FOOD VENDOR GUIDELINES

2018 Harvest Fest
Saturday, September 8 • 10 a.m. - 5 p.m.
Community Park • York Street & Thornton Parkway

2018 WinterFest
Friday, December 7 • 6:30 - 9 p.m.
Saturday, December 8 • 10 a.m. - 9 p.m.
Sunday, December 9 • 5 - 9 p.m.
Carpenter Park Fields • 108th Avenue and Colorado Boulevard

WE WILL GIVE PRIORITY CONSIDERATION AND A DISCOUNTED PRICE TO FOOD VENDORS WHO ARE WILLING TO COMMIT TO BOTH HARVEST FEST AND WINTERFEST.

HARVEST FEST
Harvest Fest is a popular one-day fall event that will feature a children's carnival area, skatepark competition, salsa tasting contest, a cultural exposition, business exhibitors, craft fair, entertainment stages and a FOOD COURT. This event typically draws 8,000-9,000 attendees.

Location: Harvest Fest is held in Thornton's Community Park, located at York St. & Thornton Pkwy. in Adams County.

WINTERFEST
WinterFest is a 3-day outdoor event that revolves around a miniature “Santa’s Village” that features a large ice skating pond, holiday bazaar, 4 fire pits, visits with Santa and the Elves, puppet theater, miniature buildings, more than 400 live trees and thousands of holiday lights. This event annually draws more than 20,000 attendees, so a FOOD COURT where they can find snacks, a hot drink or lunch, is critical to the success of this event.

Location: Thornton WinterFest is held at the Carpenter Park Fields, located at 108th Avenue & Colorado Boulevard in Adams County.

Application Procedure
The Harvest Fest Food Court and the WinterFest North Pole Nibbles are open to food vendors with quality products. Please complete the application, and please be sure that you read and agree to the release. We require that a copy of your menu(s) for each event accompany the completed application and signed/accepted release. Staff will review menus for both events along with the sales tax payment history of each individual vendor prior to making vendor selections.

APPLICATIONS MUST BE RECEIVED BY JULY 31, 2018.

Information for our 2019 festivals and events will be posted on our Festival & Event webpage as it becomes available.

cityofthornton.net/festivals
Tri-County Health Department
As is the case with any City of Thornton events, the Tri-County Health Department’s rules and regulations will be enforced. A copy of the Health Department’s rules and an application for the Tri-County Health Permit will be sent to each participating vendor upon the acceptance of their application.

If your food booth/business is subject to an inspection by Tri-County Health Department at any City of Thornton special event or festival, you will be responsible for any and all costs incurred by this inspection.

For more information about Tri-County Health Department or their requirements you may contact them at 720-322-1512.

Mandatory Vendor Meeting
A MANDATORY VENDOR MEETING may be scheduled with Tri-County Health Department officials. All selected food vendors participating in City of Thornton events are required to attend. If scheduled, meeting date, time and location will be sent to all accepted vendors closer to the date of the event.

Event Set-up
Harvest Fest set-up will begin on Friday, September 7 at 10 a.m.
WinterFest set-up will begin on Friday, December 7 at 10 a.m.

Beverage Restrictions
All food vendors are allowed to sell beverages. However, food vendors who sell food will not be allowed to sell fresh lemonade or snow cones. We will be accepting a limited number of Specialty Beverage vendors who will be allowed to sell, fresh lemonade, snow cones, smoothies and the like. Specialty food items that also may be restricted could include: kettle corn, ice cream and nuts.

Provide a Menu
All food vendors must submit a proposed menu with pricing along with their completed application. If a food vendor is participating in both events, this menu will be used at each event to minimize menu duplications between vendors.

All submitted menus are subject to the approval of festival staff.

Electricity
You will only be provided with the electricity that you request and pay for on your application. If your trailer/truck requires a 208VAC 50 amp service, what type of connector is currently installed? Our electricians use CS6365 connector which is a standard 50 amp plug found on all trailer mounted generators and electrical “spider” boxes. The electrical contractor would like to standardize connections to streamline connection and power delivery.

Sales Tax
As a participating food vendor, you will be issued a Thornton Temporary Event License prior to the event. You are responsible for having a Colorado Tax ID Number and it must be written on the back of this application along with your signature. For State Sales Tax License information please call, 303-238-7378 and for City of Thornton sales tax questions, please contact Cheryl Charles at 303-538-7400.

