



***The Loveland Chamber of Commerce invites you to the
2017 Corn Roast Festival***

Dates: August 25 – August 26, 2017

The Loveland Old Fashioned **Corn Roast Festival** is an annual event held in **Downtown Loveland**, Colorado at 4th & Railroad St.

Festival Hours of Operation:

Friday, August 25th from 5 pm – 10 pm

Saturday, August 26th from 9 am – 8 pm

(please notice extended hours on Saturday)

- The Corn Roast Festival begins with the official Corn Roast Festival Kick-Off at 5 pm on Friday, August 25th.
- Vendor set up begins at **12 pm** on Friday, August 25th, with vendors needing to be set and ready to open by 5pm. All vehicles will need to be out of the vendor area no later than **4 pm** on Friday and will not be permitted in the vendor area on Saturday morning.
- There will be overnight security; however, we require that you have sidewalls on your tent if you do choose to leave merchandise inside overnight.
- Due to the parade route, crowd control, and timing, vendors will need to be set and ready to open by 8:30 am Saturday morning. No vehicles whatsoever will be permitted in the area after 8:30 am.
- Vendor rules and expectations are included in this application form. Information will be distributed after you have been approved for the festival. A vendor meeting will take place with all vendors in August (date TBD).

What else is going on during the festival?

- Following the kick off at 5 pm on Friday will be the corn shucking contest and a concert Friday night from 8 to 10.
- On Saturday morning, the Corn Roast Parade begins at 9:30 am. The theme for the parade is: ***“Loveland’s CORNUcopia” – All things flourishing in our community.***
- The Elk’s Lodge at 4th and Railroad will hold a pancake breakfast Saturday morning before the parade.
- There will be bands playing throughout the day; corn eating contests, duck races and all the delicious roasted & boiled corn you can eat!



TO APPLY

Applications will not be considered unless filled out completely; including products and prices (every item you would like to sell must be listed and must include the prices). A photo or sketch of your booth is required. Payment must be included with the application for consideration.

TOKENS

Please note that tokens will be sold at the token booths during the entire event and **all food and amusement vendors must accept tokens and must agree not to take cash as payment.** If a vendor is found to be taking cash it will result in permanent expulsion from this and future events sponsored by the Loveland Chamber of Commerce.

INSURANCE

A Certificate of Insurance representing a minimum of \$1,000,000 liability and indemnifying The Loveland Chamber of Commerce Corn Roast Committee against any and all liability.

Certificate Holder to be named as:
Loveland Chamber of Commerce
5400 Stone Creek Circle
Loveland, CO 80538

BOOTH CONFIRMATIONS

No applications will be considered without payment attached to application. Booth space will be assigned on a first come, first serve basis by category and availability. Your cashed check will serve as confirmation of your booth space. If your application is not accepted, your check will be returned to you with your application.

BOOTH LOCATION

Booth assignments are festival management decisions. Requests will be considered, but not guaranteed.

BOOTH OCCUPANCY

All vendors will be required to be set up during entire festival. No unoccupied space will be allowed. If a space is not filled on Friday, vendor forfeits their space with no refund.

The Loveland Chamber of Commerce Corn Roast is a family-oriented festival. We reserve the right to request any item that we feel is objectionable to be removed from your booth.

BOOTH CANCELLATIONS

Due to limited available space, booth fees are NON-REFUNDABLE once your check is deposited.



August 25-26, 2017
Corn Roast Festival Vendor Application and Agreement

Company Name: _____

Contact Name(s): _____

E-mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Below prices do not include electricity. Electricity extra

Vendors:

- ___ 10' x 10' Retail Space - \$275
___ 10' x 10' Amusement Vendor (\$200 + 10% of sales)
___ 10' x 10' Non-profit (limited availability) \$200
___ 10' x 10' Food Concession Fee \$300 + 10% of sales
___ Additional 5 feet of booth space \$100

Service Providers/Sponsor: A service provider is generally used to refer to third party or outsourced suppliers, including telecommunications service providers, application service providers, storage service providers, and internet service providers.

___ 10'x10'space available only with sponsorship starting at \$3,000 level

For layout and load-in purposes, please indicate what will be located in your booth space (you must provide your own tent):

Tent _____

Free Standing Food Concession: Length: _____ Width: _____

Food Concession Trailer: _____ Length: _____ Width: _____ End Serve or Side Serve

WILL YOU REQUIRE ELECTRICITY? YES NO If yes, # of two-plug 15 AMP circuits? _____

\$100 charge per 15 AMP circuit

\$250 per 240/50amp

For electrical questions, contact us directly as your Electricity/Power must be requested at the time of submitting the vendor application. Electricity is only provided for the duration of the festival hours (Friday 5pm-10pm and Saturday 9am to 8pm).

CHECKLIST:

- [] COMPLETE Application
[] Remit Fee
[] Proof of Insurance



Note: There is only street lighting after dark. If you want a lit space after dark, you will need to purchase electricity and bring your own light source.

Portable generators allowed, but they have to be non-disruptive. If the generator is loud or disruptive in any way, we will require you to purchase electricity for the duration of the festival.

ELECTRICAL GRID

Please fill out the grid below with the equipment that you are bringing to the festival. The more we know about the equipment you have and electricity you require, the better we will be able to accommodate you. If you have any **electrical questions**, please call 970-744-4791

Make	Model	Purpose	Voltage	Amps	Plug Config.

DESCRIPTION

Please include a detailed description of your booth space and what will be included. This means activities, drawings, or anything else that might make your booth an attraction to the crowd.

PRODUCTS & PRICES

(Every item you would like to sell must be listed and must include the prices. Attach an additional page if needed)

State Sales Tax License # _____ City Sales Tax License # _____

If you have any other questions or concerns, please describe below and we will get back to you as soon as possible.



