

2015 MOUNTAIN HARVEST FESTIVAL

Festival Market

Vendor Form

The Mountain Harvest Festival invites you to participate in the 2015 Festival Market, September 26 & 27. 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 along with your payment.

- LOCATION and TIME for BOOTHS

All Festival booths and events will be located at **Paonia Town Park**, on 4th Street at North Fork Ave.

The **Festival Market** and **Food Vendor booths** are required be open for business Saturday 11:00 am until 5:00 pm, and Sunday 10:00 am until 5:00 pm. Being open on Friday evening during the Chili Cook Off, is optional. Please plan to stay for the entire festival.

Farmer's Market will be open Sunday only, 11:00 am - 5:00 pm

Set up times: Food Vendors: Friday 10:00 am - 12:00 pm
All Others: Friday 12:00 pm - 2:00 pm
Saturday 8:00 am - 10:30 am

Set up time for Farmers on Sunday: 8:00 am - 10:30 am

- APPLICATION DEADLINE - Registration and fees must be received by September 1st. Fees received after September 1st will include an additional **\$25 late processing fee**. Booth space is limited and will be assigned on a first-come, first-served basis, with exceptions made to ensure diversity and limit duplication. Vendors approved by June 23 have the option of being listed in the Festival Entertainment Guide.

- FEES

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

- A Mountain Harvest Festival Sales Report must be filled out and turned in by each Vendor.
- Farm Vendors option: remit sales tax to the designated MHF volunteer, along with the completed Sales Report.

*MHF Sponsors, please consult with Festival Director regarding discount fees and arrangements:
Heidi Hudek (970) 778-9072*

● DEPOSIT - A \$75.00 fully refundable deposit is required of all vendors. Please submit deposit as a separate check or money order with your application. 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 Sunday, 5:00 pm
 - 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 its 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 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 will encourage people to bring their own reusable bottles. NO BOTTLED WATER may 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 and Craft vendors must collect and remit appropriate sales tax for the town of Paonia (2%), Delta county (2%), and state tax (2.9%). All food and craft vendors need to obtain a Special Event sales tax license (free if you have a regular sales tax license, at <https://www.colorado.gov/pacific/tax/sales-tax-instructions-and-forms>). This ensures the Town of Paonia receives sales tax revenue. A Colorado sales tax license is required. Food and Craft Vendors must remit their state sales tax payment directly to the Colorado Department of Revenue by October 20, 2015. Farmers market vendors who have a Special Event license must remit their sales tax payment to Colorado Dept of Rev. by Oct 20. If you do not have one, you may submit a check to cover taxes due (made out to the Colorado Department of Revenue) to the Festival Vendor Coordinator.

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, and craft vendors, collect 6.9% sales tax.
- All vendors will be required to submit a sales tax report (total sales and taxes to be paid) BEFORE RETURN OF THEIR DEPOSIT CHECK.

*Celebrating all the harvests of our valley
Come have a big time in our small town! September 24 – 27, Paonia Colorado
www.mountainharvestfestival.org*

FOR MORE INFORMATION:

Email: mhfvendorcoordinator2015

or call: (970) 778-9072

2015 MOUNTAIN HARVEST FESTIVAL

Festival Market / Farmers Market

Vendor Application

NAME / CONTACT PERSON:

BUSINESS NAME:

TYPE OF BOOTH (*circle one*) **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 (What will you be selling)

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.

(For applications approved by June 23)

WOULD YOU LIKE TO BE LISTED IN THE FESTIVAL ENTERTAINMENT GUIDE? __YES __NO

FEES:

AMOUNT ENCLOSED FOR BOOTH FEE: _____

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

*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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