

Event Vendor Application

(Non-Food Vendor)

*****FOOD VENDORS - If you are a food vendor, please use the Food Vendor Application as additional inspections may be required. *****

The City of Fort Lupton events are planned as fun, family oriented events that are fun for our community and vendors alike. We welcome your application. The City of Fort Lupton reserves the right and authority to approve or deny any application.

PLEASE NOTE: Most communication regarding our events and your application will be via email from cromano@fortluptonco.gov. Please monitor your email for event updates.

YOUR INFORMATION		
Business/Organization:		
Your Name:		
Phone:	Email:	
Address:		
City:	State:	Zip:
Please describe your product or service:		
Website:	Social Media URLs:	

Upload images of your product here:

Please read the details listed below carefully:

GENERAL INFORMATION:

GENERAL INFORMATION		
Booth Size:	Apx. 10'x10' footprint.	
Fees:	<input type="checkbox"/> \$20 Non-profit booths, and businesses with a City of Fort Lupton Business License <input type="checkbox"/> \$45 for businesses without a Fort Lupton license. <i>*\$25 of this fee goes to pay for your city business license.</i>	
Selling Merchandise? Licensing & Tax Collection	<p>REQUIREMENTS: If selling merchandise, you must have a City of Fort Lupton Business License. https://www.fortlupton.org/DocumentCenter/View/11229/2022-Business-License-Application</p> <p>You have 2 options:</p> <input type="checkbox"/> EXISTING Fort Lupton Business: 1.) Submit this application with \$20 fee, and a copy of your city license. <input type="checkbox"/> NEW Vendors in Fort Lupton: 1.) Apply for a new license with the City Clerk. <i>*Your booth fees and license fees are wrapped into one charge.</i> 2.) <i>Submit this application with a copy of that license</i> <p><i>NOTE: Vendors are responsible for collecting and remitting all applicable sales tax to the state: Colorado Tax: 2.9% City of Fort Lupton Tax: 4%</i></p>	
Supplies & Electricity:	Once approved, the vendor is responsible for setting up their booth. This includes all tents/coverings, tables, chairs, display equipment, electricity, lighting, etc.	
Payments	Payments can be made in cash, check, or credit card <input type="checkbox"/> Payable to: City of Fort Lupton <input type="checkbox"/> Memo / For: Trapper Days <input type="checkbox"/> Send or deliver to: Fort Lupton Rec. Center, 203 S. Harrison Ave. Fort Lupton, CO 80621 <i>Returned checks may be charged a fee. Any checks sent to collections will be assessed collection fees in accordance with Colorado State Law.</i>	
Application Deadlines:	Event	Deadline
	Trapper Days, Sept. 10, 2022	Friday, Aug. 5, 2022

Booth Location	<p><i>Booth location will be determined by the number of booths requested, the amount of set up time required and the type of products/services marketed. Booths can be set up prior to the event when possible, and we'll do our best to accommodate your needs.</i></p> <ul style="list-style-type: none"> • Trapper Days: Booths will set up on paved areas in Downtown Fort Lupton.
Booth Set Up (Load In and Load Out)	<ul style="list-style-type: none"> • Trapper Days: Sat. Sept. 10, 2022: Set up is between 7:00am – 9:00am, including all load in and load out activities. Booths can open for sales after 9am, and must remain open throughout the event, ending at 3pm.
Insurance	<p>Vendors, vendor spaces, equipment, etc. is not insured by the City of Fort Lupton. We strongly encourage you to obtain insurance.</p>

Rules & Regulations

- Vendors are responsible for bringing their own equipment (canopies, tables, chairs, tie-downs, etc.). Vendors are required to have an attendant at their booth at all times during the event.
- All materials and equipment brought to the event or on the property shall be at the total risk of the vendor. Anything that could cause real or potential danger to any person is prohibited.
- Vendors must remove all trash from space upon breakdown.
- Vendors or their staff or representatives can be turned away from what the city of Fort Lupton considers inappropriate behavior towards other vendors, visitors or staff. Vendors who have been turned away will forfeit their application fee.
- Refunds: No refunds will be given within 3 weeks of the event. *If the event is cancelled, your fees will remain on account for the next event.*

By signing your name below, vendor recognizes and acknowledges that he or she assumes full risk of any injuries, property damage or loss which he or she may sustain as a result of his or her participation in the any City of Fort Lupton event. The City of Fort Lupton reserves the right of final decision in rules interpretation and enforcement. Further, vendor agrees to indemnify and hold harmless the City of Fort Lupton, it's officers, employees, insurers from any and all liability for any damage, loss, injury or costs associated with or arising from his or her acts or omissions in connection with his or her participation in a City of Fort Lupton event. By signing this application, vendor also agrees to all rules and regulations set forth in this application.

Signed by: _____ Date: _____