

PRESENTED BY GILPIN COUNTY PARKS & RECREATION

JULY 19-21, 2024

GILPIN COUNTY FAIR



Gilpin County Fairgrounds | 250 Norton Dr. Black Hawk, CO 80422 | 303-582-1453

2024 Vendor Booth Application



Booth Information

The 31st annual Gilpin County Fair will be July 19th-21st, located at the Gilpin County Fairgrounds, 250 Norton Drive, 7 miles north of Black Hawk.

Booth Space Available for:

- Arts and Crafts
- Exhibition of Products
- Games
- Information/Education
- Food Sales



Booth Applications Due	Friday, July 5	By 5:00PM
Check-in/Setup	Friday, July 19 Saturday, July 20	10:00AM to 6:00PM 7:30AM to 8:45AM
Booth Hours <i>No movement of vehicles on Grounds Sat. or Sun. during booth hours</i>	Friday, July 19 Saturday, July 20 Sunday, July 21	12:00PM to 6:00PM 9:00AM to 6:00PM 9:00AM to 4:00PM
Load-Out	Sunday, July 21	4:00PM-8:00PM
Onsite Security	Overnight Security	7:00PM to 9:00AM Friday & Saturday Nights

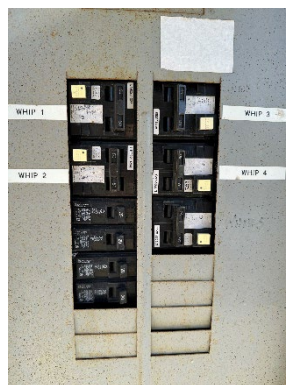
Note: Confirmation Packets are sent via email from kmeyer@gilpincounty.org.
Please check your email.

* Must check-in either Friday or Saturday during the designated times.



Outdoor Booth Spaces Only	Fees
Regular Booth	\$60.00 Two Days \$75.00 Three Day
Food Booth	\$70.00 Two Days \$85.00 Three Days
Non-Profit Information Only Booth	Free
Late Fee	\$25.00 if received after 7/5/2024, if space is available
Electricity	\$15.00 per 110v outlet 20 AMP Max \$50.00 per 110v outlet 50 AMP Max

Photos of Electrical Hook-ups:



Please Note:

- **There are no refunds for booths, unless there is a wait list and the booth space can be filled or if the County cancels the event.**
- All equipment and other items are the responsibility of the vendor. Although the Coordinator will make every effort to place you in the location you request, no guarantee is implied or given that the location will be available. All spaces should have access to electricity for a small fee.

Booth Rules and Regulations

1. **Booth Acceptance.** Applications are due July 5, 2024 by 5PM. Late applications will only be considered if more booths are needed. Applications will be juried and the number of booths limited to what the event can handle.
2. **All booth occupants are also required to complete a Booth Application. Please be sure that the application is attached to this document when submitting your request for a booth space.**
3. **Booth Types:**
 - a. **Regular Booths:** Booth spaces may be juried by the Fair Coordinator and/or Fair Committee. All booths will be located outside. The Barn has a dirt floor and other activities will occur in the Barn. Booth size: 10'x10'. If more space is needed, an additional fee may be required.
 - b. **Food Booths:** For booths selling prepared, ready to consume foods and/or drinks. (Booths selling only packaged foods such as soup mixes are considered a Regular Booth.) If you intend to prepare and sell food and/or beverages, please make sure to fill out the Food Booth Application. Booths will be given at the discretion of the Fair Coordinator who will jury and limit the number of food booths. All food booths will be located outside. Applications are due July 5, 2024. Other requirements may include but not limited to: food handler certificate and food truck license.
 - c. **Non-Profit Information Booths:** Non-profit organizations must submit proof of their non-profit status and can only distribute information; no products may be sold. If a non-profit organization wishes to sell products, they must apply and be accepted for a Regular or Food Booth.
 - d. **Political Booths:** Booths representing a political party (and not selling food items) will be considered a Regular Booth in a designated location. Political booth applicants must also sign the Gilpin County Fair Code of Conduct for Political Booths.
4. **Booth Space:** All equipment is the responsibility of the vendor. There will be close-by parking for loading and unloading but all vehicles must be parked in the public parking lot during the open hours of the event. **NO VEHICLES** will be allowed on the grounds during the operating hours of the event with the exception of loading or unloading and then that vehicle is immediately required to move into the designated parking area. **Saturday and Sunday are required days for Regular and Food Booths.**
5. **Check-in/out:** All vendors will receive a "Vendor Route Map" with their confirmation email. This map will explain the check-in/out location as well as other locations pertinent to vendors. Vendors **MUST** adhere to the route and times detailed on said map. If a vendor tries to drive into the booth area prior to the proper times the Fair Coordinator will have the discretion to not allow the vendor to return at future Fairs or events. Vendors will receive a parking pass at check-in and need to leave a list of additional booth attendees.

