



Palisade Chamber of Commerce * PO Box 729 Palisade, CO 81506 * 970-464-7458 * info@palisadecoc.com

Dear Vendor,

Welcome to the 43rd Annual Palisade Peach Festival. This year's festival will be held August 18th through the 21st, 2011. We are excited about the additional day (Sunday Aug. 21st) and the extended hours Friday and Saturday. Interest in this years festival is and has been growing with the addition of a headliner concert Saturday night. Please get all of the required information to us as soon as possible to insure your place.

BOOTH SPACES ARE ON A FIRST COME FIRST SERVE BASIS. PLEASE DO NOT ASSUME YOU WILL BE GRANTED PREVIOUS YEARS LOCATIONS.

THE DEADLINE FOR COMPLETED APPLICATIONS IS FRIDAY MAY 13TH TO RECEIVE THE DISCOUNTED FEE.

ALL APPLICATIONS POSTMARKED AFTER WILL BE ASSESSED THE \$35.00 LATE FEE.

This is a "juried" festival and every effort is made to insure a diversity of vendors.

PLEASE READ THE APPLICATION CAREFULLY and fill out **ALL** areas that apply to your business. Submitting an application that is incomplete, unsigned or un-initialed will delay the submission process and may cause you to lose your preferred location.

WE REQUIRE A \$100 DEPOSIT OF ALL VENDORS. This deposit needs to be in the form of a separate check and will not be cashed. At the conclusion of the festival on Sunday Aug 21st at 4:00pm a staff person will inspect each vendor area to determine that it is clean and left in satisfactory condition. The deposit checks will be returned to you within 7-10 days.

ELECTRICITY IS ALWAYS AN ISSUE: To clarify - the basic electrical fee of \$35/\$40 entitles a vendor to (1) one plug -in, either 110v or 220v. At this time only (1) one plug-in is allowed. Some lighting will be provided, but due to the extended hours vendors should ensure their booths be well lit.

OUTDOOR VENUE: This is an outdoor festival so please make sure you and your booth are prepared for any kind of weather. Late afternoon and nighttime rain showers are known to appear out of nowhere.

Thank you for your interest in the Palisade Peach Festival, we look forward to having you as a vendor.

Monique Strack
Event Coordinator
Palisade Chamber of Commerce



RULES & REGULATIONS GENERAL INFORMATION

Booths:

Booth Space & Logistics: 10' x 10', 10' x 20' booth sizes are available, if you require larger sizes, please call the Chamber. Vendor is responsible for any and all items needed for the booth, including, but not limited to, easy-ups, tables and chairs.

Electricity:

Please note: the initial fee gives a vendor ONE PLUG IN. Only one plug in per vendor is allotted at this time. Any vendor with electricity MUST provide commercial grade electric cords capable of carrying electric supply needed from the electrical hook-up to their booth.

50 foot cord - no less than 12 gauge wire

60 foot cord - no less than 10 gauge wire

Food Vendors:

Food Service License/ID#: A Colorado Health Department Food Service License/ID# is required to serve the public. A Copy of Certificate must be submitted with application in order for FOOD VENDORS be considered. Your Certificate must be clearly displayed in your booth.

The Colorado Department of Health will be on-site during the Peach Festival.

Food Vendor Location & Regulations: Food vendors will be placed in the Food Court. There is to be ABSOLUTELY NO DUMPING of grease or any other hot liquid, or any water containing grease or other harmful ingredients.

Proof of Insurance:

All Food Vendors are required to include proof of (*minimum*) \$500,000 coverage, specifically naming 2011 Palisade Peach Festival, August 19-21st.

You may purchase insurance for this event through the Palisade Chamber of Commerce for a fee of one hundred fifty dollars (\$150).

Set-up, Tear-down, & Security:

Set-up:

Thursday August 18th, 1:00 PM -5:00 PM

Friday August 19th, 8:00 AM-1:00 PM

Start Time of Festival: Gates will open at 1:00 PM on Friday, August 19th.

All vehicles must be removed from Festival area at this time.



RULES & REGULATIONS GENERAL INFORMATION

Check-in: *You must be signed in by the opening of the Festival.*

Late Arrivals: There will be no late arrivals allowed.

