



Bark in the Park June 12, 2010 Booth Application

Entrant Information

Business Name/Organization _____ Date _____

Contact Name _____ E-mail (required) _____

Mailing Address _____

Phone _____ Fax _____ Other _____

Booth Type (check one)

Food Craft Business Information

Booth Description

Please describe your booth, include everything that is applicable, i.e. menu and price range, product list and price range, describe business booth, etc. Please be thorough. (This information will enable us to make appropriate booth assignments.)

Booth Location Request

We DO NOT guarantee any particular booth location. Please list any special space or location needs you may have. We will do our best to honor your request. Booths will be located on grass in the park, so in order to protect the sod you will NOT be able to drive on the grass to your booth location. Kattell Street will be available to disabled parking and disabled drop-off only but it will be made available to vendor drop-off and vendor post-event loading. Please list below any special needs or requirements you will have.

Booth Size and Cost

8-foot Table and 2 Chairs \$50.00 Non-Profit Organization \$25.00

Electricity

Please contact **Katie Rummel** at 303-926-2793 or krummel@erieco.gov if you have electricity needs you cannot supply. A charge of \$25 per outlet will apply.

Recycling

The Town of Erie is making every attempt to reduce the amount of trash generated at our events. To this end, we will make recycling stations visible and readily available to all our guests and vendors. Please make an effort to use items that can be recycled and to reduce the use of items that end up in the landfill. We appreciate your assistance in this matter.

Payment

Payment must be made by check only. Please make check payable to "Town of Erie" and mail to:

Town of Erie
 Attn: Katie Rummel
 P.O. Box 1110
 Erie, CO 80516

	Amount	Total Cost
Booth		
	\$	\$
	TOTAL	

Exhibitor Guidelines

The Town of Erie believes in equal opportunities for all artists, merchants, and organizations and we will seek to fairly evaluate all booth space applications. The Town of Erie reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion. In this case, the booth fee will be refunded in full.

As a participant of the Town of Erie Bark in the Park, I fully agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in the Town's Community Events. Furthermore, I understand that I may be required to provide a copy of my General Liability Insurance as part of this application. I understand that I will store my products at my own risk.

Exhibitors will be assigned on a first-come, first-served basis. It is the intention of the Town of Erie to avoid duplication of items. However, more than one booth with the same type of merchandise is permitted. Every attempt will be made to work with both exhibitors to place their booths in different locations.

Vendors are responsible for charging any applicable sales tax for items sold. All sales tax must be submitted to the state. Knowing taxes and licensing is the law and the responsibility of the vendor.

All exhibitors must clean up their booth area before leaving and place trash in receptacles. The Town of Erie strives to recycle items, whenever possible. We will provide more information with your booth confirmation, but please, help us with our efforts.

All exhibitors will be responsible for move in/move out and set up of their own booth.

Full refunds for cancellations will be given up to 30 days prior to the event. Within 30 days of the event, a 50% refund will be given, if the booth can be re-sold.

Signed _____ Date _____