization's 501(c)(3) designation letter.*

	Number of booths (2 max)	Booth Fee	Electricity 110 volt / 20amp	Corner Booth	TOTAL
Lakewood Non-Profit <i>Colfax Hub</i>	1 only	\$100	\$35	\$75	=\$ _____
Lakewood Non-Profit <i>Non-Colfax Hub</i>		@ \$50 ea	N/A	\$75	=\$ _____
Non-Lakewood Non-Profit <i>Colfax Hub</i>	1 only	\$150	\$35	\$75	=\$ _____
Non-Lakewood Non-Profit <i>Non-Colfax Hub</i>		@ \$100 ea	N/A	\$75	=\$ _____

Artisan, Craft and Farm Vendors: 30 spaces available

Artisan & Crafters: Include all hand-made arts, foods, crafts and antiques. Artisans & Crafters are required to send a quality color image and a detailed description of your work illustrating what you intend to sell at the event.

Farmers: Include local producers selling products grown, harvested, produced, or made at their farm. Farmers are required to provide details about their farm and a detailed description of what they intend to sell at the event.

	Number of booths (2 max)	Booth Fee	Electricity 110 volt / 20amp	Corner Booth	TOTAL
Artisan, Crafter, Farmer <i>Colfax Hub</i>	1 only	\$100	\$35	\$75	=\$ _____
Artisan, Crafter, Farmer <i>Non-Colfax Hub</i>		@ \$50 ea	N/A	\$75	=\$ _____

2021 Cider Days Vendor Application & Agreement

Contact Name _____ Business Name _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Phone (Cell/Emergency # during event dates) _____

Email _____

Business Website _____

Service / Product Description _____

BOOTH FEE TOTAL: \$ _____

REFUNDABLE SECURITY DEPOSIT:

@\$100 per booth = \$ _____

Upon acceptance, you will receive an emailed link to pay your booth fee online via credit card.

ZERO WASTE AGREEMENT

Your responsibilities as a Cider Days vendor:

Not following these rules may result in a forfeiture of your Security Deposit.

1. All service ware (i.e. flatware, containers, packaging, straws etc.) must be certified compostable. We are eliminating things that need to go in landfill, so individually wrapped condiments and food (i.e. candy & chips bags) are not acceptable unless distributed in compostable packaging.
2. No single-use plastic or glass bottles. Aluminum cans are acceptable.
3. Non-food vendors of all types must distribute items that are compostable or reusable. Plastic bags and individually wrapped items are not allowed; paper and waxed paper bags are a compliant substitute.
4. Please strive for reusable tabling and booth decorations. No balloons, please.
5. All participating vendors must deposit their waste materials at the sorting station after the event each day.
6. Please do not deposit waste bags in dumpsters after the event has been closed by organizers each day. Bags of waste must be placed in the signed location at the sorting station.

Please assert that you have read and agree to comply with these responsibilities:

VENDOR Authorized Signature

Date

Printed Name & Title

TERMS AND CONDITIONS

_____, [Vendor Name] ("Vendor") hereby agrees, as consideration for being accepted to participate in **Cider Days, October 2 and October 3, 2021** (the "Event"), as follows:

