



# Vendor Application

August 13, 14 and 15, 2009

www.WheatRidgeCarnationFestival.org P.O. Box 1511 Wheat Ridge, CO 80034

Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_ Business Type:  Commercial  Non-Profit

Number of 12' x 10' Spaces Required: \_\_\_\_\_ Each space is 12' x 10'.  
 Additional linear feet \$20 per foot. Additional Feet Required: \_\_\_\_\_ Total Due for Space: \$ \_\_\_\_\_

**Use of space:** Please be specific – Arts & Crafts, Raffle, Food, Information, etc. Attach extra pages if necessary. Use of booth space must be approved by the Festival Committee. Booths will be restricted to the listed activity.

**Food Vendor Menu:** Only items listed and approved will be allowed. Full menu must be attached.

**Give Away Items:** If you are not a food vendor but are planning on giving away any foods or beverages, please list those items. Only listed and approved items will be allowed. Item list may be attached.

**Booth Rates:**

|                                    | July 15, 2009 | July 16 - August 7, 2009 |
|------------------------------------|---------------|--------------------------|
| On or before                       |               |                          |
| Non-profit Organization/Political: | \$ 90.00      | \$ 125.00                |
| Arts & Crafts/Commercial:          | \$ 215.00     | \$ 300.00                |
| Food/Beverage (for profit):        | \$ 240.00     | \$ 350.00                |

Applications must be postmarked by the above dates to receive the listed rates

**Electrical Requirements—** Please explain your electrical needs (ie: types of appliances and/or number of amps needed)

One outlet with 120 volts (20 amps) will be provided. We will have commercial generators to help with the power supply. Please be specific with your electrical needs. Additional 20 amp outlets are available at \$25.00 per outlet/50 amp at \$35 per outlet

**Ice will be available at \$4.00 per 20 lb. bag.**

Estimated Number of Bags Needed: Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ You may purchase the ice at the Festival.

**Send completed application to: Application fees:**

Wheat Ridge Carnation Festival Total \$ for 12' x 10' Booth Space(s) plus additional linear feet \$ \_\_\_\_\_  
 3420 South Jellison Ct. Electricity \$ \_\_\_\_\_  
 Lakewood, CO 80227 TOTAL \$ \_\_\_\_\_

Please include a self-addressed stamped envelope.

Questions? Contact Dan Jewell 303 241-1811 [www.WheatRidgeCarnationFestival.org](http://www.WheatRidgeCarnationFestival.org)



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## Midway Rules & Regs

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The following Carnation Festival Rules & Regulations for booth operations have been agreed upon by each vendor as a condition of acceptance to the Carnation Festival:

1. Each rented booth space will be assigned a space number. The number and booth space will be marked on the pavement in the midway set-up area. Organizations will be notified of booth number assignment upon arrival the first day of set-up.
2. Booths may be set up between 8:00 a.m. and 2:30 p.m. Thursday. **BOOTH SET UP MUST BE COMPLETED BY 2:30 P.M. THURSDAY. All vehicles must be removed from the midway by 2:30 p.m. Thursday and Friday and by 11:30 a.m. Saturday. NO EXCEPTIONS.**
3. The Festival Committee will provide each vendor with ONE Vendor Parking Pass which, when displayed on the dash, will provide each vendor with ONE close-in vendor specific parking space. Vendors can either park ONE car or small compact trailer.
4. Hours of Festival operations shall be 3 p.m. – 10 p.m. Thursday, 3 p.m. – 11 p.m. Friday and noon to 11:00 p.m. Saturday.
5. All operations must be contained inside the contracted space (*Size: 12' x 10' or multiples thereof*).
6. **NO VEHICLES** will be allowed on the Midway during Festival hours of operation (Ice supply truck excepted).  
**NO VEHICLES WILL BE ALLOWED ON THE MIDWAY FOR BREAKDOWN ON SATURDAY NIGHT BEFORE 11:00P.M.**
7. Each organization is responsible for keeping its area trash free. Each booth will supply its own rubbish container. Trash containers must be emptied as needed but at least once a day. Booths must be swept and cleaned nightly. Booths will be checked by the Festival Committee each day for cleanliness.
8. **ALL BOOTHS MUST BE REMOVED AND AREA CLEANED BY NOON ON SUNDAY — NO EXCEPTIONS.**
9. The use of gas-fired grills from bottled gas is strongly recommended to alleviate drain on electric power. Gas should be in smaller bottles and must be disconnected each night and removed from premises.
10. All cooking booth operators must follow all regulations set forth by Jefferson County (303-271-5768) including having an acceptable fire extinguisher.
11. Food and drink booths will be permitted to serve only the food and drink listed on the Midway Vendor Booth Registration form and approved by the Festival Committee and must comply with all current health standards and state and local laws.  
The Jefferson County Health Department must receive and approve the "Application For Permit: For Temporary Food Service Operation" and issue a permit before a food and drink booth may be set up on the Midway. The application and info materials are available online at: [http://www.co.jefferson.co.us/jeffco/health\\_uploads/ehs/forms/form3610\\_tfs\\_vendor.pdf](http://www.co.jefferson.co.us/jeffco/health_uploads/ehs/forms/form3610_tfs_vendor.pdf)
12. No alcoholic beverages may be sold or consumed in areas other than those designated. Alcoholic beverages are exclusive to beer or other alcohol booth(s) or garden(s).
13. Booths with raffles or games of chance must comply with state and local regulations.
14. Non-food vendors must list "give away" food and beverage items and have them approved by the Festival Committee.
15. All booths will be inspected daily by the Festival Committee to insure compliance with these rules.
16. The Festival Committee reserves the right to control or halt the activities of any organization operating within the Midway boundaries at any time for violation or inappropriate conduct.
17. Application refund requests must be made 7 days prior to event. There are no refunds due to weather.

If you need further information or clarification:  
**Contact Dan Jewell 303 241-1811**