

Harvest Festival Vendor Application

Saturday, Oct. 12, 2024

1:00 - 4:00pm | Dry Creek Park



Welcome to the 2024 Harvest Festival!

Thank you for your interest in participating as a vendor at the 2024 Harvest Festival. This annual event is a family-friendly celebration in honor of the changing seasons. It takes place at Dry Creek Park, located at 513 S. Poplar Street in Hayden, CO. Caramel Apples, Arts and Crafts, Games, Buy a Pumpkin, Straw Maze, Music, Food Truck and more... Come celebrate fall with us!

*happy
harvest*



Rhonda Sweetser - Recreation Director | rhonda.sweetser@haydencolorado.org | 970-276-0501

Sarah Stinson - Arts & Events Director | sarah.stinson@haydencolorado.org | 970-276-0504

Harvest Festival Vendor Contract



Application

Business Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone Number: _____

Booth Type (please select)

Electricity Needed for Foods Truck?

Commercial Food: _____

Yes: _____

Non-Profit Food: _____

No: _____

Commercial Non-Food: _____

Non-Profit / Local Artisan / Home-Based Business: _____

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 Harvest Festival. 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 of Harvest Festival.

Acknowledged and Accepted for Participation in the 2024 Harvest Festival by:

Vendor Name: _____

Signed: _____

Date: _____

Send Information to:

Town of Hayden (attn: Rhonda Sweetser)
PO Box 190
Hayden, CO 81639

Please Make Checks Payable to:

Town of Hayden



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The following general information and regulations apply to 2024 Harvest Festival acting through the Town of Hayden (TOH) and the Hayden Parks and Recreation Board (HPR) Committee.

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 12:30pm on Saturday, Oct. 12th. 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, October 12th at 4:00pm.

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. A menu of food items being sold needs to be attached to your application form.

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 Harvest Festival 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.

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.

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 Harvest Festival. 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.