



Louisville Labor Day Fall Festival

Monday, September 7, 2015

VENDOR BOOTH APPLICATION

801 Grant Avenue at Memory Square Park

Monday, Sept. 7th Set up: 7:00-8:45 a.m. Booth hours: 9:00 a.m. – 3:30 p.m.

Registration Deadline: Friday, August 7, 2015 by 4:00pm ** City Hall, 749 Main Street, Lsvl, CO 80027

All vendors will be expected to remain open until 3:30pm. Clean-up will happen immediately following the event.

Your Business or Organization

Please note all information will be sent to the person listed here.
Please be sure information is accurate and legible.

Name of Entrant/Organization: _____

Contact Person: _____

Day or Business Phone # _____ Cell or Home Phone # _____ Email Address _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

What is the best way to contact you? No Preference Email Phone US Mail

About Your Booth

Size and Cost: \$100 per 10' x 10' booth

Booth Details: Vendors are responsible for providing their own extension cords tables, chairs and tents. All vendors are responsible for cleaning up their area following the event. Absolutely no vehicles will be allowed to drive or park on the grass so plan your set-up accordingly. **Payment should be made by check and received with the signed application by 4:00 p.m. Friday, August 7, 2015. Please make checks payable to: City of Louisville. Mail to: City of Louisville Fall Festival, Attn: Suzanne Janssen, 749 Main Street, Louisville. CO 80027.**

Non-profit organizations may contact Suzanne Janssen at SuzanneJ@LouisvilleCO.gov to discuss discounted options. Electricity: There are a very limited number of electrical outlets available with a maximum allowance of 15 amps per booth. Electricity will be provided on a space-available basis only and must be specified at time of application. A charge of \$25 per outlet will apply for every outlet needed. Please indicate below if you need electricity for your booth.

_____ Yes! I need electrical power. I will need a total of _____ outlets and have included an additional \$25 per outlet.

Please circle the best category that describes your business or organization.

_____ Business _____ Craft _____ Information _____ Game _____ Non-Profit
_____ Other (Please specify): _____

Please give a complete description of your booth and what you plan to do. Examples include: Product list and price range; explain games to be played; describe business promotions; giveaways, etc. Please note: Vendors will be restricted to those items/materials listed below Event staff or other City Designee may ask that items considered inappropriate for all ages or that deviate from this list be removed from your booth.

2015 Theme **“Home Sweet Home”**

Booth Assignments

Space Assignments: Booth assignments will be determined by August 14th. Applications received after August 7 will receive booth space based upon availability. You will be notified of your space assignment the week of August 17th. The City does not guarantee any particular booth location. If you have special needs that apply to location, please contact Suzanne Janssen at SuzanneJ@LouisvilleCO.gov. Every attempt will be made to avoid duplication of items; however, more than one booth with similar type of merchandise may be permitted.

Exhibitor Guidelines: All exhibitors are responsible for their own set-up/take-down of their tent and merchandise. All vendors are expected to leave their space free of all debris.

Sales Tax Information

Sales Tax: All vendors are responsible for collecting 8.3% sales tax for the items sold. Therefore, all vendors must have a Louisville City Sales Tax License. If you need this license, please complete page 7 and include a separate check for \$25 along with this application. **If you already have a Sales Tax License, please provide the number here:** _____

Zero Waste Event

Eco Cycle's Zero Waste Program: The City of Louisville strives to make the Labor Day Fall Festival a Zero Waste event. The goal of a Zero Waste program is to plan ahead and distribute only materials that are recyclable, compostable or reusable. *All vendors shall utilize only biodegradable plates, napkins, utensils and recyclable cups. No trash cans will be available at the event. Instead, Zero Waste stations will be available for recycling and composting throughout the park. Please consider Zero Waste if distributing candy and giveaways.*

All vendors participating in our Labor Day Fall Festival must comply with Eco Cycle's Zero Waste program and complete the participation form regarding disposable items. Eco Cycle's Zero Waste Program is attached. Please sign it stating that you understand the requirements and will be able to comply and return it with your booth application. If you have questions about Zero Waste, please contact Eco Cycle at 303-444-6634 x 123 or visit ecocycle.org/zerowaste.

