



Lafayette Peach Festival

August 17, 2013

Vendor Registration



Deadline for Application is August 1, 2013

Lafayette Chamber of Commerce

P.O. Box 1018, Lafayette, CO 80026

PHONE: 303-666-9555, FAX: 303-666-4392

events@lafayettecolorado.com



Lafayette Peach Festival in Old Town!

Welcome vendors! You are invited to be part of this wonderful family outdoor event that takes place on Public Road in Old Town Lafayette.

EVENT OVERVIEW:

- Lafayette Peach Festival in Old Town Lafayette
- Outdoor Festival on Public Road in Lafayette, CO on Saturday, August 17, 2013, 9:00am – 4:00pm
- Free to public and occurs Rain or Shine!
 - Free live entertainment, Free Face Painting & Balloon Sculpting & Free Art demonstrations
 - 20,000 people attended last year
- Peach Smoothies, Peach Pie, Peach Cobbler & more!
- Showcasing the best food vendors, antique dealers, artists and crafters on the Front Range.
- Truck loads of fresh Certified Organic Palisade Peaches available along Public Rd.
- This is a Zero Waste Event.
- **DEADLINE FOR APPLICATION is August 1, 2013.**

FESTIVAL REQUIREMENTS:

- Fine Artists, Antique dealers or Crafter (handmade items) are welcome. **No business, commercial booths permitted.**
- Booth space size: from curbside is 12' x 12' (If space requirements are larger than 12' x 12', you must purchase adequate number of spaces for your items to fit within booth space that includes trailers, etc.) Space cannot extend beyond 12 feet from curbside.
- **Space Fees:** \$125/12x12 space, \$205/12' x 24', payment due with application.
- Public Road will **open at 6:00am on Saturday morning** for vendor set-up. Tear down must be complete by 5:30 pm, Public Road will reopen. Vendors on Public Rd. after 5:30 will be ticketed. We do not have the manpower to assist in set up or tear down, please plan accordingly.
- Limited space available. All approved vendors are given space on a first come, first served basis. You are not accepted in this event until you have received a confirmation. **Submitting this form does not mean that you are confirmed into this event.** Confirmations will be emailed, if you do not indicate an email address on the application, you will receive a telephone/mail confirmation.
- You are required to complete a City of Lafayette Sales Tax form (for non-Lafayette businesses), Zero Waste Agreement. If needed Boulder County Public Health Dept. form may be downloaded from www.lafayettecolorado.com. **Your application will not be accepted without all of the completed forms.**
- You must sign agreement and waiver attached.
- You must sign the zero waste agreement. All cups, plates, bowls, serving containers and utensils must be compostable, NO STYROFOAM. **You are responsible for removing any waste you accumulate that is not recyclable.**

- You must provide a detailed description of your booth and items for sale. Include one photo of your exhibit.
- Please be courteous to your neighbor vendors and event staff. You will be assigned the agreed upon space that you requested. Be sure to request plenty of space to accommodate your equipment, trailer and any other booth related equipment.
- A map, directions, booth location and set up instructions will be mailed to you prior to the event.

ELECTRICAL REQUIREMENTS:

- Power is available for an additional fee and will be provided **ONLY** to those vendors who have paid for electricity in advance.
 - In the past, we have experienced problems with vendors who have used more power than they initially requested or use power they didn't think they would initially require. This trips the breakers and causes many problems and delays that we need to avoid.
 - In the space provided on your worksheet, please give a detailed description of **everything** you will be plugging in.
 - We want to provide the right amount of generators and electrical requirements on-site to accommodate every vendor. Please be clear on your requirements.
- You are responsible for covering all cables and wires in the booth space by using wire mats or covers and any cables or wires running into your booth MUST be covered at all times. Bring a minimum 100' extension cords to the event and make sure that you have come prepared with power strips, or any additional equipment you may require. We do NOT provide extension cords, splitters, etc.

ZERO WASTE REQUIRMENTS:

- Food vendors will also receive a Zero Waste Agreement that **must be signed** and returned with application. All food waste will be collected to be composted. NO plastic cups, plates, bowls or cutlery will be allowed. **All cups, plates, bowls and serving containers must be paper**. NO Styrofoam is allowed at this event. You are expected to eliminate all plastic items that would normally be thrown away at this event to help us achieve this goal (plastic used to wrap your products, etc.). **NO EXCEPTIONS**. Sign the Zero Waste forms and return along with this application. Forms available at www.lafayettecolorado.com. **Failure to comply will result in your being asked to leave this event.**
- Event staff will provide recycling containers to be placed near your booth. **You are responsible for removing any waste you accumulate that is not recyclable or compostable.**
- All food vendors must have a collection tank for wastewater and dispose of properly at their commissary.