1. Vendor shall retain all revenue generated from Vendor sales.
2. Vendor shall procure and continuously maintain for the duration of the Event automobile liability insurance, including uninsured motorist coverage, covering all vehicles used during Vendor's participation in the Event.
3. Vendor shall be liable and responsible for any and all damages to persons or property caused by or arising out of the actions, obligations or omissions of Vendor or its employees, agents, subcontractors or other persons acting under Vendor's direction or control arising out of Vendor's participation in the Event. Vendor shall indemnify and hold harmless the City and its elected and appointed officials, employees, agents and representatives (collectively, the "Indemnified Parties") from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including, but not limited to, attorney fees, which may be made or brought or which may result against any of the Indemnified Parties as a result or on account of the actions or omissions of Vendor or its employees, agents or subcontractors, or other persons acting under Vendor's direction or control, with respect to Vendor's participation in the Event. Regardless of any written or oral statement to the contrary, in no event, instance or circumstance shall the City indemnify or hold harmless Vendor.
4. Vendor shall be provided with a ten-foot (10) by ten-foot (10) ground space on a natural grass, crusher fines or dirt surface. Vendors must provide their own display system including tent/canopy, if desired. Display units should be designed for outdoor use, capable of withstanding the elements, and all materials must be contained within the 10-foot-by-10-foot area. Please no balloons on site.
5. **Vendors are required to provide an adequate weight system for their booth (minimum 100 lbs.). The use of stakes is strictly prohibited. If a vendor should insert stakes into the ground, or should not provide the minimum weighting system, this will result in immediate loss of Security Deposit.**
6. Space assignments will be available only at check-in. All assignments are final. Vendor or Vendor's employee(s) shall remain in the assigned booth space for the duration of the Event. Vendor shall assemble its display booth by 9:30am on Saturday, October 2 and Sunday, October 3, 2021. Pre-assemble is scheduled for Friday, October 1, 2021, between the hours of 10am and 7pm. All Vendors MUST check in on Friday, October 1, by 6:30pm. Vendor vehicles will be allowed twenty (20) minutes in the designated loading/unloading area each day before the Event and after the Event.
7. Vendor shall remain open during the Event hours of 10am to 5pm on Saturday, October 2 and Sunday, October 3, 2021. Canvassing from outside of the booth space is not permitted. No amplified music or sounds will be allowed in the Vendor booth space at any time during festival hours. Vendor vehicles are not permitted within the ticketed event footprint between the hours of 7:00pm on Friday, October 2, and only as directed by event staff after 5:30pm on Sunday, October 3, 2021. Vendor is responsible for depositing trash in the provided containers each day. Vendor must request in advance, and pay an additional fee, if electricity is required. Use of generators is prohibited. Failure to comply with all City ordinances, site and event policies and procedures or Event staff instructions or requests may be grounds for immediate expulsion from the Event, preclusion from participation in future events and loss of Security Deposit.
8. Vendor covenants and agrees it shall comply with all applicable federal, state and local laws, regulations and policies, including the following:
 - a. Vendor and its employees, agents and subcontractors shall, before, during and after the Event, adhere to the City's policies applicable to City employees regarding drugs, alcohol and workplace violence. A copy of such policies will be made available to Vendor upon request.
 - b. Vendor shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, disability, military or veteran status, or national origin. Vendor shall take affirmative action to ensure applicants are employed, and employees are treated during employment, without regard to race, color, religion, age, sex, disability, military or veteran status, or national origin.
 - c. Vendor shall comply with applicable provisions of the Americans with Disabilities Act of 1990, as amended from time to time (the "ADA"), and any other applicable federal regulation. A signed, written certificate stating compliance with the ADA may be required at any time during this Agreement.
9. Vendor is responsible for reporting and submitting all sales tax (both City and State) collected during the Event. City tax will be collected in one of two ways: (i) Vendor applies for a City sales & use tax license at least thirty (30) days prior to the Event; or (ii) Vendor reports sales revenues to the City before leaving the Event grounds and will remit City tax online, via mail or in person (instructions will be provided prior to the Event).
10. Vendor grants the City permission for the use of Vendor's name and likeness related to its participation in any event conducted by the City. Vendor also grants the use of its employees' voices and any recorded or filmed/video/photographed footage of Vendor and Vendor's display, including Vendor's art. Vendor hereby waives all rights to any compensation as a result of Vendor's name or likeness being used by the City in any way.
11. Vendor assumes responsibility for any damages to the City's facilities, park, event grounds, buildings, staff, volunteers, other Vendors and the general public caused by Vendor or Vendor's property. Vendor understands that neither the City, including its City Council and employees, nor the sponsoring organizations or businesses bear any responsibility for any damages, theft, weather or vandalism for the duration of the Event.
12. Vendor agrees to use only 100% certified compostable service ware, flatware, containers, straws and packaging. Vendors shall not use plastic bags, disposable decorations or balloons. Giveaway products offered to event patrons must be compostable or reusable. Any promotional items given away by Vendor shall not be individually wrapped (reduced packaging). Styrofoam or any kind is prohibited. Vendor agrees to flatten and segregate cardboard boxes from trash.
13. Written notification of cancellation must be received by August 1, 2021, in order to receive a full refund.
14. Any exhibited product that is not representative of that which was submitted must be removed if requested by Cider Days staff.
15. In addition to the above, the Terms and Conditions include all information contained in the Vendor Application. Vendor's violation of these Terms and Conditions may result in expulsion from the Event.

VENDOR Authorized Signature

Date

Printed Name & Title