

16TH ANNUAL GILPIN COUNTY COMMUNITY CENTER

# WINTER ARTS FESTIVAL

SATURDAY, DEC. 8TH 10AM - 5PM SUNDAY, DEC. 9TH 12PM - 4PM

The Gilpin County 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, and cookie decorating throughout the day. Join us for our 16th year celebrating this Gilpin County holiday traditional event.

## Booth Information

Booth space available for:	10' x 10' Indoor Space	Fees cover both days of the festival
Arts/Crafts	County Non-Profit	Free
Food Sales	Artist/food/community vendor	\$45.00
Community Information	Electricity	\$10.00
	Table*	\$10.00
	Chairs*	\$5.00

*\*No guarantees – limited number available*

## Booth applications due by 5:00 p.m. Friday, November 16th, 2018

Details	Date	Time
Check-In	Friday, December 7th	Noon - 6:00 pm
	Saturday, December 8th	7:30 am - 9:30 am
Festival Hours:	Saturday, December 8th	10:00 am - 5:00 pm
	Sunday, December 9th	12:00 pm - 4:00 pm
Locked & Secured Site	Friday, December 7th	6:00pm to 7:30 am Sat.
	Saturday, December 8th	6:00 pm to 11:00 am Sun.
Clean-up	Sunday, December 8th	4:00 pm to 7:00 pm

*\*Vendors are asked to be set up by 9:30am Saturday and stay until the closing (4:00pm Sunday).*

*Clean-up is to be completed by 7:00pm Sunday.*

Vendors should have:	Gilpin Community Center will provide
Tables and Chairs	Vendor Information Packet
Extension cord: min 200', if needed - we have a limited amount of outlets	Free Wifi
Trash Bags	Festival Schedule (pending)
Event License with Sales Tax* (see next page)	

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**WINTER ARTS FESTIVAL**  
**RULES & REGULATIONS**

The number of vendors in 2018 will be limited to approximately 40 vendor booths. Spaces will be available on a first-come, first-serve basis and at the discretion of GCPR staff.

**1. 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.

**2. Nothing may be hung from or attached to the walls or ceiling.**

**3. 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.

**4. 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](http://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.

**5. 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.

**6. Non-profits:** Non-profit organizations are welcome. Non-profits participation at the Winter Arts Festival is for fund-raising purposes only.

**7. 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.



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## Booth Application

Each applicant must fill out the information below. Complete the application (you can fill in the PDF if you like) and either email it to: gchisholm@gilpincounty.org, bring it to the Community Center or mail with check payable to: GCPR • Attn: Winter Arts Festival • 250 Norton Drive, Black Hawk, CO 80422. Note: If you email the application, please mail the check to the community center or come in to pay for your booth.

Booth Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Event License included with this application<br><i>(Refer to item #2 of the Rules &amp; Regulations)</i> | <input type="checkbox"/> Event License forwarded 10 days prior to event |
|   | <input type="checkbox"/> Event License provided before booth set-up     |

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Booth Description: *(List all displays/foods/arts & crafts, clip attachments if needed):*  
 \_\_\_\_\_  
 \_\_\_\_\_

**Food**       Commercial                       Non-Profit                       Non-Commercial

- Booth**       Proof of Insurance included with this application
- Info:**       Proof of Insurance will be provided before or upon arrival
- Food Safety Class Certificate of Completion attached or provided before or upon arrival.

*Refer to Item #6 of the Rules & Regulations*

NON-PROFIT	Free	\$
Vendor Fee	\$45./SPACE x # of spaces = \$	\$
Electrical Fee*	\$10./SPACE per 110V outlet = \$	\$
Tables**	\$10./Table x # of tables = \$	\$
Chairs **	\$5./Chair x # of Chairs = \$	\$
Late Fees	if postmarked after November 16th	\$
<b>Total Due</b>		

**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>

For more information, contact Gabrielle Chisholm at 303-582-1453 or gchisholm@gilpincounty.org

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?
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### **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:

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<b>OFFICIAL USE ONLY</b>	
DATE PAYMENT RECEIVED: _____	PAYMENT AMOUNT: _____
Assigned to Booth # _____	Checked in by: _____