



# Vendor Application Form | *Hayden Daze*

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Booth Type

Food (\$75) \_\_\_\_\_

Commercial (\$50) \_\_\_\_\_

Non-Profit/Home Business (\$25) \_\_\_\_\_

Number of Booths Requested (10'x10') \_\_\_\_\_

Items to be Sold \_\_\_\_\_

Electrical Needed? First payment receives priority. VERY LIMITED

YES \_\_\_\_\_

NO \_\_\_\_\_

**TOTAL PAYMENT ENCLOSED: \$** \_\_\_\_\_

State Sales Tax No. \_\_\_\_\_

Tax Exempt No. \_\_\_\_\_

NOTE: All vendors must obtain a Hayden sales tax license and collect sales text: Contact the Town of Hayden at 970.276.3741

**Please make checks payable to & send all information to:**

**Town of Hayden**

PO Box 190/495 West Jefferson Ave. | Hayden, CO 81639

Questions: [josh.jones@haydencolorado.org](mailto:josh.jones@haydencolorado.org) | 970.276.0501



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1. SET-UP - You must be set up one hour prior to event start time and remain open for the entire event.
2. SPACE - Your exhibit must be contained within the boundaries of your rented space. All roadways, walkways and the fire lanes must be kept clear.
3. SET-UP & TEAR DOWN - To set up and tear down you are allowed to enter with your vehicle one hour prior to the event and 1/2 hour directly after the event end time. All supplies must be loaded and unloaded immediately. Vehicle must be moved within 15-minutes to allow for others to load and unload.
4. GARBAGE - It is the vendors responsibility to keep their area and surrounding area free from litter. You are responsible for your and nearby patron garbage each day.
5. INSURANCE - Commercial exhibitors must submit proof of insurance with their initial application. Town of Hayden legal services requires \$600,000 coverage with "town of Hayden" named as additional insured. A certificate or proof of insurance is due with your application.
6. ELECTRICITY - Vendors needing electricity MUST indicate on their application exactly how many amps they will need. Vendors will be assigned electricity locations IF available. Use of electricity can be revoked or adjusted according to the Event Manager's discretion. Electricity is very limited.
7. SECURITY - The Hayden Police Department patrol the event on a limited, but regular basis. Theft and loss are the responsibility of the space renter.
8. PARKING - All vehicles must be parked in the designated areas during operating event hours.
9. SALES - Objectionable materials may not be sold on the grounds. Event management reserves the right to determine what is obscene or objectionable. All sales and promotions must be conducted from your space. Roaming the grounds to sell or hand out materials is not allowed without prior authorization from Event Management.
10. DOGS - All dogs must be on a leash at all times and must have current license and inoculation. No dogs allowed near food vendors.
11. ALCOHOL/DRUGS/SMOKING - Consumption of alcoholic beverages, smoking, and/or use of drugs (including medical marijuana) are not permitted by vendors at anytime.
12. SALES TAX/LICENSE - All vendors must collect sales tax as designated by the IRS. It is the vendor's responsibility to contact the Town of Hayden for requirements (970-276-3741).
13. PAYMENT/REFUNDS - Prepayment for space is required and should be submitted with your application. Checks should be made payable to "Town of Hayden." A refund of 50% will be given to booth space cancellations if received 30 days prior to event date. Cancellations with less than 30-day notice will not receive a refund.
14. VENDOR CAMPING - Vendor camping is not available at the event site. Camping may be available at the Routt County Fairgrounds (970-276-3068) or Yampa River State Park (970-276- 2061).
15. OTHER RULES & REGULATIONS -

- All spaces will be assigned based on date payment is received and logistic needs of the event. Event Management has the right to change site assignments at any time.
- Event management does not restrict duplication of any vendor. A complete list of vendors will be available as responses come in if you are concerned about a duplicate business.
- Water is available on the event property. Vendors are responsible for getting the water to their booth without creating a hazard. • All tents, building, equipment, supplies, and displays must be removed from the event property immediately following the end of the event. If not, the vendor is subject to a \$50 removal fee and/or vendor property is subject to become the property of the Town.
- All equipment or supplies (other than those stated herein) must be provided by the business or organization.
- All booths must be supervised by an adult at all times.
- All services must emphasize good sportsmanship and teamwork if applicable.
- Alcohol sales are exclusive to Hayden Parks & Recreation.
- Event Management reserves the right to deny any applications. • Event Management reserves the right to ask any vendor to leave the event site or Town property.
- This policy is subject to change without notification.

## FOOD VENDORS

Must meet all of the above requirements plus the following:

1. Food vendors must submit a menu and price sheet with application. Food prices must be reasonable and remain the same as the menu and price sheet submitted with application.
2. Food Vendors are required to follow the guidelines and submit the form of the Routt County Environmental Health Department (970-879 -0185) with their application.
3. Food vendors must comply with Colorado health inspection statutes and display a Colorado Food Services license.