2013 PEACH VENDOR CHECKLIST

REGISTRATION DEADLINE: AUGUST 1, 2013

CHECKLIST: In order for your application to be considered, it MUST be accompanied by all required fees and forms. Before mailing your application, please make sure you have included the following:

- Vendor Checklist
- Vendor Registration Form
 - Booth Fee
 - Electricity Fee
 - Food Vendor Total Registration Fee
- City Sales Tax Deposit
- Vendor Worksheet
- Vendor Agreement & Waiver
- City Sales Tax License and worksheet
- Zero Waste Agreement
- Pictures of Handmade Craft/Art or Antique
- Booth Photo (if available)

Forms are available on our website @ www.lafayettecolorado.com

2013 PEACH VENDOR REGISTRATION FORM

Business Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Night Phone: _____ Event Day Phone: _____

E-mail Address: _____

Mail booth confirmation to the above address unless indicated here: _____

BOOTH FEES:

TOTAL

12X12 Booth Space - \$125.00 (Indicate the number of booths needed) \$ _____

12 x 24 Booth Space - \$205.00 \$ _____

(You must fit all your items in your 12x12 space)

ELECTRICAL NEEDS – (Please select one) 220 volt not available

110 volts (20 amp), 1 circuit \$40.00 \$ _____

110 volts (20 amp), 2 circuits \$60.00 \$ _____

110 volts (20 amp), 3 circuits \$75.00 \$ _____

110 volts (20 amp), 4 circuits \$85.00 \$ _____

Include worksheet

LATE FEES:

Late Fees (after 8/7/13) – add \$50.00 \$ _____

TOTAL \$ _____

Checks Payable to Lafayette Chamber of Commerce

METHOD OF PAYMENT: Check enclosed _____ MasterCard _____ Visa _____

Card #: _____ Exp. Date: _____ 3-digit Security Code: _____

Name on Card: _____ Signature: _____

CITY SALES TAX DEPOSIT:

Vendors are responsible for collecting and remitting all applicable sales tax to the State. Forms are available at www.lafayettecolorado.com.

\$25 City Sales Tax Deposit. Check enclosed payable to **City of Lafayette** \$ _____

Please return tax form with booth application & payment

PLEASE COMPLETE NEXT PAGE WITH TYPE OF BOOTH & DESCRIPTION AND ELECTRICAL REQUIREMENTS.

2013 PEACH VENDOR WORKSHEET/CHECKLIST

ELECTRICITY REQUIRMENTS: (You must fill out)

Electrical requirements will determine your booth location. You must provide your own heavy duty extension cord in excellent working order. How many outlets (amps) will you need? Each outlet has 20amps – INDICATE BELOW HOW MANY OUTLETS ARE NEEDED and what type of equipment will be plugged into these outlets:

Equipment _____	Amps _____	Equipment _____	Amps _____
Equipment _____	Amps _____	Equipment _____	Amps _____
Equipment _____	Amps _____	Equipment _____	Amps _____
Equipment _____	Amps _____	Equipment _____	Amps _____

BOOTH DESCRIPTION: (You must attach pictures)

- Artist
- Handmade Craft
- Antique

Type of Booth & Description: _____



VENDOR AGREEMENT & WAIVER

Read & Sign

Lafayette Chamber of Commerce reserves the right to refuse any booth application, should this occur the fee will be refunded. The City of Lafayette, Lafayette Chamber of Commerce, or any of the sponsors shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Lafayette or the Lafayette Chamber of Commerce. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care or maintenance of exhibitor's property.

- I agree to be set up by 8:00am on Saturday, August 17th, one hour before event start time and remain open until event closing at 4:00pm. Booths **MUST** be removed by 5:30pm. This event is on a public street which reopens at 5:30. Vendors on Public Rd. after 5:30 will be ticketed.
- I agree to provide my own tent, table, chairs, sandbags or cement buckets to secure your tents. NO STAKING permitted. Contact us for rental companies for your rental needs.
- I agree to set up my booth within my booth space parameters as assigned and understand that each booth space is a 12x12 from curbside. I understand the space behind my booth, sidewalk or street, is not part of my 12x12 booth space and if I need to place equipment, I must purchase the proper amount of space to accommodate my products.
- I agree to provide photographs of my products that are to be sold for this event.
- I agree to comply with all zero waste regulations provided in this packet. I understand that failure to comply WILL result in being asked to leave the festival forfeiting all fees.
- I agree to comply with all zero waste regulations provided in this packet. I understand that I must comply with all Zero Waste Regulations at this event. Trash must be removed from you booth area. I understand that failure to comply WILL result in being asked to leave the festival forfeiting all fees.
- I understand that there is NO Styrofoam or plastic cups, plates, bowls or cutlery permitted at this event.
- I agree to eliminate all plastic items that would normally be thrown away at this event to help achieve a zero waste goal, the plastic used to wrap products, etc. Food may not be sold in non-recyclable or non-compostable containers or packaging.
- I agree to pay all necessary taxes and fees set forth in this application. I further understand that there are no refunds after August 6, 2013 and no shows are non-refundable.
- I understand my booth space will be assigned on a first come, first served basis.
- I understand that I will receive a map, directions, set up instructions and space location prior to the event.