Tear-down: Sunday, August 21st after 4:00 PM.

Damage Deposit Refund: Your damage deposit will be returned to you after inspection of your area if there is no damage to the area and area is left clean.

Early Departures: Absolutely no tear-downs are allowed before 4:00 PM. Any vendor who tears-down and/or leaves before the Peach Festival has concluded will not be entitled to a refund of their damage deposit.

Security: *There will be security provided on Thursday, Friday and Saturday nights. Vendors assume all responsibility for property left at the site.*

Release: All vendors agree to waive any/all rights to any photos or images taken during Peach Festival 2011.

Sales Tax: *You must pay all taxes due to the State of Colorado.* The Palisade Chamber of Commerce, Palisade Peach Festival or the Town of Palisade will not accept payment for any sales tax. All participating vendors' names and addresses will be reported to the Colorado Department of Revenue after the Peach Festival. A tax reporting packet will be included in your confirmation packet. Please make sure you have your State Sales Tax license with you at the festival.



RULES & REGULATIONS GENERAL INFORMATION

Vendor Passes/Wristbands:

All vendors will receive four (4) general admission wrist bands. Additional wristbands may be obtained for \$1 each (this includes wristbands for children under 12). Please indicate extra wristbands needed on your application.

Pets: **NO PETS** are allowed within the Peach Festival at Riverbend Park. A list of kennels will be made available to you upon request.

Trash: All vendors are responsible for and required to keep their booth area free of trash, paper or refuse of any kind.

Parking/Passes: Included in your booth rental fee is **ONE (1)** vendor parking pass. If you require more than one (1) vehicle on the Peach Festival grounds, **ADDITIONAL** passes can be obtained for **\$10.00 EACH**. This pass requires the holder to adhere to all rules and regulations as a booth Vendor. There will be a "Vendor Parking Area". This will be close to the general Festival area. No vehicles are allowed inside the Festival grounds after opening. Gates to Riverbend Park are locked during the night. Again, security will be provided.

Disclaimer: All property taken into the Peach Festival grounds by the vendor is done at the vendors' own risk. The Palisade Chamber of Commerce, Peach Festival 2010 and the Town of Palisade or any entity providing services for or to the afore mentioned, shall not be held responsible for any loss due to damage from fire, theft, windstorm, or any other cause. This Festival does not take responsibility for actions on vendor's part that results in officers of the law or any govern-mental agency seizing property or stopping or preventing vendor from operating.

**If you have any questions please do not hesitate to call us at 970-464-7458
or e-mail us at info@palisadecoc.com**



What do I need to do as a TEMPORARY EVENT FOOD VENDOR?

What type of vendor are you?

A temporary food booth or mobile retail food vendor not licensed in Colorado

A licensed restaurant that wants to sell food at a festival or special event

A licensed temporary food booth or mobile retail food vendor

A non-profit organization located in Mesa County (C.R.S. 25-4-1607(9)(a))

- Submit to the Mesa County Health Dept.
1. Vendor Application at least two weeks prior to event
 2. Plan review fee of \$100.00
 3. Retail Food License fee of \$255.00

Licensed, but not in Colorado

Licensed by the Mesa County Health Department?

Licensed in Colorado by a county other than Mesa County?

Submit to your Event Coordinator:
1. Vendor Application at least two weeks prior to event

Submit to your Event Coordinator:
1. Vendor Application at least two weeks prior to event
2. Copy of current Colorado Retail Food Establishment license

Submit to your Event Coordinator:
1. Department of Revenue non-profit documentation
2. Vendor Application at least two weeks prior to event

Food Handler classes are held the first Monday of each month at the Mesa County Health Department, 510 29 1/2 Road, Grand Junction, CO. Spanish classes available twice a year. Contact (970) 248-6960 for further information.

All of this information and forms are available at <http://www.health.mesacounty.us/environment/foodsafety/tempfoodestablishments.cfm>. Please contact us if you have any further questions (970) 248-6960.



A little planning goes a long way...

All vendors selling or giving away food at a Temporary Event in Mesa County must be licensed in the State of Colorado and approved by the Mesa County Health Department. Vendors must complete a *Vendor Application* and submit it to the Event Coordinator for each event. The *Vendor Application* informs the Event Coordinator and the Health Department about your menu and setup. It also helps resolve questions prior to your arrival and can assist in a smoother event.



