



## 2017 Festival Market Vendor Form

The Mountain Harvest Festival (MHF) invites you to participate in the 2017 Festival Market, September 21<sup>st</sup> – 24<sup>th</sup>. We are looking for vendors who live and produce their goods in the North Fork Valley and on the Western Slope of Colorado. Our emphasis is on fine arts and hand-made crafts, and locally grown foods and food products. After reviewing the following information, please complete and return the application with your payment.

Vendor Coordinator, **Moni Slater**, can be contacted via email at [vendorsmhf@gmail.com](mailto:vendorsmhf@gmail.com) or phone at (970)250-6836

### LOCATION

Paonia is tucked against the mountains at the top of the North Fork Valley.

All Festival booths and events will be located in the beautiful, shady **Paonia Town Park**, on 4th Street at North Fork Ave. Booth locations will be assigned by the Mountain Harvest Festival. Food vendors will be assigned space on the asphalt driveway between the park and the football field. Craft and info booths will be assigned space within the park. Vendors selling produce, meat, bread or other food items not for immediate consumption will be assigned to the Farmers Market area on the west side of the park.

### SPACES

Booth spaces are 10 feet wide by 10 feet deep. If you require more space, you will need to purchase additional booth space. Vendors are responsible for their own canopy, table(s) and displays. We highly recommend you have a canopy with four sides for nighttime security and protection from possible rain, winds, and bright sun.

### FEES AND TIMELINES

Registration and fees must be received by September 1<sup>st</sup>. Booth space is limited and will be assigned on a first-come, first-served basis, with exceptions made to ensure diversity and limit duplication. We are offering a discount to Food and Craft Vendors for early sign-ups. Vendors approved by June 23 have the option of being listed in the Festival Entertainment Guide.

**Food Vendors:** \$120 before June 23; \$150 after July 1

**Craft Vendors:** \$60 before June 23; \$75 after July 1

**Information and Nonprofits:** \$30

**Farmers Market:** \$20 one day or \$30 both days

*Sponsors of \$500 or more are eligible for a booth included in their sponsorship. Please consult with Festival Director, Heidi Hudek- [directormhf@gmail.com](mailto:directormhf@gmail.com), (970) 778-9072*

**Deposit for all vendors:** \$75, refundable. Please write the deposit as a separate check which will not be deposited unless needed.

Refunds, minus a \$25 admin fee, can be made for cancellations prior to August 1. Cancellations August 1<sup>st</sup> - September 1<sup>st</sup> will get half the vendor fee returned. No refunds after September 1, 2017.

## REQUIREMENTS FOR ALL VENDORS

- The Mountain Harvest Festival is a celebration of the local harvest of agriculture, art, music and culture. One of our goals is to create an economic impact locally. We invite vendors based on the Western Slope of Colorado to participate.
- Vendors are expected to keep the area around their booth clean during the festival, and to remove all trash from their booth area at the end of the festival.
- No paint on the grass and please take care not to damage the property.
- A Mountain Harvest Festival Sales Report must be filled out and turned in by each vendor. This form will be distributed at set-up and collected at the end of the day on Sunday.
- **We love our park, so absolutely no parking or driving on the grass.** Plan on using a hand-truck or carrying your gear to your space, and enjoy the lush grass.

## MOBILE AND WI-FI

Unfortunately, we do not have the best cell phone reception. Sprint and AT&T work best in town, Verizon does not work here. Limited Wi-Fi is available in the park. We are doing our best to beef Wi-Fi up for the festival, but **please do not count on having high speed internet or cell reception** for credit card transactions.

## SECURITY

We are happy to provide vendors with two specific ways to secure their wares and belongings overnight at the Festival.

Vendors have permission from the Town of Paonia to sleep in or beside their booths.

In addition, MHF will have a security guard on duty in the park, overnight, on Friday and Saturday. Our town is known for its safe, friendly environment; even so, we want our vendors to rest easy and fully enjoy taking part in our festival.

## WATER FOR DRINKING

The festival will provide clean drinking water for all participants, and will encourage people to bring their own reusable bottles. No bottled water may be sold at the festival in order to limit waste.

