



Food Vendor Application

Calendar of Dates & Deadlines

Applications open online

June 1, 2011

Application deadline

July 15, 2011

Cancellations by

August 1, 2011

Set-up

September 9, 2011 – 8am to 3pm

Friday September 9, 2010 5pm to 8pm

Saturday September 10, 2010 11am to 8pm

Food Booth Criteria

1. **No outside alcohol will be allowed in the park.**
2. Please list all electricity and water needs. If you are plugged into more than your allotment, you will be asked to unplug. **You must provide your own extension cords and water containers.**
3. **Vendors:** cooking with grease or oil must have a **K Guard Fire Extinguisher** upon check-in Friday September 9, 2011. The Fire Marshal will not allow you to open without it.
4. **All food vendors must provide current insurance naming the New Castle Chamber of Commerce as additional insured.** A copy of this insurance certificate is to be presented at check in. No exceptions.
5. **Cleanliness:** Vendors should maintain cleanliness in and around their booth space and refrain from dumping grease or food in that area. You are responsible for disposing it yourself. If a problem occurs, it will be documented and you will not be allowed into the fair the next year. Each booth must supply and maintain a trash container in front of AND behind their booth throughout the fair. Your booth will be inspected to insure compliance with these rules.
6. **Set-up:** Vendors are allowed into the park for set up Friday July 16 at 8am. Food vendors must check in at the gazebo prior to setting up; **please provide proof of fire extinguisher and proof of insurance upon arrival.** Booth spaces will be assigned by the Food Fair Committee and assignments are FINAL. The booth spaces will be set up evenly around the perimeter of the park.

By signing and submitting this application, you certify that you have read the Food Fair information, procedures, rules and regulations and will adhere to them. You further agree that your failure or refusal to comply with these procedures, rules and regulations may result in your being removed from the Fair with forfeiture of all fees and ineligibility for participation in future Fairs. You also release and agree to hold harmless the chamber, its officers, employees, agents and members from any liability arising out of this application process and any decision made pursuant to it.

Incomplete applications will not be considered.

The chamber's [committee's] goal in selection of participants is to preserve the integrity of the festival, while still honoring local businesses. The chamber [Food Fair Committee] strives to select only one food booth for each type of cuisine.

The chamber [committee] in its sole and absolute discretion may select or reject any application, and the decision of the chamber [committee] is final. Your submission of a signed application for participation is your consent to be governed by this process and the rules stated in this application. You are also waiving any right to challenge the rejection of your application

Booth Fee, Licenses and Taxes

12' x 12' booth fee is: **\$50** chamber members plus 15% of gross sales, **\$75** for non-members (includes electricity). Plus 15% of gross sales (Percentage of gross will be collected the day of tear down)

Chamber membership is \$75; contact the chamber for more information.

- The booth fee is due at time of application and must be postmarked by July 15, 2011.
- NO REFUNDS will be given in case of rain.
- Vendors must collect 8.2% sales tax. We will provide a list to the state and Town of New Castle for sales tax collection.
- Cancellations must be made in writing and received by August 10, 2011.
- No space refunds will be given AFTER August 10, 2011 .
- **Booth fees due upon the submission of this application.**
- **\$5 fee and Town of Newcastle Business license application due with this application. See enclosed. (exception – you are already a New Castle restaurant or business owner)**
- NSF check fees are an additional \$25 to cover bank fees.
- Cancellations must be made in writing or via e-mail and received by August 10, 2011.

Company Name _____

Contact Name _____

Mailing Address _____

City _____ State ____ Zip _____

Telephone _____

Website _____

Special requests _____

Emergency Contact _____

APPLICANT SIGNATURE

Check List

Have you enclosed the following?

Single Booth Space Fee: \$50/\$75

Double Booth Space Fee: \$75/\$100

Booth Check # _____

Total: _____

Please attach a full menu with price list.

Items not listed will not be allowed.

Checks payable to:

New Castle Chamber of Commerce

386 W. Main St. Suite 101

P.O. Box 983

New Castle, CO 81647

No substitutions without prior approval.

- Completed application
- Photo of booth
- Menu and price list
- SASE return legal-sized envelope

___ Chamber Member? ___ Number of Years

___ Previous Vendor in? ___ Number of Years

Number of dedicated standard circuits needed

50 amp circuits volt outlets needed?

Water needed _____



Town of New Castle
 PO Box 90
 450 West Main Street
 New Castle, CO 81647
 970-984-2311
 Fax: 970-984-2716

SPECIAL EVENT BUSINESS LICENSE APPLICATION
FEE: \$5.00

Business Name:		
Physical Address:		
Mailing Address:		
Phone Number:	Fax Number:	
E-Mail Address:		
Type of Business:		
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Other		
Contact Name:	Phone Number:	
Nature of the Business:		
Sales Tax Number:		
Special Event:		
Date(s) of Event:	From:	To:

I understand that sales tax in the amount of 8.2% (2.9% State; 1.0% County; 3.5% Town of New Castle; 0.8% RFTA) is to be collected on all applicable sales. _____ (Initials)

Do you have legal possession of the premises for which this application for license is made?

Are the premises owned or rented _____? If rented, expiration date of lease _____

A copy of the deed of trust or lease agreement must accompany this application. _____

Signature

Date

For Town Use Only

Date Fee Paid:	License #:
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