I have read through this agreement and I agree to abide by all rules set forth, failure to comply will result in being asked to leave the festival, forfeiting all fees.

Signature _____

RETURN signed agreement and completed application by August 1, 2013 TO:

Lafayette Chamber of Commerce
P.O. Box 1018, Lafayette, CO 80026
PHONE: 303-666-9555
FAX: 303-666-4392
events@lafayettecolorado.com



One Time Event, City Sales Tax License
\$25.00 Refundable Deposit Required

Owner's Name _____ Event Date _____

Business Name _____ Event Name _____

Business Address _____

Business Phone _____

Printed Name _____

Signature _____

Date _____

Make \$25 Checks Payable to: City of Lafayette

City of Lafayette
1290 S. Public Road
Lafayette, CO 80026
303/665-5588 x3315



One Time Event, City Sales Tax Return

Owner's Name	_____	Event Date	_____
Business Name	_____		_____
Business Address	_____	Event Name	_____
	_____		_____
Business Phone	_____		_____
Printed Name	_____		_____
Signature	_____		_____
Date	_____		_____

Total Sales	_____
	x 3.5% (.035)
Tax Due	_____
Less Deposit	-25.00
Tax Due or Refund Due	_____

Make Tax Due Checks Payable to: City of Lafayette
 Refund Checks should be made out to:

No refunds for amounts less the \$1.00

City of Lafayette
 1290 S. Public Road
 Lafayette, CO 80026

City contact - Kathy 303/665-5588 x3315
 State contact - 303/238-7378

	<u>Total Collected</u>	<u>8.30%</u>	
City	3.50%	-	send to City
State	2.90%	-	send to state
RTD	1.10%	-	send to state
County	0.80%	-	send to state



The City of Lafayette would like to thank you for choosing to participate in this event. We want to make your stay with us as easy as possible, by stream-lining the collection of the city sales tax.

A total 8.3% tax should be collected from your customers. Of that, 3.5% needs to be remitted directly to the City of Lafayette. The remaining goes to the State of Colorado, according to their instructions.

Attached you will find a One-Time Event City Sales Tax License and Return. Following are the steps in submitting the sales tax to the City.

1. Turn in a completed license and a \$25.00 check deposit, made payable to The City of Lafayette, when you register.
2. Sell your product at the event.
3. Complete the return and bring it into or mail it to the City. This return is to be received on or before 20 days following the event.

If the return shows that your tax due is less than the \$25.00 deposit, the City will issue a refund for the difference on Friday of the following week.

If the return shows that you owe more than the \$25.00 deposit, then the difference needs to be remitted with your completed return.

If you have any tax questions, please feel free to contact Kathy at 303/665-5588 x3315.

eco-cycle

Working to Build Zero Waste Communities

Hello Lafayette Peach Festival Vendors,

Thank you for choosing to enrich our community and help our environment through your commitment to Zero Waste. As many of you know, the Lafayette Peach Festival has a long history of being a model Zero Waste Event, which is a fact that we all can take pride in. The goal of a Zero Waste is to minimize the overall waste that we produce and send Zero Waste to the landfill. We accomplish this goal by making sure that we recover as much recyclable and compostable material as we possibly can.

As vendors at the Lafayette Peach Festival you are the most important piece to this puzzle because the products that you distribute are the resources that we are recovering. Essentially we can break down our resource recovery process into two parts; compost, things that turn into soil, and recyclables, things that can be recycled into new products.

When purchasing products for food distribution I would like you to ask yourself these questions; Is this product Certified Compostable? Or can this product be recycled in Boulder County? If the answer to either of those questions is no, then you should not distribute food in that product.

