

44th Annual
July 14-15



Food Vendor Application

Application deadline: May 22, 2018
Return to: barb@steamboatarts.org
or mail to: Steamboat Springs Arts Council
PO Box 774284, Steamboat Springs, CO 80477

Name of Business: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Please list and describe ALL food and beverages you will be selling: _____

Do you need electricity? No Yes # of outlets _____ Wattage required _____

Booth sizes are 15'(W)X10'(D) One Booth Two Booths

\$35 Application Fee \$375 per booth SSAC member \$400 per booth Non-Member

- Completed, signed application with application fee of \$35
- Photo of your booth
- Booth Fee \$375 SSAC members, \$400 non-members, (Checks payable to SSAC)
- Copy of current State Food Operator's License
- Single Event Sales Tax License Application AND separate \$50 Sales Tax deposit **check** (payable to SSAC)
- or
- Copy of your current City of Steamboat Tax License

By signing below I agree to have my food booth open for the ENTIRE duration of the show. Saturday July 14 from 9am-5pm and Sunday July 15 from 9am-4pm. Additionally, I have read and understand the information stated in the following Food Vendor Information Sheet. Further, I understand that only food approved by this application will be for sale at the 2018 Art in the Park.

PAYMENT Check (is in the mail) Credit Card MasterCard Visa Discover American Express

Credit Card #: _____ Exp. Date: _____ CID#: _____

Signature _____ Date _____

2018 ART IN THE PARK—PLEASE RETAIN THIS SHEET FOR YOUR RECORDS.

ITEMS FOR SALE

All food booth participants will only be able to sell items approved by this application at Art in the Park. No food booth participants will be allowed to sell alcohol of any kind.

BOOTH SET UP

All food booth spaces are 15'wX10'd in size. Participants must provide their own display equipment and be prepared to put up their own sunshade, wind and rain protection. No stakes, thumbtacks or nails may be used for booth display. Please store all packing materials and boxes discretely. During the weekend, food booth participants must **BRING THEIR OWN TRASH CONTAINERS**, and keep trash around their area picked up. A large garbage dumpster will be provided at the west end of the park. Signs are only allowed within or on your own booth space. We encourage no mobile units unless it fits fully within your 15'X10' space. All units must be moved to your booth space via the bike path. Please contact the event coordinator with any questions regarding mobile unit accommodations.

ELECTRICITY

No generators are allowed. Electricity is limited so let us know what wattage and how many outlets you require.

LICENSES

A copy of your State of Colorado Food Operators License must accompany this application as required by the City of Steamboat Springs. In addition, every food booth participant will be required to fill out an application to conduct a temporary food service establishment for temporary food events. This application will be sent out upon acceptance and must be returned to the Routt County Environmental Health Department. You can reach the RCEDH at 970-879-0185.

FEES

The application fee is \$35. The 2018 food booth fee is \$400, or \$375 if you are a member of the Steamboat Springs Arts Council. Your booth fee check must accompany this application, and should be made payable to the SSAC. If your application is denied, your check will be shredded. Written cancellation notice by June 1, 2018 will entitle you to a 50% refund of booth fees. After June 1, there will be no refunds. Booth fee checks will be cashed upon acceptance.

\$50 TAX DEPOSIT AND APPLICATION

The City of Steamboat Springs requires a Single Event Sales Tax License and a \$50 sales tax deposit. All Vendors participating in Art in the Park are required to provide an additional, **SEPARATE** check for \$50, payable to SSAC to assure compliance with the single event sales tax policies of the City of Steamboat Springs. **YOUR CHECK WILL NOT BE CASHED UNLESS YOU DO NOT PAY YOUR SALES TAX BY THE DEADLINE!** The tax deposit check will be held and then shredded upon remittance of sales tax payment, in full, to the City of Steamboat Springs. If the Vendor fails to remit a sales tax payment, in full, to the City of Steamboat Springs before September 15, 2018, the Vendor will forfeit the \$50 tax deposit. In addition to the sales tax deposit check, each Vendor will also be required to submit a Single Event Sales Tax License Application. Attached to the email message sent with this application is a Single Event Sales Tax Application, which should be sent along with your \$50 deposit check and other application materials. SSAC will submit this tax license application to the city tax clerk, and the vendor will receive their Single Event Sales Tax License upon checking in to the event. If you are a local business and have a City of Steamboat Springs multi-use sales tax license, you are not required to include a tax deposit check, but you are required to provide a copy of your City of Steamboat Springs sales tax license to the Steamboat Springs Arts Council. Please contact the Arts Council if you have any questions about sales tax.

NOTIFICATIONS

Acceptance notifications will be sent out on May 26, 2018, **VIA EMAIL!** Upon acceptance you will receive an email with rules & regulations, and an application for the Routt County Health Department and the application for the single event sales tax license.

UNLOADING, LOADING & PARKING

Parking for unloading and loading is limited to 45 minutes. Please cooperate with our Community Service Officers. Be prepared, there is minimal vehicle access to your booth space. Come with a way to transport your supplies such as a dollie, wagon, cart, etc. After set up, you will need to remove your vehicle promptly to accommodate others. Food vendor parking will be at The Depot again this year but space is very limited. You will be issued a parking permit when you are accepted. Print it and put it in the dash of your vehicle.

NO DOGS ARE ALLOWED IN THE PARK.