RULES AND REGULATIONS

Applications will not be considered unless filled out completely, accompanied by a photo or sketch of your booth and Certificate of Liability. If you are assigned a space, a confirmation will be mailed to you with additional information. If you are not assigned a booth space, your fee will be returned.

1. Applications must be submitted no later than June 30, 2017. Your cancelled check will serve as confirmation of your booth space. If you have not received confirmation by July 14, 2017, please contact Raegan Eisele at raegan@loveland.org or call 970 667-6311. NO application will be accepted without payment!
2. Please note that tokens will be sold at the token booths during the entire event and all food and amusement vendors must accept tokens and must agree not to take cash as payment. If a vendor is found to be taking cash it will result in permanent expulsion from this and future events sponsored by the Loveland Chamber of Commerce.
3. **Booth fees are non-refundable.** There is no rain date and no refunds for weather.
4. There is a \$50.00 fee for returned checks.
5. Spaces are assigned based upon electrical needs and early registration. If double space is required, please sign up for two (2) booth spaces. You are required to supply all of your own equipment, product, signage, tables, chairs, and canopies. Booths and their contents may not extend beyond the 10' x 10' assigned space.
6. A Certificate of Liability in the amount of \$1,000,000 must be provided by your insurance carrier.
7. The Loveland Chamber of Commerce, City of Loveland and/or Loveland Old-Fashioned Corn Roast Committee are not liable for any claims made by vendors regarding their products' value, pricing, or quality. It is the responsibility of the vendor to produce and deliver products in accordance with any and all government regulations that apply to their industry, especially with regards to food safety and product claims.
8. If an electrical outage should occur, the Loveland Chamber of Commerce, City of Loveland, Electrical service contractor and/or Loveland Old-Fashioned Corn Roast Committee are not liable for damages to food or other products.
9. All food booths will be inspected by the Department of Health and Loveland Fire Department. If you serve more than 500 people at three (3) events in a ninety (90) day period then you must have a food service license.
10. Your set up will be inspected by the Loveland Fire Marshall and be required to comply with requirements.
11. In addition to the general rules of the festival, exhibitors and vendors must abide by the following rules:
 - All exhibitors and vendors will remain within their rented area. If you are soliciting outside your designated area, you will be asked to leave, with no refund.
 - There will be no excessive noise/music that interferes with neighboring vendors' ability to conduct business in a professional and pleasing manner.
 - The law enforcement authorities will enforce the regulations at our request with possible consequences for violations being closure of the booth and/or removal from the festival area, with no refund.
12. Sales Tax: All vendors selling goods must display, in a visible location, their Colorado State Sales Tax License and City of Loveland Sales Tax License. You may obtain a City of Loveland Special Event Sales Tax License by calling (970) 962-2708 – OR – go to website www.ci.loveland.co.us – OR – personally pick it up at the City offices at 500 E. 3rd Street, Loveland, CO. 80538. There is no fee for the City License.
13. No application will be accepted unless a complete list of every product you want to sell with prices is included.
14. All products for which you apply may not be approved. We will be limiting certain types of products in an attempt to reduce duplicate vendors. Only the products listed on your application will be authorized for sale. Any changes or additions must be approved in writing.

Please initial:

_____ I understand all the above rules and regulations above from 1-14



In addition:

(please initial)

- _____ I understand tokens must be used during festival (pages 2, 5)
- _____ I agree not to take cash as payment (pages 2, 5)
- _____ I understand there are no booth refunds (pages 2, 5)
- _____ I understand booth must be set up and "open for business" during the entire festival
- _____ I understand applications will not be considered unless filled out completely and payment is included (pages 2, 5)
- _____ I understand every item I would like to sell must be listed and must include the prices (pages 2, 4)
- _____ I understand a photo or sketch of booth is required (pages 2, 5)
- _____ I understand a certificate of liability in the amount of \$1,000,000 must be provided by my insurance carrier (pages 2, 5)
- _____ I understand electricity needs to be purchased with application (pages 3, 4)
- _____ I understand there is only street lighting after dark if I do not purchase electricity (page 3)
- _____ I understand I am required to supply all of my own equipment, product, signage, tables, chairs, and canopies (page 5)
- _____ I understand booths and their contents may not extend beyond the 10' x 10' assigned space (page 5)

Please return completed application, remit fee, and proof of insurance to:

**Loveland Chamber of Commerce
Attn: Corn Roast Festival
5400 Stone Creek Circle
Loveland, CO 80538**

If you have any questions, please feel free to contact Raegan Eisele at raegan@loveland.org or call (970) 667-6311.



RISK & LIABILITY

The undersigned hereby releases and agrees to hold harmless the Loveland Chamber of Commerce, City of Loveland and the Loveland Old-Fashioned Corn Roast Committee from any damage to the undersigned's property or any personal injury, which he/she or helpers may sustain while participating in the Loveland Corn Roast Festival on Friday and/or Saturday, August 25 & 26, 2017. Further, I agree to abide by the Rules, Policies, and Guideline developed by the Loveland Old-Fashioned Corn Roast Committee and understands that failure to follow these regulations can mean expulsion from this year's festival or future festivals. Because the Loveland Chamber of Commerce does not carry insurance to cover my personal property, I understand that as an independent contractor I display and store my booth at my own risk and have been advised to obtain my own insurance. I also understand that failure to pay any part of the required sales taxes will result in permanent expulsion from future events sponsored by the Loveland Chamber of Commerce.

Applicant's
Signature _____ Date: _____



OFFICE USE ONLY:
Date Received _____
Payment received _____
Check #
Amount
Notes: