



## 4<sup>th</sup> of July 2018

### Vendor Booth Terms & Conditions

The 4<sup>th</sup> of July will be held at Centennial Park downtown, on July 4, 2018. Sponsored by the Wellington Community Activities Commission and the Town of Wellington. The C.A.C. invites you to be a part of this patriotic and community celebration.

#### **EVENT DETAILS and FEES**

Event Date: Wednesday, July 4, 2018 Event Times: 10:00 am - 7:00 pm

The 1<sup>st</sup> booth space fee is \$30. The 2<sup>nd</sup> booth space fee is \$20. Any additional space needed is free. All spaces are a 10' x 10' booth space.

You must include booth space payment with your application.

*Make checks payable to: Town of Wellington.*

**The 4<sup>th</sup> of July booth space application deadline is Monday, June 18, 2018.**

No refunds will be given after June 20<sup>th</sup>, 2018...sorry, no exceptions. (This policy also includes event cancellation due to rain, inclement weather and other acts of God)

#### **MANDATORY EVENT HOURS & SETUP**

All 4<sup>th</sup> of July booths will be located on 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue, heading North of Cleveland, and on both sides of Centennial Park. All booths can be in operation from 10:00 am to 7:00 pm on event day. Set-up will open at 6:00 am. Booths should be set up and ready by 9:30 am on July 4<sup>th</sup>. Vendors should bring their own carts, hand trucks, loading equipment and personnel to assist with set up and breakdown.

#### **SPACE ASSIGNMENTS**

Applications are considered on a first come, first served basis. The committee reserves the right to make the final decision on acceptability of an applicant based on past performance, timeliness of returned application and variety of vendors. The committee will reserve a 10' x 10' empty space for confirmed booths. This space size does not account for trailer hitches, bumpers, tent posts, etc... Please measure your space to make sure you are getting the space you need. You are responsible for providing any booth apparatus or shade materials.

#### **HEALTH & SALES TAX LICENSE**

All booth participants need to make sure they are in compliance with the following agencies:

Larimer County Department of Health and Environment  
1525 Blue Spruce Drive  
Fort Collins, CO 80524  
(970) 498-6776  
[www.co.larimer.co.us/food](http://www.co.larimer.co.us/food)

Colorado Department of Revenue  
Special Events Coordinator  
(303) 866-5643  
[www.revenue.state.co.us](http://www.revenue.state.co.us)

**THANK YOU FOR YOUR INTEREST IN SHARING THE 4<sup>TH</sup> OF JULY WITH US.  
WE LOOK FORWARD TO HEARING FROM YOU SOON!**

Community Activities Commission ~ PO Box 127 Wellington, CO 80549  
970-568-3381 ext. 49 Fax 970-568-9354 [CAC@wellingtoncolorado.gov](mailto:CAC@wellingtoncolorado.gov)  
[www.wellingtoncolorado.gov](http://www.wellingtoncolorado.gov)



# 4<sup>th</sup> of July 2018

## BOOTH SPACE APPLICATION

Event Date ~ Wednesday, July 4, 2018

**REGISTRATION DEADLINE: MONDAY JUNE 18, 2018**

Legal Name of Business: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Physical Address of Business: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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

Day Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

Email Address (please print clearly): \_\_\_\_\_

Type of Ownership (LLC, Sole Proprietor, Corporation, Non- Profit, etc): \_\_\_\_\_

Describe in detail the kind or nature of business or service: \_\_\_\_\_

Describe in detail the manner in which the goods, wares or merchandise will be sold: \_\_\_\_\_

State Sales Tax Number: \_\_\_\_\_

If business is subject to any federal state or other local agency registration and/or licensing requirements, have those requirements been met? \_\_\_\_\_

Does the business handle or sell any food items? \_\_\_\_\_ If yes, submit current approval by the Larimer County Health Department.

Does the business hold a business license in any municipality? If so, state the name of the business and the municipality in which it resides: \_\_\_\_\_



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## BOOTH SPACE APPLICATION CONTINUED

**Business Name (page 2)** \_\_\_\_\_

Have you ever had a business license denied, revoked or suspended? If yes, list City, State, and circumstances:

\_\_\_\_\_

**Do plan to leave early?** Yes \_\_\_\_\_ No \_\_\_\_\_ **What time?** \_\_\_\_\_

**Will you be using your generator?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will you require the Town's electricity?** Yes \_\_\_\_\_ No \_\_\_\_\_ **If Yes, an additional \$10 fee will apply**

**What is the use of the electricity for?** \_\_\_\_\_

\_\_\_\_\_

**Please share any other information we should be aware of about your booth/services, to help make this a great day for everyone involved.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How many spaces are you requesting?** \_\_\_\_\_

(1<sup>st</sup> space \$30, 2<sup>nd</sup> space \$20, any additional space is free) **TOTAL FEE** \_\_\_\_\_

Please sign below and remit this application, any additional documentation (if necessary) and cash, check or money order for the total amount payable to the Town of Wellington. All applications are subject to approval by the Community Activities Commission.

I hereby certify that the statements made on this application are true and correct to the best of my knowledge, I understand that the local code enforcement officer will issue citations for violation of the town codes and my registration could be subject to revocation.

**Authorized Signature**

**Title**

**Date**

\_\_\_\_\_