## FOOD VENDORS

### SET UP TIME AND OPEN HOURS

Set up is Friday 10:00 am - noon

Food vendors must have their trucks or booths in place by noon on Friday so the street is clear for craft vendor set up. No exceptions.

Food Vendor booths are required to be open for business Saturday and Sunday 10:00 am until 6:00 pm. You may open earlier if desired to serve coffee and/or breakfast. Being open on Friday evening is optional. Please plan to stay for the entire festival, rain or shine.

## REQUIREMENTS

- Food vendors are required to be in compliance with State of Colorado and Delta County Department of Health regulations. Please contact the Health Department at (970) 874-2165.
- We prefer to be as “green” as possible, we encourage food vendors to have minimal environmental impact. We are not requiring compostable materials at this time, as the nearest processing facility is 85 miles away. Consider edible and recyclable service ware. Plastic is recyclable in Delta County. There will be recycling receptacles throughout the park. For ideas on where to purchase service ware, see our web site at [www.MountainHarvestFestival.org](http://www.MountainHarvestFestival.org). No glass, breakable plastic or styrofoam in the park.

## **SALES TAX**

All food vendors must collect and remit 6.9% sales tax to the state of Colorado (including the Town of Paonia 2%, Delta County 2%, and State tax 2.9%).

Vendors are required to obtain a Special Event Sales Tax License at least two weeks prior to the Festival. The license is free if you have a regular sales tax license, and minimal cost if you do not. Go to:

<https://www.colorado.gov/pacific/tax/sales-tax-instructions-and-forms>.

Food vendors must remit their sales tax payment directly to the Colorado Department of Revenue by October 20, 2017.

## **CRAFT VENDORS**

We are seeking vendors with locally-made, and/or hand-made products and services for children and adults. We cannot accommodate vendors that do not meet these criteria.

Town Park has many large shade trees, but it also has sunny areas. If you have light or heat sensitive products, please indicate a need for shade on your application form. We strongly encourage all craft vendors to have a canopy with sides for security and protection from sun/rain/winds.

## **SET UP TIME AND OPEN HOURS**

Set up times are Friday noon - 3:00 pm or Saturday 8:30 – 10:00 am

Craft vendor booths are required be open for business Saturday and Sunday 10:00 am until 5:00 pm. Being open on Friday evening is optional. Friday evening events start at 4:00 pm, so if you choose to be open, please be ready by 4:00 pm. Please plan to stay for the entire festival, rain or shine.

## **SALES TAX**

Craft vendors must collect and remit 6.9% sales tax to the State of Colorado (Town of Paonia 2%, Delta County 2%, and State tax 2.9%).

All craft vendors must obtain a Special Event Sales Tax License at least two weeks prior to the Festival. The license is free if you have a regular sales tax license, and minimal cost if you do not. Go to:

<https://www.colorado.gov/pacific/tax/sales-tax-instructionsand-forms>.

Craft vendors must remit their sales tax payment directly to the Colorado Department of Revenue by October 20, 2017.

Services (such as massage or face painting) are not required to collect sales tax. Non-profits selling food or merchandise to support their non-profit purpose are not required to collect sales tax.

## **INFORMATION BOOTHS**

Local, state-registered organizations are encouraged to display and distribute their information at the Mountain Harvest Festival. Information booths may not engage in sales, but may accept donations. You may distribute literature and other items.

There are a limited number of spaces available for information booths, so please submit your application in a timely manner.

Information booths are often in sunny locations within the park, so please plan to have a canopy for your booth.

## SET UP TIMES AND OPEN HOURS

Set up times are Friday noon to 3:00 pm or Saturday 8:30 - 10:00 am

Information booths are required be open for business Saturday and Sunday 10:00 am until 5:00 pm. Please make sure you have enough staff to cover the required times. Being open on Friday evening is optional. Friday evening events start at 4:00 pm, so if you choose to be open, please be ready by 4:00 pm. Please plan to stay for the entire festival, rain or shine.

