

15th Annual Winter Arts Festival — Saturday, December 9, 2017

BOOTH INFORMATION

The 15th Annual Winter Arts Festival is Saturday, December 9, 2017 from 10:00am – 4:00pm at the Gilpin County Community Center. The Community Center is located at 250 Norton Drive, 7 miles north of Black Hawk. In addition to the arts & craft fair, activities include: Live music performances by local artists, Santa Claus, face painting, cookie decorating and music and fun throughout the day. Join us for our 15th year celebrating this Gilpin County holiday traditional event.

Booth space available for:

- Arts/Crafts
- Food Sales
- Community Information

**No guarantees – limited number available*

<u>10' x 10' Indoor Space</u>	<u>Fees cover full day of festival</u>
COUNTY NON-PROFIT	\$FREE
COUNTY RESIDENT	\$25.00
NON-RESIDENT	\$45.00
Electricity	\$10.00
*Table	\$10.00
*Chairs	\$ 5.00

BOOTH APPLICATIONS DUE	By 5:00 p.m.	Friday, December 01, 2017
CHECK-IN	Noon to 7:00 p.m. 7:00 a.m. to 9:30 a.m.	Friday, December 8, 2017 Saturday, December 9, 2017
FESTIVAL HOURS:	10:00 a.m. to 4:00 p.m.	Saturday, December 9, 2017
LOCKED & SECURED SITE	8:00 p.m. Fri. to 6:00 a.m. Sat.	Friday evening, December 8, 2017

**Vendors are asked to be set up by 9:30am and stay until the closing (4:00pm). Clean-up is to be completed by 6:00pm.*

ITEMS TO BE PROVIDED BY VENDORS

- Tables & Chairs
- Padding for all table, chair, canopy & easel legs * See Below
- Electrical Cord – minimum of 200', if needed * limited # of outlets
- Trash Bags

ITEMS PROVIDED BY GCPR

- Vendor Information Packet
- Festival Schedule (pending)
- Venue for fun & community involvement

For more specifics on acceptable padding, please see Item 4 of the "Rules & Regulations" page 2.

For more information, contact Gabrielle Chisholm at 303-582-1453 or gchisholm@co.gilpin.co.us

STATE LAW REQUIRES THAT ALL EXHIBITORS HAVE AN EVENT(S) LICENSE AND COLLECT 2.9% SALES TAX. FOR SALES & WITHHOLDING TAX INFORMATION CONTACT THE COLORADO DEPT. OF REVENUE, 1375 SHERMAN ST., DENVER, CO 80261, (303) 238-7378, or visit their website at: <https://www.colorado.gov/pacific/sites/default/files/DR0589.pdf>

RULES & REGULATIONS

1. The number of vendors in 2017 will be limited to approximately **60** vendor booths. Spaces will be available on a first-come, first-serve basis and at the discretion of GCPR staff. Priority will be given to applications from local vendors and to handmade items.
2. Gilpin County requires that ALL EXHIBITORS HAVE AN EVENT(S) LICENSE AND COLLECT SALES TAX (2.9%). To apply for this license, see above for contact information. The process is simple and the fee is not very much. **You MUST have an Event License to participate in the Winter Arts Festival.** A copy of that license may be sent in with your application to the Event Coordinator or it must be sent within at least 10 days before the start date of the event. If you do not do either you must bring it with you and show it at check-in or you will **not** be allowed to set up your booth for the event. *Booth applications with licenses provided prior to the event will be given priority in the vendor selection process.* If you are a 501C3 organization, you only need to submit a copy of that document with your booth application. No vendor selling food or merchandise will be allowed to set up their booth without a special events license or the appropriate non-profit documentation.
3. Any problems a renter encounters with their booth space should be immediately reported to a GCPR employee. We will make every effort to resolve the issue to the satisfaction of both the renter and GCPR. If the renter is not satisfied with the decision of GCPR, the renter may file a written appeal to Gilpin County Parks & Recreation at 250 Norton Drive, Black Hawk, CO 80422 after the Festival. The written request should include all pertinent information including name, booth name, complaint and what you wish GCPR to do. The decision of GCPR will be final.
4. **All booth renters must provide padding for all tables, chairs, canopy and easel legs.** This is required in order to protect our hardwood floors from scratches and dings. Acceptable padding includes: soft plastic or rubber "feet," nylon glides or felt squares firmly attached to all legs/feet where they make contact with the floor. Floor rugs and all-weather carpets/mats are also acceptable with approval of GCPR staff. Tarps, blankets and sheets are NOT acceptable. NO tape may be used to attach items to the floor or walls. *Vendors who fail to provide adequate padding will not be allowed to set up their booths.* In addition, nothing may be hung from or attached to the walls or ceiling.
5. **All vendors must bring trash bags and CLEAN UP** their areas before leaving. At the end of the day, you may place your trash in a designated location for pickup.
6. **Food Booths:** We welcome food booths. Food booths with baked goods and/or food gifts that are sealed, wrapped, and individually pre-packaged will be downstairs in the main craft area. Food for consumption at the Winter Arts Festival will be upstairs in the Multi-purpose room. In general, sealed, wrapped and individually pre-packaged foods are acceptable for sale *if from a licensed commercial kitchen.* Commercial Food Vendors selling food or drink for consumption at the event must have a single event license per below:
 - **Insurance Requirements for Commercial Food Vendors.** All commercial food vendors will be required to show proof of liability insurance for \$1,000,000.00 (One Million Dollars) per incident, \$2,000,000.00 (Two Million Dollars) aggregate, and Gilpin County shall be listed as an additional insured. Proof of such insurance shall be provided before booth set-up. You may obtain this coverage either through your own insurance company or through the Tenant Users Liability Insurance Program (TULIP). Information about the TULIP program and quotes may be obtained from Arthur J. Gallagher Risk Management Services, Inc. at 1-800-333-3231.
 - **Non-profit and non-commercial vendors** have the option of completing the **Food Handler Certification Course.** See details below:
 - Non-profit and non-commercial food vendors may apply to take the new Online Food Handler Certification Course @ www.StateFoodSafety.com In order to have your liability insurance waived

