



Culturefest

First **SATURDAY** in June



The City of Brighton Events office would like to invite you to take part in *Culturefest*, our annual outdoor celebration of the rich and diverse cultural traditions in our community.

This daytime event offers entertainment, food, and activities for the entire family. It is also an excellent opportunity for you to showcase your business or organization's products and services to the growing Brighton community. This event traditionally attracts 7,000 plus people, and we expect that this year's event will be bigger and better than ever!

***Culturefest* will be Saturday, June 6, 2015.**

11 AM – 5 PM DOWNTOWN STREET FAIR, EXPOS & ENTERTAINMENT
Come join in on all the fun!!!

We look forward to working with you to make this year's *Culturefest* celebration the best ever! If you would like to participate, please fill out the enclosed application form and return as soon as possible.

The deadline is May 15, 2015.

City of Brighton www.brightonco.gov (click on Special Events)
Events, Volunteers & Downtown Initiative Division
22 So. 4th Ave Rm 301
Brighton, CO 80601
events@brightonco.gov

Tune to the City of Brighton-
KBRI Cable TV Channel 8
concerts@brightonco.gov

Event Info: 303.655.2218
Volunteers: 303.655.2218
Sponsorship: 303.655.2176
Fax: 303.655.2196
downtown@brightonco.gov

Food Vendors

Deadline May 15



Mail to: City of Brighton, Events, Volunteers & Downtown Initiative Division, 22 So. 4th Ave. Rm 301, Brighton, CO 80601
QUESTIONS? 303-655-2176

Who completes this form? Any food vendor business planning to sell prepared foods (not prepackaged).

How much does it cost?

■ **Food Vendor Fee \$200:**

➤ Additional space of 10' x 10' = \$100

■ **\$35 Temporary Sales Tax Permit:** Only applicable if you plan to sell food and do not have a 2015 City of Brighton Sales Tax License. Fee includes one-day event permit and sales tax.

What other licenses are needed?

1. Must have a 2015 *Colorado State Retail Food Temporary Event License* from the Tri-County Health Dept.
2. Attach a copy and mail with application to City of Brighton, Events, Volunteers & Downtown Initiative Division, 22 So. 4th Ave. Rm 301, Brighton, CO 80601
3. License must be obtained, **even if** you possess any other retail food establishment license
4. License is good until December 31, 2015

Use Checklist Before Mailing

- Complete **all** information on next page
- Include check for Food Vendor Fee, payable to *Culturefest*
- If selling prepared or prepackaged food:
 1. Attach copy of 2015 Brighton Sales Tax License
OR
 2. Complete the One-Day Special Event Sales Tax Permit Application (*attached*) and include \$35 check, payable to: *City of Brighton Sales Tax Permit Office*
- Include a copy of a **fully completed** Tri-County Health Dept.'s *Application to Conduct a Temporary Retail Food Establishment Event Form*

- **Mail all forms to:**
 - **City of Brighton,
Events, Volunteers &
Downtown Initiative
Division,
22 So. 4th Ave. Rm 301
Brighton, CO 80601**
- **Incomplete applications
not approved**
- **Confirmation mailed
after May 22**

Food Vendor Information

Please print clearly

CONTACT PERSON:		
GROUP / BUSINESS:		
STREET ADDRESS:		
CITY:	ST:	ZIP:
MAILING ADDRESS:		
CITY:	ST:	ZIP:
FAX	Work Ph:	
Home Ph:	Cell Ph:	
E-mail:		

1. Briefly describe products you plan to sell: _____

2. Electricity is not provided. Generators must be WHISPER QUIET. Bringing a generator?

NO YES

➤ If YES, please complete: Generator Size: _____ Amps: _____

Important Information

- **Weather:** This event will not be cancelled due to inclement weather.
- **Refunds:** Only available *if a written cancellation* is received **before May 15, 2015**. All refunds deduct \$25 from the original fee. No refunds are given for (1) no shows or (2) bad weather
- **No Shows:** Booths not claimed by 10:30 AM on festival day may be reassigned.
- **Waiting List:** Space is limited, but a waiting list will be established in case of cancellations. Assignments are made on a first-come-first-served basis.
- **Confirmations:** Parking rules, maps and other logistics will be mailed after **complete** applications accepted and after May 22, 2015.

