

Hayden Daze Vendor Application

July 14 - 15, 2023 | *Dry Creek Park*

Welcome to Hayden Daze 2023!

Thank you for your interest in participating as a vendor at the 2023 Hayden Daze. This annual event is a family-friendly celebration in honor of the Town of Hayden. It takes place at Dry Creek Park, located at 513 S. Poplar Street in Hayden, CO. Events and activities include live music, disc golf tournament, parade, cornhole tournament, inflatable bounce houses and so much more!

Hayden Daze Schedule

Friday, July 14

6 - 10pm | Live Music

Saturday, July 15

7am | Josh Webster Memorial Disc Golf Tournament

10am | Hayden Daze Parade (line-up on 3rd street / parade on hwy-40)

11am - 3pm | Bounce Houses, Vendors, Food Trucks, Games, Live Music & DJ and More

11:30am | Cornhole Tournament



Hayden Daze Vendor Contract



The following general information and regulations apply to 2023 Hayden Daze acting through the Town of Hayden (TOH), Hayden Parks and Recreation Board (HPR), Committees, and employees.

AUTHORITY: Town of Hayden (TOH), HPR, and its delegates are charged with complete responsibility and full authority to enforce all of the provisions of these Rules and Regulations for the benefit of all concerned. Town of Hayden and HPR reserve the right to ask any exhibitor to leave Dry Creek Park.

BOOTH ASSIGNMENT & INFORMATION: Town of Hayden will screen and assign applications on a first-come, first-served basis based on the character and size of the proposed exhibit, individual needs, exhibitor's preference, location of other exhibitors, and fair needs. No booth assignment will be made without payment in full.

BOOTH STAFFING: The exhibitor is obligated, as terms of this contract, to have personnel in the booth during all event hours unless previous arrangements have been made with Town of Hayden staff.

BOOTH SET-UP: Exhibitors must be set up no later than 10:00am on Saturday, July 15th. Your exhibit must be contained within the boundaries of your rented space. All roadways, walkways, and fire lanes must be kept clear. Booth space is approximately 10' x 10'. Booth set-up does not include tables, chairs or canopies. Exhibitor space boundaries will be marked with flags or paint.

BOOTH BREAK-DOWN: Exhibitor cannot tear down or vacate their space prior to Saturday July 15th at 3:00pm.

ELECTRICAL CORDS: All equipment, regardless of the source of power, must comply with all national, state, and local safety codes. All cords used to connect to a power source shall be three (3) wire grounded, UL-approved type cords of appropriate gauge. Cords shall be plugged directly into approved receptacles. Do not overload extension cords or use octopus fixtures. Do not repair damaged cords with tape. Cords must not create a hazard to the public. All extension cords, light strings, and temporary wiring must be UL approved for outdoor use and adequate for draw. The Town of Hayden is not responsible for any equipment damage or loss of business due to outages or power surges.

ENVIRONMENTAL HEALTH: All food concessions are subject to the inspection of Routt County Environmental Health Department. All food concessions are required to send copies of all licenses necessary to operate a temporary food concession to the Town of Hayden with their contract to be accepted. It is the food concessionaire's exclusive responsibility to know the health department's rules and regulations and follow them. Please contact the Routt County Environmental Health Department at 970-870-5588 or www.co.routt.co.us.

EXHIBITOR CODE OF CONDUCT: The Exhibitor shall conduct the operation of their exhibit, display or concession in a respectful and orderly manner at all times. Exhibitors should maintain the contents of their displays, menus and prices according to the information submitted with the contract. Removal or Cause for Eviction: At any time an exhibitor may be subject to eviction from their booth and/or Hayden Daze without refund or booth fees for misconduct, harassment or disrespect of the Health Department officials, Town of Hayden, HPR Board members, attendees or fellow exhibitors.

FOOD VENDORS: The Town of Hayden limits food vendor booths to five (5). Food vendors from the previous year's event and in good standing receive priority. The Town of Hayden must receive the priority vendor's completed application and payment no later than MAY 15th to secure their previous year's space. After May 15th, the priority food vendor's space is open to other interested food vendors. It is up to the Town of Hayden's discretion to limit duplication of food items. Water is available at Dry Creek Park. Exhibitors are responsible for getting the water to their booth without creating a hazard according to Town of Hayden's discretion. Food prices must be reasonable. Undercutting each other's prices is unacceptable.

GARBAGE: Exhibitors need to cooperate in keeping their booth free from litter. The booth and aisle in front of, or beside of the booth should be clean and free of trash at all times. All garbage should be secured before disposal in DUMPSTERS! Vendors need to use dumpsters and not the trash receptacles provided for the public. Exhibitors are responsible for disposing of garbage each day. Breakdown all boxes prior to disposal. Absolutely no dumping of grease or grey water at Dry Creek Park.

INSURANCE: Commercial exhibitors must submit proof of insurance with their initial application. Town of Hayden requires \$1,000,000 coverage in the name of "Town of Hayden". A certificate or proof of insurance is due with your application.

PARKING: All vehicles must be parked in the designated parking areas.

RESERVATIONS/PAYMENT/REFUNDS: Prepayment for space is required and should be submitted with your application. Checks should be made payable to "Town of Hayden". Cancellation of booth space by June 15th will receive a 50% refund. Cancellations after June 15th will receive no refunds.

SALES: Objectionable materials may not be sold on the grounds. Town of Hayden and HPR Board Members reserve the right to determine what is obscene or objectionable.

SECURITY: The Hayden Police Department patrols Dry Creek Park during Hayden Daze. Theft and loss are the responsibility of the space renter.

SUBLETTING OF SPACE: No exhibitor shall assign, sublet or apportion the whole or part of the space assigned or have representatives, equipment or materials from firms other than their own in the exhibit space without written consent of Town of Hayden.

SALES TAXES /LICENSES/PERMITS: All required taxes, licenses and permits are the responsibility of the exhibitor. Contact the Town of Hayden at 970-276-3741.

Hayden Daze Vendor Contract



Application

Business Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Booth Type (please select)

Commercial Food (\$75 for both days) _____

Non-Profit Food (\$25 for both days) _____

Commercial Non-Food (\$50 for Saturday) _____

Non-Profit / Local Artisan / Home-Based Business (\$25 for Saturday) _____

Electricity for Food Trucks only (\$25 for both days) _____

Indemnification

Vendor agrees to indemnify the Town of Hayden, the Hayden Center (TOH/HC) and its officers, agents and employees as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of TOH/HC. TOH/HC agree to release and hold harmless the Vendor, its officers, agents and employees from and against any and all claims, suits, damages, costs, losses, and expenses, including attorney's fees, resulting from, arising out of, or connected with the operating of Hayden Daze. Vendor agrees to release and hold harmless the TOH/HC and its officers, agents and employees from and against any and all claims, suits, damages, costs, losses, and expenses, including attorney's fees resulting from, arising out of, or connected with the operating Hayden Daze.

Acknowledged and Accepted for Participation in the 2023 Hayden Daze by:

Vendor Name: _____

Signed: _____

Date: _____

Send Information to:

Town of Hayden
PO Box 190
Hayden, CO 81639

Please Make Checks Payable to:

Town of Hayden

