



## Host a Trick-or-Treating Stop

Saturday, October 30, 2021 | 3 p.m. – 8:30 p.m.

Heritage Lakewood Belmar Park | 801 S Yarrow Street, Lakewood, CO 80226

Join us for a spook-tacular Halloween celebration for everyone! We're asking local groups, businesses, and organizations to help us hand out candy through the historic buildings of Heritage Lakewood Belmar Park. The activity will be followed by a costume party at The Beer Garden and a special Halloween feature under the moonlight at our amphitheater.

### SELECTION PROCESS

Up to twenty (20) applicants 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.

### STATION SETUP

Candy for distribution will be provided by the City. Each applicant will be provided with a ten-foot (10) by ten-foot (10) ground space in front of one of our historic buildings or landmarks. Vendors may provide their own display system including tables, chairs and banners. Display units should be designed for outdoor use, capable of withstanding the elements, and all materials must be contained within the 10'x10' area. **The use of ground staking is strictly prohibited.**

### ZERO WASTE AGREEMENT

#### Your responsibilities as a Big Boom Bash vendor:

*Failure to follow these rules may result in a forfeiture of your Damage 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 are not acceptable unless distributed in compostable packaging.
2. 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.
3. Please strive for reusable tabling and booth decorations. No balloons, please.
4. All participating vendors must deposit their waste materials at the sorting station after the event each day.
5. 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.

By signing below, you hereby certify, on behalf of yourself and the Vendor, that you have read and agree to comply with the foregoing obligations:

\_\_\_\_\_  
VENDOR Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title



## Flick-or-Treat Application & Agreement

Contact Name

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Business Name

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Mailing Address

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City

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State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email

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Website

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### Booth Fees

Booth fees will be paid by credit card over the phone once your application has been accepted.

BOOTH FEE	= \$ 200
REFUNDABLE DAMAGE DEPOSIT (\$50 per booth)	= \$ 50
TOTAL DUE UPON ACCEPTANCE	= \$ 250

### RETURN COMPLETED APPLICATIONS:

Rebecca Gushen | Community Events Coordinator | [rebgus@lakewood.org](mailto:rebgus@lakewood.org)



# FLICK-OR-TREAT

## TERMS & CONDITIONS

\_\_\_\_\_ [Vendor Name] ("Vendor") hereby agrees, as consideration for being accepted to participate in **Flick-or-Treat, Saturday, October 30, 2021** (the "Event"), as follows:

1. 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.
2. 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. Regardless of any written or oral statement to the contrary, in no event, instance or circumstance shall the City of Lakewood indemnify or hold harmless Vendor.
3. 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. The use of stakes is strictly prohibited.
4. Space assignments will be available only at check-in. All assignments are final. Vendor or Vendor's employee(s) shall remain in the assigned spot for the duration of the Event. Vendor shall assemble its display booth by 2:00 p.m. on Saturday, October 30, 2021. Setup is scheduled for Saturday, October 30, 2021, between the hours of 1pm and 2pm. All Vendors MUST check in by 2:00pm. Vendor vehicles will be allowed twenty (20) minutes in the designated loading/unloading area before the Event. Breakdown is to happen quickly and quietly no earlier than 6:30 p.m. and all supplies are to be carted off site. Vehicles will not be permitted on site for breakdown.
5. Vendor shall remain open during the Event hours of 2:30 pm to 6:30pm on Saturday, October 30, 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 3pm and 8:30pm. They are permitted on site only as directed by event staff after 8:30pm after the crowd has moved out of the venue. Vendor is responsible for depositing trash in the provided containers at the Zero Waste stations. Vendor must request in advance, 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.
6. 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.
7. 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.
8. Vendor assumes responsibility for any damages to the 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.
9. Vendors shall not use plastic bags, disposable decorations or balloon, 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.
10. In addition to the above, the Terms and Conditions include all information contained in the Application. Vendor's violation of these Terms and Conditions may result in expulsion from the Event.

VENDOR Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name & Title \_\_\_\_\_