The market place for compostable products is difficult to navigate, between new products and new regulations this market is ever changing. Many products on the market make claims to be eco-friendly, or earth friendly but that does not mean they are compostable. Companies have recognized that putting “Eco” or “Earth” or “Enviro” in the name of their products makes them more attractive to people looking for an environmentally friendly product, we call this “Greenwashing.” To avoid purchasing “Greenwashed” products always look for the “Biodegradable Products Institute (BPI) Certification” right on the box. It looks like this:



Recyclable items are a bit easier to recognize and you can find a full recycling guideline on our website at www.ecocycle.org. The most important thing to remember when choosing a recyclable item is, the triangle symbol on the bottom tells you what type of material this product is made from, it has nothing to do with whether or not that item can be recycled.

Please take a look at the Zero Waste Vendor Agreement and purchasing guide on the next pages for additional guidance. Please contact me directly at (303)444-6634 x123 if you have any questions. Thank you for helping make the Lafayette Peach Festival Zero Waste!

Sincerely,

Steve Cavanaugh

Eco-Cycle, Zero Waste Event Coordinator

100% Zero Waste Participation Agreement

Dear Vendor:

Thank you for your interest in participating at the *Lafayette Peach Festival*. We are proud to announce that with the help of Eco-Cycle, this event will be a **Zero Waste Event**.

The goal of a Zero Waste event is to **divert as much waste from the landfill as possible**. We accomplish this by coordinating with vendors and event planners to ensure that all distributed materials and products are locally recyclable, compostable, or reusable! We have included a list of appropriate food distribution products. As a vendor **you are the key** to the success of our Zero Waste initiative.

Vendors will be Responsible for:

-Purchasing **Certified Compostable** materials for food and other distribution needs at this Zero Waste Event. (for acceptable materials guide see list below, call 303-444-6634 x123 or visit www.ecocycle.org for more information)

-Purchasing **LOCALLY recyclable** materials for food and other distribution needs at this Zero Waste Event. (for acceptable materials guide see list below, call 303-444-6634 x123 or visit www.ecocycle.org for more information)

-Bringing back-of-house waste to a Zero-Waste Station and sorting that waste with assistance from an Eco-Cycle staff member.

Guidelines to Containers and Service Ware for Zero Waste Events

Acceptable	Not Acceptable
All paper containers including plates, napkins, paper towels, sample cups, and bags. <i>NO PLASTIC LINING</i>	Plastic coated paper products are not acceptable.
Waxed paper products are acceptable. <i>Be sure they are WAX-coated not plastic-coated.</i>	Styrofoam is not recyclable <u>despite any recycling symbols on the product.</u>
Plastic bottles greater than 6 oz, Rigid Plastic #2 & #5 souvenir cups.	Plastic Cups are not recyclable. All tubs and bottles that are smaller than 6oz are not recyclable ex: "5-hr energy shots"
Certified Compostable Products: corn starch Cutlery, Cups, and straws that are labeled "BPI Certified Compostable" #7 PLA (see acceptable materials list on next page)	Plastic utensils and plastic straws.
Wooden stir-sticks, chopsticks, toothpicks and skewers.	Plastic stir sticks, plastic chopsticks, plastic toothpicks or plastic skewers.
Aluminum foil and cans. Paper drink cartons	Foil drink pouches. Plastic bags and wraps.
Glass bottles and jars. Paper milk cartons.	Plastic lids from jar, tub, and cups .

Please call Eco-Cycle's Zero Waste Event Coordinator at 303-444-6634 x123 to help you distinguish and obtain Zero Waste materials.



Working to Build Zero Waste Communities

100% Zero Waste Participation Agreement
Signature Page

As a vendor participating in the *Lafayette Peach Festival* I agree to distribute my product in locally recyclable or compostable service ware, per Eco-Cycle’s guidelines. I will purchase appropriate service ware in accordance to the guidelines in this document. I also agree to sort my discards at the end of the day and make use of Zero Waste stations.

IF YOU DO NOT COMPLY YOUR BOOTH WILL BE SHUT DOWN

**Please clearly list all items you will be distributing and the materials associated with those items:
Please include Manufacturer and Product name.**

Food Item	Product Manufacture	Product Name
<i>Hamburger</i>	<i>Eco-Products</i>	<i>Sugarcane Paper Plate</i>
<i>Lemonade</i>	<i>Eco-Products</i>	<i>Green Stripe Compostable Cup</i>
<i>Soda</i>	<i>Coca-Cola</i>	<i>Aluminum Can</i>

_____	_____
Business Name	Employee (print name)
_____	_____
Phone Number	E-mail Address
_____	_____
Signature	Date

**Please submit signed agreement along with your vendor registration
For additional information on Compostable and Recyclable items please contact:**

**Steve Cavanaugh
Eco-Cycle, Zero Waste Event Coordinator
Steve@ecocycle.org
303-444-6634x123**