Each Event Coordinator has a different registration process therefore contact your Coordinator to determine deadlines for submittal. Unlicensed vendors must contact the Mesa County Health Department to begin the licensing process at least two weeks prior to the event.

The *Guidelines for Temporary Food Establishments* are an easy way to become familiar with the regulations that are specific for Temporary Event food vendors and general information about food safety. If these have not been provided, you can obtain them at www.mesacounty.us/environment.

Did you know?

- *If your event is more than one day you must have a local commissary within 30 minutes or 30 miles from the event. Food preparation such as chopping, slicing and dicing and washing utensils are not allowed in the Temporary Food Establishment booth. Do you need a local commissary?*
- *If you are using a hose to obtain water at an event you must provide backflow prevention at the hose bib for each hose.*
- *Waste water from your operation must be disposed of in an approved manner and not on the ground or down storm drains.*
- *Thin foods require a thermocouple thermometer (sensor at the tip) to be available on site at all times to monitor food temperatures.*
- *Food, single service items and utensils cannot be prepared, stored or cleaned at home.*



Temporary Events allow for a variety of foods to come to the Grand Valley from all over Colorado and neighboring states.

Vendor Application and Resources

The Vendor Application, Guidelines for Temporary Food Booths and the Colorado Rules and Regulations for Retail Food Establishments can be obtained on our website at www.health.mesacounty.us/environment.

Please feel free to call or e-mail to ask questions or discuss details about your operation. If you are licensed in Mesa County you may contact your inspector. Otherwise, contact Sarah DeBruque at the Environmental Health office (970-248-6960) to determine which inspector is assigned to your event.



Many events come to the Grand Valley including those along Main Street in downtown Grand Junction.

Are you ready?

Are you licensed in the State of Colorado for 2011? Do you have your original Colorado Retail Food Establishment license? Please provide a copy with your Vendor Application.

Have you contacted your Event Coordinators to obtain applications and paperwork deadlines?

Have you reviewed the Guidelines for Temporary Food Establishments? Check them out for helpful food safety requirements and information.

Do you need a commissary? If yes, have you arranged for one and completed a commissary agreement?

Have you submitted your Mesa County Vendor Application to your Event Coordinator?



2011 Vendor Information
Mesa County Health Department
PO Box 20,000
Grand Junction, CO 81502-5033



Temporary Events with Food Service

2011 Vendor Information



Mesa County Health Department
510 29 1/2 Road PO Box 20,000
Grand Junction, CO 81502-5033
www.health.mesacounty.us/environment

Telephone: (970) 248-6960
Fax (970) 248-6923



Please read through all the items listed below. Applicant MUST sign and date at the end and agree to ALL be considered for Peach Festival.

Booth Space – Allotment and Placement: I understand that:

*The 2011 Palisade Peach Festival is a “juried festival,” and space is limited.

*If I am not accepted, my fees will be returned to me in full.

*Booth space is granted on a first-come, first-served basis.

*I may request a specific location, however the space I request cannot be guaranteed.

*All assigned vendor spaces are final and cannot be changed.

• **All Sales Items – Pre-approval:** I understand that I may only sell items that have been pre-approved by the Palisade Chamber of Commerce, and if not, my booth may be shut down and I may lose the privilege of participating in future Palisade Chamber of Commerce sponsored events, including the Palisade Peach Festival.

• **Electrical Access:** I understand that electricity is limited and unless absolutely essential I will not request or pay for it.
(Food Vendors exempted)

• **Sales Tax – State of Colorado:** I understand that I am responsible for paying all applicable taxes to the State of Colorado and that the Palisade Chamber of Commerce will provide the State of Colorado with a list of all vendors registered to participate in Peach Festival 2011, have your state sales tax license with you at the festival.

• **Booth Decorations, Shade Awnings, “Guy Wires,” & Trailer Tongues:** I understand that decorating my booth is encouraged and that my decorations, shade awnings, “guy wires,” and trailer tongues may only extend no more than five (5) feet beyond my assigned space.

• **Booth Photos:** I have enclosed photos of my booth with my application

• **Photo Release:** I agree to waive any/all rights to any photos or images taken of me and my booth during the 2011 Peach Festival.