**Registration Deadline: Friday, August 7, 2014 by 4:00pm ** City Hall, 749 Main Street, Lsvl, CO 80027
Monday, Sept. 7th Set up: 7:00-8:45 a.m. Booth hours: 9:00 a.m. – 3:30 p.m.**

All vendors will be expected to remain open until 3:30pm. Clean-up will happen immediately following the event.

Out of courtesy to all event attendees and other park vendors, there is an expectation that all vendors remain open from 9:00am-3:30pm. Vendors who pack up or leave early may not be permitted to participate in future years.

WAIVER AND HOLD HARMLESS AGREEMENT

The undersigned, for himself/herself and for his/her heirs, successors and assigns, hereby (1) waives and releases the City of Louisville and its officers, employees, and representatives from any and all liabilities, claims, damages, expenses, and causes of action of any kind (collectively "Claims") which may arise because of or related to my participation in the above described event; and (2) agrees to indemnify and hold harmless the City and such persons from and against all claims which arise out of or are in any way connected with any act, omission, or representation of undersigned or his/her agents, employees or subcontractors. In addition, I state that my participation in said event is fully voluntary and that I fully understand that by signing this agreement I am fully assuming any risk or damage which might occur because of my participation.

Signature

Date

Printed Name

Mail or drop off application to: City of Louisville Fall Festival, Attn: Suzanne Janssen, 749 Main Street, Louisville. CO 80027

PLEASE KEEP THIS PAGE AS AN EASY REFERENCE

Louisville Labor Day Fall Festival

Monday, September 7, 2015

801 Grant Avenue at Memory Square Park

Monday, Sept. 7th Set up: 7:00-8:45 a.m. Booth hours: 9:00 a.m. – 3:30 p.m.

Registration Deadline: Friday, August 7, 2015 by 4:00pm ** City Hall, 749 Main Street, Lsvl, CO 80027

All vendors will be expected to remain open until 3:30pm. Clean-up will happen immediately following the event.



We appreciate you helping us celebrate the 78th year of this terrific family event.

Please contact Suzanne Janssen, Cultural Arts and Special Events Coordinator,
at SuzanneJ@LouisvilleCO.gov, or call: 303-335-4581 (Monday-Friday)

should you have any additional questions about Louisville's Labor Day Fall Festival

Booth Details: Each booth is allotted a 10' x 10' space. Booth fees are \$100, plus \$25 per electrical outlet.

(Electrical outlets are limited and must be specified at time of application.)

Vendors are responsible for providing all of their own equipment (extension cords tables, chairs and tents, etc.). All vendors are responsible for cleaning up their area following the event. Absolutely NO vehicles will be allowed to drive or park on the grass. Spruce Street will not be open to load vehicles until 4pm

Payment should be made by check and received with the signed application by 4:00 p.m. Friday, August 7, 2015.

Please make checks payable to: City of Louisville, Attn: Suzanne Janssen, 749 Main Street, Louisville, CO 80027.

Non-profit organizations may contact Suzanne Janssen at: SuzanneJ@LouisvilleCO.gov to discuss discounted options.

Space Assignments: Booth assignments will begin on Wednesday, August 12th, 2015. Applications received after the deadline will receive booth space based upon availability. You will be notified of your space assignment the week of August 17th.

The City does not guarantee any particular booth location. If you have special needs that apply to location, please contact Suzanne Janssen at SuzanneJ@LouisvilleCO.gov. Every attempt will be made to avoid duplication of items; however, more than one booth with similar type of merchandise may be permitted.

Exhibitor Guidelines: All exhibitors are responsible for their own set-up/take-down of their tent and merchandise. All vendors are expected to leave their space free of all debris.

Sales Tax: All vendors are responsible for collecting 8.3% sales tax for the items sold. All vendors must have a Louisville City Sales Tax License.

Monday, Sept. 7th

Set up: 7:00-8:45am

Booth hours: 9:00am– 3:30pm

All vendors will be expected to remain open until 3:30pm. Clean-up will happen immediately following the event.

Out of courtesy to all event attendees and other vendors, there is an expectation that all vendors remain open from 9:00am-3:30pm.

Vendors who pack up or leave early may not be permitted to participate in future years.

