



Parks & Recreation

Fall Fairgrounds Frenzy

September 10, 2022

BOOTH INFORMATION

The Fairgrounds Frenzy will be Saturday, September 10th, located at the Gilpin County Fairgrounds, 230 Norton Drive, 7 miles north of Black Hawk. Come watch a rodeo event benefitting First Responders, and enjoy HCA Flea Market, booths and Farmers Market. Other exciting events will include the Shred-A-Thon, Bouncy House, live music.

Come join us this Fall and be a part of the Fall Fairgrounds Frenzy!

Booth space available for:

- Arts/crafts
- Exhibition of products
- Games
- Information/education
- Food sales

Outdoor Space	Fees
Regular booth	\$25.00
Food booth	\$30.00
Non-profit info. only booth	Free
Late fee	\$15.00 if received after 9/2
Electricity	\$15.00 per 110v outlet \$50.00 per 250v 3prong outlet

BOOTH APPLICATIONS DUE	Friday, September 2	By 5:00 p.m.
CHECK-IN/SETUP*	Saturday, September 10	7:00 a.m. to 10:00 a.m.
BOOTH HOURS <i>No movement of vehicles on grounds</i>	Saturday, September 10	10:00 a.m. to 4:30 p.m.
LOAD-OUT	Saturday, September 10	4:30 p.m. to 8:00 p.m.

Note: Confirmation Packets are sent via email. Please check your email.

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

BOOTH RULES & REGULATIONS

1. **Regular Booths:** Booth spaces may be juried by the Events Coordinator. Booths will be located outside. Barn has been reserved for the HCA Flea Market. Booth size: 10'x10'. If more space is needed, an additional fee may be required.
2. **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.) Booths will be given at the discretion of the Events Coordinator who will jury and limit the number of food booths. All food booths will be located outside. 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 don't have insurance! To sign up for this class or get more information, please go online to <http://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.

3. **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 may apply for a Regular or Food Booth.
4. **Political Booths:** Booths representing a political party (and not selling food items) will be considered a Regular Booth. Political booth applicants must also sign the Code of Conduct for Political Booths.
5. **Vendor Hours:** All vendors are required to check-in upon arrival. The Fairgrounds Frenzy will be open to the public between the hours of 10:00 a.m. to 4:30 p.m. on Saturday. **Vendors must be open during these hours.** The Fairgrounds Frenzy is rain, shine or wind and vendors are expected to operate in all weather.
6. **Gilpin County requires that all exhibitors who are selling something, 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://www.colorado.gov/pacific/sites/default/files/DR0589.pdf> . Are you a 501C3 organization? Simply submit the required documentation with your application.
7. **All booths:** All booth personnel **MUST** remain in their designated booth space while selling, campaigning, or otherwise representing their booth/organization.
8. **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.
9. **Wireless internet:** Free wireless internet is available in the Exhibit Barn; however, there is no guarantee on internet speeds.
10. **Confirmation:** When an application is accepted and booth space will be given, the vendor will be given notice with a confirmation email.
11. Any issues or problems a renter encounters with their booth space, the public, or others should be immediately reported to the Events Coordinator, Krystal Meyer kmeyer@gilpincounty.org. The Coordinator will make every effort to resolve the issue to the satisfaction of both the renter and the event.
12. Failure to comply with any of the above stated rules may result in not being allowed to setup and run your booth and/or not being allowed to return in following years.
13. **NOTE:** All equipment and other items are the responsibility of the vendor. Although the Coordinator will make every effort to place in the location you as requested, no guarantee is implied or given that the location will be available. Some of the indoor spots along the wall and all of the outdoor spots have electricity available for a small fee.

2022 FALL FAIRGROUNDS FRENZY

BOOTH APPLICATION

Complete the application and return with payment to Community Center OR mail **with check payable to:**
Gilpin County Parks & Recreation, 250 Norton Drive, Black Hawk, CO 80422 303-582-1453

BOOTH NAME: _____ CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE NUMBER: _____

EMAIL: _____ WEBSITE: _____

BOOTH DESCRIPTION (List **all** items/displays, clip attachments if needed): _____

I PLAN TO SET UP ON: Friday, September 9 Saturday, September 10

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 Events 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.

REGULAR BOOTH	\$25.00/SPACE x # of spaces =	\$
FOOD BOOTH	\$30.00/SPACE	\$
NON-PROFIT*	\$0.00 (1 space only, include license/permit)	\$
ELECTRICAL FEE**	\$15.00 per 110v outlet	\$
	\$50.00/250v 3prong outlet	\$
LATE FEES	\$15.00 if postmarked after 9/2/22	\$
TOTAL DUE – Must accompany application		\$

* Non-profit organization distributing information only.
 ** Electrical fee includes 2-day usage of one 110V outlet or one 250v 3 prong twistlock outlet.

WAIVER AND RELEASE

I agree to abide by all the rules and regulations of the Fall Fairgrounds Frenzy as explained on the Booth Information Form. I understand that, should I not obey these rules, I may be required to leave the event immediately upon discovery of my violation, with no refund. I agree to release Gilpin County and the event representative(s) from all responsibility for damage or injury to my person or property during the event. I grant permission to Gilpin County, 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 Events Coordinators reserve the right to accept or reject any application received. **I understand booth fees are only refunded if the space is resold.**

APPLICANT'S SIGNATURE: _____ DATE: _____