for the event, EVERY person who will be handling and serving food in the food booth must take and provide a certificate for this course. Not until every expected food handler can demonstrate certification will the requirement for insurance be waived for your booth.

- Please realize that you will still be liable in the event a claim is filed. The County's insurance does not protect the liability of other persons selling food items during any county event. It is also understood that the organization will remain fully responsible for its own actions in the preparation and sale of food at Gilpin County Events and that the County of Gilpin by offering this program assumes no responsibility of any kind in the event of any claim relating to preparation and sale of food in which your organization has participated.
 - No person under the age of 16 will be allowed to take the course, and as such, if you have someone under the age of 16 working in your booth, they may NOT handle food. They are allowed to handle money, non-food items like napkins, plates or factory sealed items like soda or bottled water.
7. **Set-up:** When you arrive, check in at the back of the Gilpin County Community Center to receive your packet and booth assignment. You may unload either through the front of the building or drive around to the back and use the doors entering the gymnasium. We do have an elevator if you need it. After unloading, please move your vehicle **immediately** so that space is available for other vendors when they arrive. On the day of the event, please park your vehicle in the dirt parking lot in front of the fairgrounds so that people coming to the Winter Arts Festival can park.
8. **Non-profits:** Non-profit organizations are welcome. Non-profits participation at the Winter Arts Festival is for fund-raising purposes only.

Winter Arts Fair BOOTH APPLICATION

Each applicant must fill out the information below. Complete the application and mail with check **payable to:**
GCPR / 250 Norton Drive, Black Hawk, CO 80422 (303) 582-1453

BOOTH NAME: _____ CONTACT NAME: _____

one Event License included with this application Event License forwarded 10 days prior to event
 Event License provided before booth set-up *(Refer to item #2 of the Rules & Regulations)*

MAILING ADDRESS: _____ e-mail _____

CITY: _____ ST: _____ ZIP: _____ PHONE NUMBER: _____

BOOTH DESCRIPTION (List **all** displays/foods/arts & crafts, clip attachments if needed):

FOOD BOOTH: one Commercial Non-profit Non-commercial *(Refer to Item #6 of the Rules & Regulations)*
 one Proof of Insurance included with this application Proof of Insurance will be provided before or upon arrival
 Food Safety Class Certificate of Completion attached or provided before or upon arrival.

*** Electrical fee includes 1-day usage of one 110V outlet**

****Tables and chairs are limited – availability not guaranteed**

NON-PROFIT	\$ FREE		\$
COUNTY RESIDENT	\$25.00 / SPACE	x # of spaces =	\$
NON-RESIDENT	\$45.00 /SPACE	x # of spaces =	\$
ELECTRICAL FEE: *SEE ABOVE	\$10.00 / SPACE	per 110V outlet =	\$
Tables: **SEE ABOVE	\$10.00 / Table	x # of tables =	\$
Chairs: **SEE ABOVE	\$ 5.00 / Chair	x # of chairs =	\$
LATE FEES	\$10/if postmarked after November 26th		\$
TOTAL DUE			\$

- **IMPORTANT:** All spaces are measured to approximately 10' x 10'. Due to the limited space in the Community Center, booths that are larger than the 10-foot square space allotted will not be guaranteed that space unless prior arrangements are made. **BE SURE** to take into consideration your booth/canopy's size, along with anything that would take extra space when erected. Contact GCPR at (303) 582-1453 to reserve a larger space and ascertain if any further fees for the additional space will be charged.
- I am going to need more than the allotted 10' x 10' space- How much larger? _____
- Anything about your booth that the fair committee should be aware of?

WAIVER

I agree to abide by all the rules and regulations of the Winter Arts Festival as explained on the Booth Information Form. I understand that, should I not obey these rules, I will be required to leave the Festival immediately upon discovery of my violation, with no refund. I agree to release Gilpin County and the Festival representative(s) from all responsibility for damage or injury to my person or property during the Fair. I have read and understand the above information. Gilpin County Parks & Recreation reserves the right to accept or reject any application received. **I understand booth fees are non-refundable.**

APPLICANT'S SIGNATURE: _____ DATE: _____

OFFICIAL USE ONLY	
DATE PAYMENT RECEIVED: _____	PAYMENT AMOUNT: _____