Eco Cycle's Zero Waste: The City of Louisville strives to make the Labor Day Fall Festival a Zero Waste event. The goal of a Zero Waste program is to plan ahead and distribute only materials that are recyclable, compostable or reusable. All food vendors will utilize only biodegradable plates, napkins, utensils and recyclable cups. There will be no trash cans at the event in Memory Square Park. Instead, Zero Waste stations will be available for recycling and composting throughout the park.



PLEASE KEEP THIS PAGE AS AN EASY REFERENCE

100% Zero Waste Participation Agreement

Dear Vendor:

Thank you for your interest in participating in the *Taste of Louisville*. We are proud to announce that with the help of Eco-Cycle, this event will be a **Zero Waste Event**.

The goal of a Zero Waste event is to **divert as much waste from the landfill as possible**. We accomplish this by coordinating with vendors and event planners to ensure that all distributed materials and products are locally recyclable, compostable, or reusable! We have included a list of appropriate food distribution products. As a vendor **you are the key** to the success of our Zero Waste initiative.

Vendors will be Responsible for:

-Purchasing Certified Compostable materials for food and other distribution needs at this Zero Waste Event. *(for acceptable materials guide see list below, call 303-444-6634 x120 or visit www.ecocycle.org for more information)*

-Purchasing LOCALLY recyclable materials for food and other distribution needs at this Zero Waste Event. *(for acceptable materials guide see list below, call 303-444-6634 x120 or visit www.ecocycle.org for more information)*

-Bringing back-of-house waste to a Zero-Waste Station and sorting that waste with assistance from an Eco-Cycle staff member.

Guidelines to Containers and Service Ware for Zero Waste Events

Acceptable	Not Acceptable
All paper containers including plates, napkins, paper towels, sample cups, and bags. <i>NO PLASTIC LINING</i>	Plastic coated paper products are not acceptable.
Waxed paper products are acceptable. <i>Be sure they are WAX-coated not plastic-coated.</i>	Styrofoam is not recyclable <u>despite any recycling symbols on the product.</u>
Plastic bottles greater than 6 oz, Rigid Plastic #2 & #5 souvenir cups.	Plastic Cups are not recyclable . All tubs and bottles that are smaller than 6oz are not recyclable ex: "5-hr energy shots"
Certified Compostable Products: corn starch Cutlery, Cups, and straws that are labeled "BPI Certified Compostable" #7 PLA (see acceptable materials list on next page)	Plastic utensils and plastic straws.
Wooden stir-sticks, chopsticks, toothpicks and skewers.	Plastic stir sticks, plastic chopsticks, plastic toothpicks or plastic skewers.
Aluminum foil and cans. Paper drink cartons	Foil drink pouches. Plastic bags and wraps.
Glass bottles and jars. Paper milk cartons.	Plastic lids from jar, tub, and cups .

Please call Eco-Cycle's Zero Waste Event Manager at 303-444-6634 x120 to help you distinguish and obtain Zero Waste materials.

Purchasing Guideline

Resources:

Note: These sites are full of useful, educational information on composting and compostable products. Browse through them to learn more about compostable products.

<http://www.bpiworld.org/BPI-Public/Approved/1.html> (list of every BPI Certified Compostable product)

<http://cedar-grove.com/about-us> (educational material)

<http://www.cedar-grove.com/commercial/accepted-items/> (list of compostable items)

<http://www.natureworksllc.com/> (maker of Ingeo-Biopolymer PLA, the compostable plastic)

<http://www.natureworksllc.com/Where-to-Buy/Ingeo-Biopolymer.aspx>

<http://www.ecoproducts.com/> (Local compostable product producer)

Acceptable Compostable Materials:

Product	Product Manufacture	Product Name	Styles and Sizes
Cold Cup	Eco-Products	GreenStripe Compostable Cup	9oz, 12oz, 16oz, 20oz
Hot Cup	Eco-Products	Greenstripe Compostable Hot Cup	9oz, 12oz, 16oz, 20oz
Straws	Eco-Products	PLA Straws	9 ½ inch and 7 ¾ inch
Cutlery	Eco-Products	Plantware Compostable Cutlery	Forks, Knives, Spoons
Plates	Eco-Products	Sugarcane Compostable Plate	6", 10", 10"3-compartment
Bowls	Eco-Products	Sugarcane Compostable Bowl	12oz, 16oz, 40oz
Napkins	Most paper napkins are compostable. Be certain they are not plastic coated		
IMPORTANT: IF YOU WANT TO PURCHASE COMPOSTABLE PRODUCTS THAT ARE NOT ON THIS LIST YOU MUST HAVE THEM VERIFIED BY ECO-CYCLE PIOR TO PURCHASING. CALL (303)-444-6634 x120 OR EMAIL DAVID@ECOCYCLE.ORG FOR VERIFICATION.			

Note: These products are available to purchase in bulk through:

Tundra Supplies

3825 Walnut St

Boulder

(303) 545-1350

Tundra Supplies http://www.etundra.com/Eco_Friendly_Disposables-C49601.html

Note: These products are also available to purchase in smaller quantities from:

Eco-Cycle Inc.

6400 Arapahoe Ave.

Boulder

(303)-444-6634x123 (call for special vendor pricing)

anna@ecocycle.org



100% Zero Waste Participation Agreement
Signature Page

As a vendor participating in the *Taste of Louisville*, I agree to distribute my product in locally recyclable or compostable service ware, per Eco-Cycle’s guidelines. I will purchase appropriate service ware in accordance to the guidelines in this document. I also agree to sort my discards at the end of the day and make use of Zero Waste stations.

IF YOU DO NOT COMPLY YOUR BOOTH WILL BE SHUT DOWN

**Please clearly list all items you will be distributing and the materials associated with those items:
Please include Manufacturer and Product name.**

Food Item	Product Manufacture	Product Name
<i>Hamburger</i>	<i>Eco-Products</i>	<i>Sugarcane Paper Plate</i>
<i>Lemonade</i>	<i>Eco-Products</i>	<i>Green Stripe Compostable Cup</i>
<i>Soda</i>	<i>Coca-Cola</i>	<i>Aluminum Can</i>

_____ Business Name	_____ Employee (print name)
_____ Phone Number	_____ E-mail Address
_____ Signature	_____ Date

Please submit signed agreement along with your vendor registration.

For additional information on Compostable and Recyclable items please contact:

David Fridland
Eco-Cycle, Zero Waste Events Manager
david@ecocycle.org
303-444-6634 x120



20___ SPECIAL EVENTS SALES TAX LICENSE APPLICATION
 Sales Tax License Fee \$25.00

1 Trade (DBA) Name of Business		
Taxpayer Name Owner(s), Partner(s), or Corporation		
Business Location Address -Street, City, State, Zip-		
Mailing Address (if different) -Street, City, State, Zip-		
Local Business Phone () ext.	Local Business Fax ()	Business Email
Licensing Office Phone () ext.	Licensing Office Fax ()	Licensing Office Email
Sales Tax Office Phone () ext.	Sales Tax Office Fax ()	Sales Tax Office Email
Owner Name, Phone #, & Address () ext.		

2 Participating Event(s)	<input type="checkbox"/> Street Faire <input type="checkbox"/> 4th of July <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Farmer's Mkt <input type="checkbox"/> Taste of Louisville	
Business Description:		
Federal Tax I.D.	_____ - _____	
Colorado State Sales Tax #	_____ - _____	
Please select <u>one</u> of the following boxes below either: sales tax filing period or event participation months and file accordingly		
Sales Tax Filing Period	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly \$2,857 in sales or more/mo \$2,857 in sales or less/mo	
Event Participation Months	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	
For event participation months please only check the months that you will be participating in the event. You will not be required to file outside these months.		
Do you want us to mail you City tax returns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Blank and self-calculating City tax returns are available online at www.louisvilleco.gov
Date Business Started/Will Start, or Date of First Sale in Louisville	___ / ___ / ___	

3 I declare under penalty of perjury that the statements made in this application are true and complete to the best of my knowledge.		
Applicant or Authorized Agent Signature	_____	Date _____
Applicant Name (PRINT)	_____	<input type="checkbox"/> New Application
Applicant Title	_____	<input type="checkbox"/> Renewal