

Kids in the Park

Vendor Permit Application Guidelines

Kids in the Park will be held at **Twin Silo Community Park** on **Sunday, May 19, 2019**. Vendors wishing to participate in the event must submit this Vendor Permit Application and supplemental materials no later than May 3, 2019.

Guidelines

- Vendor must submit application materials no later than Friday, May 3, 2019 to:

Amanda Dufek, Recreation Coordinator
City of Fort Collins-Recreation

Phone: 970.416.4297 | | Email: adufek@fcgov.com

Mail: 241 E Foothills Parkway | | Fort Collins, CO 80525

- If selling food and/or beverages, vendor must obtain license from the [Larimer County Health Department](#).
- Submission of this application is also submission for the Outdoor Vending Permit. You will be contacted one week prior to the event by the City Sales Tax office with your permit. Vendor must display their signed permit from City of Fort Collins at event.
- Vendor must provide Proof of Insurance with \$500,000 liability listing City of Fort Collins as additionally insured.
- Food vendors are allowed in **designated food vendor lot only**.
- Non-food/Promotional Vendors vehicles may **not** transport goods on sidewalk or fields at any time. Please provide your own push cart for transporting materials from parking lot.
- We reserve the right to restrict food vendor representation. Submission of this application does not guarantee inclusion. We will contact you with approval if your application is accepted.
- By City Ordinance (section 23-203a), alcoholic beverages are not allowed in City Parks.
- Per City Regulation: All tents must be weighted (not staked) to the ground.
- Glass bottles/containers are not allowed in parks.
- Vendors must supply their own table, chairs, and/or display items.
- Vendor is responsible for the cleanup of vending area. Areas not cleaned up will be charged \$45 per hour + materials for cleanup.
- Vendor is required to adhere to any [Park Rules and Regulations](#) not listed on this form.
- Event times are 10 a.m. – 3 p.m. Vendors may set-up beginning at 8 a.m. and must be set-up by 9:30 a.m. (strongly enforced).
- Power is not available at the event location.
- Make checks payable to City of Fort Collins Recreation Department.
- If the event is cancelled for any reason, you will be reimbursed 75% of your booth fee and the remaining 25% will be used to cover the event coordination expenses incurred prior to the event date.
- Refunds for cancellations on the vendor's behalf will not be allocated.
- Direct questions to Amanda Dufek at adufek@fcgov.com.
- Applications are accepted on a first come first serve basis. Applications turned in by the deadline do not guarantee a vendor space.

Kids in the Park Vendor Application

Application is due no later than May 3, 2019. We will contact you by May 10, 2019 if your application is approved. After approval, we will invoice you.

Vendor: _____

Doing Business As: _____

Email: _____ Phone: _____

Vendor Address: _____ Web Address: _____

City: _____ State: _____ Zip: _____

Vendor Type

- Food Sales Vendor | Fee: \$250 | Include menu with pricing of items being sold as well as size of food truck.
- Non-food Sales Vendor | Fee: \$175 | Include list with prices of items being sold.
- Promotional/Non-profit Vendor | Fee: \$50

Application Check List

Include **with this application** the following:

- Copy of license from the [Larimer County Health Department](#) (if selling food and/or beverages).
- Proof of Insurance with \$500,000 liability listing City of Fort Collins as additionally insured.
- Menu of items being sold including pricing.

I have read and agree to adhere to all vending guidelines.

Signature: _____ Date: _____

Name (Printed): _____

OFFICE USE ONLY The above has been approved by the City of Fort Collins as a vendor for the Kids in the Park Festival at Twin Silo Community Park on Sunday, May 19, 2019.

Approved by: _____ Date: _____

Vending Fee Received on _____ (date)

Copy to: Park Crew Chief Park Office Recreation Staff City Sales Tax Office

