

2014 MOUNTAIN HARVEST FESTIVAL

HARVEST BAZAAR

Vendor Form

The Mountain Harvest Festival invites you to participate in the 2014 Mountain Harvest Festival Harvest Bazaar, September 27 & 28. 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 check list of information, please complete and return the application along with your payment. Applications may also be filled out and sent electronically; if accepted by the Mountain Harvest Festival, Vendors may then send in their fee and deposit.

TIME AND LOCATION FOR BOOTHS - All Festival booths and events will be located at **Paonia Town Park**, on 4th Street at North Fork Ave.

The **Harvest Bazaar** and **Food Vendor booths** will be open for business Saturday 11:00 am until 5:00 pm, and Sunday 10:00 am until 5:00 pm

Craft and Information Booths will be open for business Saturday 11:00 am - 5:00 pm, and Sunday 10:00 am - 5:00 pm Sunday.
These booths may also open Friday afternoon, from 4:00 pm until 7:00 pm

Set up times: Friday 2:00 pm - 4:00 pm
Saturday 8:00 am - 10:30 am

Farmer's Market will be open Sunday only, 11 am - 5 pm

Set up time for everybody on Sunday: 8 am - 11 am

APPLICATION DEADLINE - Send registration and fees postmarked by September 1st. Fees postmarked after September 1st must include an additional **\$25 late processing fee**. Booth space will be assigned on a first-come, first-served basis.

FEES

\$120 / food vendor
\$60 / craft vendor
\$30 / Information + NonProfit
\$15 / Farmers Market
(+ \$25 late fee after September 1st)

- ⌘ A Mountain Harvest Festival **Sales Report** will be filled out and turned in by each Vendor.
- ⌘ Farm Vendors: remit sales tax to the designated MHF volunteer,

along with the completed **Sales Report** form.
Need housing? A limited amount of free and low cost housing may be available for Vendors during the festival. Contact us for more information.

MHF Sponsors and Non-profits, please consult with Festival Director regarding discount fees and arrangements: Margot Richardson (970) 433-3580 Festival message phone

DEPOSIT - A \$75.00 fully refundable deposit is required of all vendors. Please submit deposit as a separate check or money order. Deposit will be returned after the event, subject to satisfaction of these conditions:

- Vendor set up on time
 - Tear down occurs after close of vending period (or, if early, with consent of festival staff).
 - Booth space is left clean and without debris, recycling and any garbage is disposed of properly, and no damage has been caused by vendor.
 - Sales Report has been submitted.
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PARTICIPANT INFORMATION

VENDOR SECURITY IN TOWN PARK - 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 on Saturday night (and Friday night, if this applies). In addition, Mountain Harvest Festival will have a security guard on duty in the park, overnight on Saturday. Our town is known for it's safe, friendly environment; even so, we want our Vendors to rest easy and fully enjoy taking part in our festival.

BOOTHS - Booth spaces are approximately 10 feet wide by 10 feet deep. If you require more than ten feet in width, you will need to purchase additional booth spaces. Vendors are responsible for their own canopy, table and displays. **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. 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.

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. As we are going green, we require all our food vendors to serve food and drinks using bio-compostable or recyclable service ware. Number 2 plastic is recyclable in Delta County. There will be recycling receptacles throughout the park. For ideas on where to

purchase such service ware, see our web site at www.MountainHarvestFestival.org

WATER FOR DRINKING: the festival will provide clean drinking water for all participants, and is encouraging folks to bring their own reusable bottles. **No bottled water** will be sold at the festival, thanks.

CRAFT VENDORS – Our festival is a celebration of the local harvest of agriculture, art, music and culture, and we encourage Western Slope vendors to apply. We are seeking vendors with locally made, and/or hand-made products and services. We cannot accommodate vendors that do not meet these criteria.

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.

FARMER'S MARKET – Sunday only, 11 am – 5 pm. Produce and agricultural products must be local. Food products made in compliance with the Cottage Food law are appropriate for the Farmer's Market. Examples may include jams, jellies, dehydrated produce, and baked goods. For more information on Colorado's Cottage Food Industry, follow this link: <http://www.colorado.gov/cs/Satellite/CDPHE-DEHS/CBON/1251586894464>

SALES TAX - Food vendors and Craft vendors are required to register with the state of Colorado and remit sales tax by October 20th. Vendors should obtain a **Special Use sales tax license** (free, if you have a regular sales tax license). This insures that the Town of Paonia receives sales tax revenue.

SPECIFIC TAX RATES:

- **Non-profits** and **Farmers** selling food for home consumption collect 4% sales tax (county and local, but not state tax).
- **Farmers selling agricultural / non-food products** collect 6.9% sales tax.
- **For-profits** selling food to be eaten on site collect 6.9% sales tax
- **Craft Vendors** collect 6.9% sales tax.

All vendors will be required to submit a sales report to Mountain Harvest Festival before return of their deposit check. Farm vendors will be required to submit a sales report **AND** a check made out to **THE COLORADO DEPT OF REVENUE** for the amount of sales tax due before the return of their deposit check.

Questions? Please contact Emma Stopher-Griffin, our Vendor Coordinator at:
<mhfvendorcoordinator@gmail.com> (970)846-8312

Celebrating all the harvests of our valley
Come have a big time in our small town! September 25 – 28, Paonia Colorado
www.MoutainHarvestFestival.org

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Vendor Application

NAME / CONTACT PERSON:

BUSINESS NAME:

TYPE OF BOOTH (Food) (Craft) (Information) (Non-profit) (Farmers Market)

Were you a Vendor last year? _____

Special Requests:

ADDRESS _____ **CITY** _____

STATE _____ **ZIP** _____

BUSINESS PHONE: _____ **CELL PHONE:** _____

EMAIL

WEBSITE

PRODUCT 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.

FEES

AMOUNT ENCLOSED FOR BOOTH FEE: _____ + \$75 refundable deposit

FOOD BOOTH FEE: \$ 120.00 per space (+\$75.00 Refundable deposit)

CRAFT BOOTH FEE: \$ 60.00 per space (+\$75.00 Refundable deposit)

NON-PROFIT/INFORMATION BOOTH FEE: \$ 30.00 per space (+\$75.00 Refundable deposit)

FARMERS MARKET FEE: 15.00 per booth (+\$75.00 Refundable deposit)

+ Electricity \$ 10.00

+ \$25 late fee if postmarked after September 1st

Please make **Payment** check + separate **Deposit** 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 _____

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