6. **Vendor hours:** All vendors are required to check-in upon arrival. The Fair will be open to the public between the hours of 12:00PM-6:00PM Friday, July 19th, 9:00AM-6:00PM on Saturday, July 20th and 9:00AM-4:00PM Sunday, July 21st. Vendors must be open during hours of the day/s the vendor signed up for. There will be events happening past the required booth hours. Please note that patrons will be walking around the fairgrounds during that time and it is up to the vendor's discretion to stay past required vendor hours. The Fair will occur rain, shine or wind and vendors are expected to operate in all weather.
7. **Gilpin County requires that all exhibitors who are selling something in the State of Colorado have a SPECIAL EVENTS SALES TAX LICENSE and collect sales tax (2.9%).** To apply for this license, please contact the COLORADO DEPT. OF REVENUE, 1375 SHERMAN ST., DENVER, CO 80261 or visit the website at <https://tax.colorado.gov/special-event-license>. Are you a 501C3 organization? Simply submit the required documentation with your application.
8. **All booths:** All booth personnel MUST remain in their designated booth space while selling, campaigning, or otherwise representing their booth/organization. If you have children under the age of 13, they must be with you or supervised by an adult at **ALL** times.
9. **Keep clean:** All vendors must bring trash bags and CLEAN UP their areas before leaving each night. Any vendor found putting their booth trash in the public trash cans, or not cleaning their booth area, may be fined up to \$25 or denied space in the following year's fair; please take your trash to the dumpster.
10. **Food & drink items.** No glass bottled beverages allowed. Vendors may only vend beverages in cans, plastic bottles or plastic cups. **NOTE:** The Fair Coordinator cannot force other vendors to change the prices of their items because they are selling them for a lower price. This is an open venue, and all vendors are allowed to vend their items for whatever price they wish to.
11. **Food voucher coupons.** In an effort to create even more business for you, Gilpin County Fair will be supporting its volunteers with food voucher coupons to use at your booth. Each coupon is worth \$10. Please give the coupon holder a discount of up to \$10 per ticket and then collect the coupon. To be compensated, please return the coupons you've collected to the Fair Coordinator by 4:00pm on Sunday, July 21, 2024. The Fair Coordinator will then pay you for the coupons within 3 weeks. **YOU WILL ONLY BE COMPENSATED FOR THE NUMBER OF COUPONS YOU RETURN TO THE COORDINATOR BEFORE THE ABOVE STATED TIME AND FOR ONLY UP TO \$10 PER TICKET.**



- 12. Electricity.** The electrical fee covers ONE 110V outlet. If your booth requires more than one outlet, you must ask and pay for all outlets you require. DO NOT put an extension cord on a surge strip and then plug multiple appliances into the surge strip. Please be exact in your power needs so power can be distributed accurately to avoid any power problems.
- 13. Camping & trailer parking.** Camping is generally not allowed on grounds unless approved by the Fair Coordinator. A campground is located directly across the highway. If a storage trailer is needed close to the booth area, please make arrangements with the Fair Coordinator prior to the event.
- 14. Wireless internet:** Free wireless internet is available at the Fairgrounds and Barn; however, there is no guarantee on internet speeds. **The WiFi password for vendors will be in the vendor confirmation email.**
- 15. Confirmation:** When an application is accepted a booth space will be given, the vendor will be given notice with a confirmation email. Any issues or problems a renter encounters with their booth space, the public, or others should be immediately reported to the Fair Coordinator or Fair Committee. The Fair Coordinator will make every effort to resolve the issue to the satisfaction of both the renter and the Fair.
- 16. Failure to comply with any of the above stated rules may result in not being allowed to set up and run your booth and/or not being allowed to return in following years.**
- 17. Insurance or Certification Requirements.** All commercial food vendors will be required to show proof of liability insurance for \$1,000,000.00 (One Million Dollars) per incident, \$2,000,000.00 (Two Million Dollars) aggregate, and Gilpin County shall be listed as an additional insured. Proof of such insurance shall be provided to Gilpin County at least 10 days prior to the start date of the event. You may obtain this coverage either through your own insurance company or through the Tenant Users Liability Insurance Program (TULIP). Information about the TULIP program and quotes may be obtained from Arthur J. Gallagher Risk Management Services, Inc. at 1-800-333-3231



Food Booths Only



Non-profit and non-commercial vendors have the option of completing the Food Handler Certification Course:

- Non-profit and non-commercial food vendors may apply to take the Online Food Handler Certification Course. In an effort to assist local, non-profit and non-commercial vendors with the new liability insurance requirements, a Certification Program, in lieu of carrying such insurance, was accepted by Gilpin County in conjunction with the Colorado Department of Public Health and Environment (CDPHE). In order to have your liability insurance waived for the event, EVERY person who will be handling and serving food in the food booth must take and provide a certificate for this course. Not until every expected food handler can demonstrate certification will the requirement for insurance be waived for your booth. Please realize that you will still be liable in the event a claim is filed. The County's insurance does not protect the liability of other persons selling food items during any county event.
- The State Food Safety Program has been adopted by Jefferson County and Gilpin County to provide a basic food safety course for retail food operators, which will cover critical food safety items of public health significance including information on cook/hot hold/cold hold temperatures; employee hygiene; hand washing and glove use; sick employee policies; equipment/utensil washing; and toxic item use and storage. You may do the certification at any time, but a certificate **MUST BE PRESENTED** to the Coordinator for every person that will be handling food or you will not be allowed to set up your booth. If any food handler is found working in the booth without this certification, you risk the booth being immediately closed down. Certification must be done per requirements on the website if you do not have insurance. To sign up for this class or get more information, please go online to www.StateFoodSafety.com and register for the class. It is also understood that the organization will remain fully responsible for its own actions in the preparation and sale of food at Gilpin County Events and that the County of Gilpin by offering this program assumes no responsibility of any kind in the event of any claim relating to preparation and sale of food in which your organization has participated.
- No person under the age of 16 will be allowed to take the course, and as such, if you have someone under the age of 16 working in your booth, they may **NOT** handle food. They are allowed to handle money, non-food items like napkins, plates or factory sealed items like soda or bottled water.
- Upon completion of the course and no later than 10 days prior to the event, the food handler must send a copy of the completion certificate to the Fair Coordinator. A copy of their certification should always be at the booth and could be asked for by the Public Health Department.

2024 Gilpin County Fair Booth Application



Complete the application and send via email or hand deliver with check payable to:
Gilpin County Fair, 250 Norton Drive, Black Hawk, CO 80422 or Call (303)582-1453 to pay by phone

Questions? Contact Special Events Coordinator:
Krystal Meyer at kmeyer@gilpincounty.org or call 303.582.1453

Booth Name: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Website: _____

Booth Description: _____

I Plan to Set Up On: ___ **Friday, July 19th** OR ___ **Saturday, July 20th**

Mark Location: ___ next to the arena ___ in paved parking lot

Other Specific Location: _____

NOTE: We cannot guarantee we will be able to accommodate every request made.

___ I am going to need more than the allotted 10'X 10' space. How much larger? ___

IMPORTANT: Additional fees may be applied for a larger space. Booths that are larger than the space allotted will not be guaranteed that space unless prior arrangements are made. BE SURE to take into consideration your booth/canopy's size, along with anything that would take extra space when erected.

Anything about your booth that the County Fair Coordinator should be aware of? (i.e. paint ball game, water splashing from dunk tank, need truck or special equipment located near spot, etc.) List here: _____

___ Please check if you do NOT want your information shared with other shows and festivals looking for vendors.

Continued on next page...

Fees

Regular Booth	\$60.00 - 2 Day/Space #___ of spaces \$75.00 - 3 Day/Space #___ of spaces	\$
Food Booth	\$70.00 – 2 Days/ space #___ of spaces \$85.00 - 3 Days/ space #___ of spaces	\$ \$
Non-Profit*	\$0.00 (1 space only, include license/permit)	\$
Electrical Fee **	\$15.00 per 110v outlet 20 AMP Max \$50.00 per 110v outlet 50 AMP Max	\$ \$
Late Fees	\$25.00 if postmarked after 7/12/2024	\$
	Total Due-Must accompany application	\$

* Non-profit organization distributing information only.

** Electrical fee includes 2-day usage of ONE 110V outlet.

Food Booths Only

I have a: ___Booth w/ tent ___Food Truck ___Trailer

Space Needed (including trailers): Length (frontage space):_____ Depth: _____

Total Power Outlets Needed:_____ Camper Space Needed: _____

All Food Items to be Sold (include sides/drinks): _____

Booth Setup (Ex. bumper pull, canopy only, which side you serve on etc.): _____

Other Needs/Requests: _____

All food permits, certificates, liability insurance and licenses must be displayed and/or available.

WAIVER AND RELEASE

I agree to abide by all the rules and regulations of the Gilpin County Fair as explained in the Vendor Application Packet. I understand that, should I not obey these rules, I may be required to leave the Fair immediately upon discovery of my violation, with no refund. I agree to release Gilpin County and the Fair representative(s) from all responsibility for damage or injury to my person or property during the Fair. I grant permission to Gilpin County Fair, its employees and representatives, to take and use photographs, videotapes, audio recordings and quoted remarks of me or prepared by me, for use in promotional materials. I have read and agree with the above information. The Gilpin County Fair Coordinator reserves the right to accept or reject any application received. I understand booth fees are only refunded if the space is resold.

Signature_____

Date_____