I understand that the Palisade Chamber of Commerce may use these photos for promotional purposes.

• **Wristbands:** I understand all workers in my booth over the four (4) allotted, will be charged \$1 per person for additional wristbands. This includes children under twelve (12) years of age.

• **Pets:** I understand **NO PETS** are allowed on Festival grounds.

• **Alcohol, Tobacco Products or Paraphernalia, and Laser Lights:** I understand that under no circumstances are the following items to be sold at the 2011 Palisade Peach Festival: alcohol, tobacco products or paraphernalia, or laser lights.

• **Refunds:** I understand that after **July 1, 2011** there will be **NO** refunds made.

• **FOOD VENDORS – Proof of Insurance:** I agree to provide the Palisade Chamber of Commerce with a copy of \$500,000 in insurance.

FOOD VENDORS – Colorado Food License: I understand that:

*I must have a Colorado Health Department Food Vendor License and have it available on premises at the 2010 Peach Festival.

*I have attached a copy of my food service license/I.D. #

Payment: I have enclosed my payment in full using check, money order or cashiers check

I hereby apply for booth rental at 2011 Palisade Peach Festival. I have read this packet in its entirety and understand all provisions. I understand and comply with the conditions set forth and agree to the rules and regulations of the 2010 Palisade Peach Festival and the codes and laws of the Town of Palisade. I understand I will be removed from the Peach Festival without a refund if I violate any rules and regulations. I release and hold harmless the Palisade Chamber of Commerce, the 2011 Palisade Peach Festival, the Town of Palisade and associated entities from all liability, including, but not limited to theft, personal injury, death to persons, or damage to property resulting from acts or omissions by any vendor, it’s agents or employees, and acts of war and God. I understand that this application does not guarantee a space at the Festival and that my money will be deposited and then refunded if I am not selected. I understand that acceptance to any show does not guarantee me sales.

Owners/Manager’s Signature

(please print name)

Date



2011 VENDOR APPLICATION

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS _____ **CITY/STATE/ZIP** _____

BUSINESS PH # _____ **CELL#** _____

EMAIL _____ **WEBSITE** _____

FEDERAL TAX ID # OR SSN: _____

DESCRIPTION OF GOODS TO BE SOLD :

CHECKLIST

- Completed Application Form
- Check for Booth/Special Event License, Electrical & any additional fees
- Food Vendor Insurance - if needed
- Deposit Check - Separate Check
- Pictures of goods to be sold
- Food Vendor temporary license

FOR OFFICE USE ONLY:

Date Received _____

Check # _____

Amount _____

Accepted

Denied

Date Returned _____ **Chk #** _____

PLEASE ENSURE ALL ITEMS ARE ENCLOSED OR APPLICATION WILL BE RETURNED



Riverbend Park Friday August 19th - Sunday August 21st

BOOTH SIZE/SERVICE	PRICE	AMOUNT DUE
10' X 10' BOOTH	\$285.00	
10' X 20' BOOTH	\$490.00	
10' X 10' NON-PROFIT BOOTH	\$135.00	
10' X 20' NON-PROFIT BOOTH	\$210.00	
PALISADE EVENT LICENSE— <small>non-refundable</small> <small>Not needed if you have a Palisade Business License, please supply copy</small>	\$10.00	\$10.00
ELECTRICAL - 110V	\$35.00	
ELECTRICAL - 220V	\$40.00	
INSURANCE (FOOD VENDORS ONLY) <small>Or attach proof of insurance at time of application</small>	\$150.00	
ADDITIONAL WRISTBANDS	\$1.00	
ADDITIONAL PARKING PASS	\$10.00	
ON-SITE RV PARKING	\$25.00/ night	
AFTER MAY 31ST, 2011 LATE FEE	\$35.00	
AMOUNT DUE FOR BOOTH & SERVICES		\$ _____
DAMAGE DEPOSIT - <small>MUST BE A SEPARATE CHECK</small>	\$100.00	\$ <u>100.00</u>
TOTAL OF TWO CHECKS ENCLOSED ABSOLUTELY NO REFUNDS AFTER JULY 1ST, 2011		\$ _____