Contact Information
Jenny Dowdell is the Food Vendor contact for both Harvest Fest and WinterFest. If you have questions pertaining to either festival, please contact Jenny at 720-977-5934.

Fee Schedule
■ Upon acceptance into each event you will be charged a $100 non-refundable event deposit
■ Two weeks prior to each event, you will be charged the remaining balance of your booth fee.

Cancellation/Refund Policy
No refunds will be given due to inclement weather. Once fees are processed no refunds will be given.
HARVEST FEST SEP 8/WINTERFEST DEC 7, 8, 9 FOOD VENDOR APPLICATION

Applicant Last Name ___________________________________________ First Name _____________________________________
Business Name ______________________________________________________________________________________________
Street Address ______________________________________________________________________________________________
City ___________________________________________________________ State_______________  Zip ____________________
Home Phone_______________________ Cell Phone _________________________ Day-of-Event Phone _______________________
Email Address (required)______________________________________________________________________________________

Please select one:         Truck        Trailer        Booth    If truck/trailer, which side do you serve from?        Driver Side        Passenger Side
Length of truck/trailer:______________________________________________________________________________________

Please list all the equipment and required AMPs that you will be utilizing during the event:

___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

What beverage(s) will you be selling?____________________________________________________________________________

If selected as a food vendor, I am interested in being considered for placement in Kids Zone at Harvest Fest. Yes   No

MENU AND PRICE LIST MUST ACCOMPANY APPLICATION.

BOOTH FEES

All fees include a $100 non-refundable deposit once accepted into each event.

<table>
<thead>
<tr>
<th></th>
<th>Food &amp; Beverage</th>
<th>Specialty Beverage Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvest Fest &amp; WinterFest</td>
<td>$675</td>
<td>$475</td>
</tr>
<tr>
<td>10 feet of frontage space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each additional 5 feet</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Harvest Fest</td>
<td>$325</td>
<td>$225</td>
</tr>
<tr>
<td>10 feet of frontage space</td>
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<td></td>
</tr>
<tr>
<td>Each additional 5 feet</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>WinterFest</td>
<td>$375</td>
<td>$275</td>
</tr>
<tr>
<td>10 feet of frontage space</td>
<td></td>
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</tr>
<tr>
<td>Each additional 5 feet</td>
<td>$25</td>
<td>$25</td>
</tr>
</tbody>
</table>

Harvest Fest Base Booth Fee

$____________________

Additional Space:

$____________________

WinterFest Base Booth Fee:

$____________________

Additional Space:

$____________________

ELECTRICAL NEEDS (please select one)

110 volts, $75 per circuit/per event  x  number of events

____________________  $ __________________

208VAC 50 amp $125 per circuit/per event  x  number of events

____________________  $ __________________

NEMA# _____________________________

Payment and agreement information on following page.

GRAND TOTAL  $ ______________
By submitting this form you agree to the following Booth Exhibitor Agreement.

As a participant in the Harvest Fest/WinterFest (FESTIVAL) activities, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injuries, property damage or loss which I may sustain as a result of my participating in any and all activities connected with or associated with my participation in the FESTIVAL.

I agree to waive and relinquish all claims I may have against the City of Thornton, all associated sponsors of the FESTIVAL, and any agents thereof, as a result of my participation in the FESTIVAL and that I share my products and services at my own risk.

I agree to indemnify and hold harmless and defend the City of Thornton, all associated sponsors of the FESTIVAL and any agents thereof from any and all claims other parties may have resulting from injuries, damages, and loss caused by me arising out of, connected with, or in any way associated with the activities of the FESTIVAL.

I agree that all demonstrations and exhibits may be photographed for publicity purposes.

If the terms of this agreement are violated, the Exhibitor agrees that the FESTIVAL may immediately revoke all of the rights of the Exhibitor, their agents and their employees to booth space without refund or financial remuneration.

I agree to be present the entire day of the FESTIVAL(S), Saturday, September 8, 2018, from 10 a.m. - 5 p.m. and/or December 7, 2018, from 6:30 - 9 p.m.; December 8, 2018 from 10 a.m. - 9 p.m. and December 9, 2018 from 5 - 9 p.m.

PRINT NAME ________________________________  SIGNATURE _______________________________________________ DATE  _________________________

Colorado Tax ID Number _____________________________________________ Special Events License Number __________________________________________