



**43rd Annual Art in the
Park July 8th & 9th, 2017
Food Vendor Application**

Application Deadline: May 22, 2017
 Acceptance notification: May 26, 2017
 Return to: Steamboat Springs Arts Council
 Attn: AIP Food Vendor
 PO Box 774284
 Steamboat Springs, CO 80477

Name of Business: _____

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____

Email Address: _____

Please list & describe ALL food and beverages you wish to sell:

Do you need larger than a 10' wide x 15' deep space? If so, you will need to purchase two booth spaces.

No Yes

Do you need electricity?

No Yes # of Outlets _____ Wattage required _____

By signing below I agree to have my food booth open for the ENTIRE duration of the show. Saturday July 9th from 9am-5pm and Sunday July 10th 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 2017 Art in the Park.

- ___ **Completed, signed application with application fee of \$35**
 - ___ **Photo of your booth**
 - ___ **Booth Fee (\$375 SSAC members, \$400 non-members, checks payable to Steamboat Springs Arts Council)**
 - ___ **Copy of current State Food Operator's License**
- AND**
- ___ **Completed Single Event Sales Tax License Application AND Separate \$50 Sales Tax Deposit check (payable to Steamboat Springs Arts Council)**
 - OR**
 - ___ **Copy of your Current City of Steamboat Tax License**

ART IN THE PARK 2017 - 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 10' w x 15' d in size. Participants must provide their own display equipment and be prepared to put up their own sunshade, wind & 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 10' x 15' 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 please let us know 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 RCEHD at 970-879-0185.

FEES

The application fee is \$35. The 2016 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, 2017 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, 2017, 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, 2017, VIA EMAIL! Upon acceptance you will receive an email with rules & regulations, and an application for the Routt County Health Department & 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 dolly, 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 check in at the information booth.

NO DOGS ARE ALLOWED IN THE PARK.