## FARMERS MARKET

The Farmers Market is an important part of the Harvest Festival. Produce and agricultural products must be local. Food products made in compliance with the Cottage Food Law are appropriate for the Farmers Market. Examples may include jams, jellies, dehydrated produce, and baked goods. For more information on Colorado's Cottage Food Industry, go to: <https://www.colorado.gov/pacific/cdphe/cottage-foods-act>

Farmers Market vendors are encouraged to conduct demonstrations, contests or short classes (such as wine tasting, garlic braiding, flower arranging, etc.). If you wish to do so, please inform the Vendor Coordinator by September 11<sup>th</sup>, so we can get the information into the Festival schedule.

## SET UP TIME AND OPEN HOURS

Set up times are Saturday and Sunday 7:30 am - 9:30 am.

Farmers Market will be open Saturday 10:00 am - 5:00 pm, and Sunday 10:00 am to 4:00 pm. Farmers may attend either Saturday or Sunday, or both. Please plan to stay from opening until closing, rain or shine.

## SALES TAX

Farmers Market vendors who already have a Sales Tax License must obtain a Special Event Sales Tax License at least two weeks prior to the Festival. Sales tax payments must be remitted to Colorado Department of Revenue by October 20, 2017. If you do not have a Sales Tax License, you may calculate your tax amount based on total sales and submit your sales tax to the Festival Vendor Coordinator at the close of the festival. This option is for local farmers only. Please indicate on your application form if you intend to take advantage of this offer.

## SPECIFIC TAX RATES

- Farmers selling food for **home consumption** collect 4% sales tax (county and local, but not state tax).
- Farmers selling **non-food products** collect 6.9% sales tax.

Celebrate all the harvests of our valley. Come have a big time in our small town!  
September 23 – 25, Paonia Colorado

# Vendor Application

NAME / CONTACT PERSON: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

SPECIAL EVENT SALES TAX LICENSE #: \_\_\_\_\_

TYPE OF BOOTH (*circle one*) Food Craft Information/Non-profit Farmers Market

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

PRODUCT/ SERVICE/ ORGANIZATION DESCRIPTION: \_\_\_\_\_

NUMBER OF BOOTH SPACES YOU WANT: \_\_\_\_\_ (10' wide x 10' deep each)

DO YOU HAVE A CANOPY? YES NO SIZE OF CANOPY: \_\_\_\_\_

DO YOU HAVE A TRAILER (food vendors)? YES NO SIZE OF TRAILER: \_\_\_\_\_

DO YOU NEED ELECTRICITY? YES NO \_\_\_ 120 volt \_\_\_ 220 volt

Electricity charge: additional \$10. Electrical outlets are limited so power will be provided on a first-come, first-served basis. Be prepared for runs up to 100' to the power outlet.

WERE YOU A VENDOR LAST YEAR? \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

IF YOUR APPLICATION IS APPROVED BY JUNE 23, WOULD YOU LIKE TO BE LISTED IN THE FESTIVAL ENTERTAINMENT GUIDE? YES NO

## FEES:

**FOOD BOOTH:** \$120.00 per space before June 23; \$150 after July 1

**CRAFT BOOTH:** \$60.00 per space before June 23; \$75 after July 1

**NON-PROFIT/INFORMATION BOOTH:** \$30.00 per space

**FARMERS MARKET:** \$20.00 per booth one day; \$30 per booth both days

**ELECTRICITY:** \$10.00

AMOUNT ENCLOSED FOR BOOTH FEE: \$ \_\_\_\_\_

*Please make check payable to: Mountain Harvest Festival*

Mail to: **Mountain Harvest Festival**

PO Box 1771

Paonia, CO 81428

## RELEASE:

As a condition of my participation in the Mountain Harvest Festival, I agree to bear all risks and expenses for any losses, theft of, and/or damages to my products and/or displays or injury to my person, family or guests regardless of the cause. I agree to abide by all the rules and regulations set forth by the Mountain Harvest Festival and the Town of Paonia. I understand that overnight security will be limited.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_