Liability Limits

The City of Brighton is not responsible or liable for any damages, theft or loss of any booth or display equipment or the contents of any booth or display.. *Please make a copy of this form for your records.*

Signature: _____ Date: _____

Print Name: _____

Vendor Booth Guidelines



City of Brighton, Events, Volunteers & Downtown Initiative Division, 22 So. 4th Ave. Rm 301,
Brighton, CO 80601 QUESTIONS? 303-655-2176

Recommendations for Happy Exhibiting

- Ask for help. Hundreds of staff will be on site all day to help you. Ask anyone wearing an "Event Staff" vest or official *Culturefest* logo shirt.
- Take care to keep valuable or breakable items out of reach of children
- Safeguard your items to prevent theft or damage
- Remember when outdoors, items get dusty or dirty
- Prepare for possibility of strong winds and unexpected rain

Safety Rules

- Traffic and pedestrian safety is of utmost concern
- Exhibitors must remain open until **5 PM** – no dismantling until this hour
- No glass bottles are allowed on site

Vendor Responsibilities

- Must provide electricity source – *indicate your plans for a generator on Application Form*
- Provide adequate trash cans and extra trash bags to handle trash (1 can provided in booth package)
- Be considerate of young Boy Scouts who volunteer to clean up. Remove and discard your own trash at roll-off area provided for this event.
- Keep all goods and equipment within the assigned 10'x10' booth space—no expansion. Vendors may rent additional space in multiples of 10 feet.
- Exhibitors may not leave booth to solicit sales or distribute information

Loading & Unloading Rules

Your designated loading area will be in your confirmation packet. You will receive the packet after your **complete** application is processed. The packet also contains a parking pass.

- Set up times: **6 AM to 10:30 AM** Saturday
- Must unload within **30** minutes
- Park in designated parking area
- Display parking pass on dashboard at all times
- **Towing** – All vehicles must be off the street or lot by **10:30 AM** to avoid towing and fines
- Must clear all vendor booth material – please leave area as you found it

Important Note: Culturefest reserves the right to place booths in most appropriate location.

CITY OF BRIGHTON

2015 One-Day Special Event Sales Tax Permit Application

Do you need to apply for a one-day special event sales tax permit?

- YES if you do not have a 2015 Brighton Sales Tax License AND plan to sell products, services, prepackaged food or charge for amusements or activities
- NO are providing free information, performances or activities

Important Information

- Fee is \$35 and includes event permit and event day sales tax
- Make checks payable to: *City of Brighton Sales Tax Permit Office*
- Include check and this **fully completed** form and return with event application to: City of Brighton Events, Volunteers & Downtown Initiative Office, 22 So. 4th Ave. Rm. 301, Brighton, CO. 80601

Indicate event by checking one box:

- Culturefest
- Festival of Lights
- Concert Series
- Other Event

1. **Business Name (dba if applicable)** _____

2. **Contact Name** _____

3. **Business Location Address** _____

City _____ **State** _____ **Zip** _____ **Phone #** _____

4. **Business Mailing Address** _____

City _____ **State** _____ **Zip** _____

5. **Telephone #** _____ **E-mail** _____

6. **Date of Event** _____

7. **Business Description (i.e. food, gifts, balloons, etc.)** _____

8. **Federal ID/Social Security #** _____ **CO State Sales Tax ID #** _____

9. **Emergency Contact Name** _____ **Phone #** _____

I declare under penalty of perjury, that the statements made herein are made in good faith pursuant to the tax laws of the City of Brighton and to the best of my knowledge are true, correct, and complete.

Signature _____ **Title** _____

DATE _____

FOR CITY USE ONLY

Date Received _____ **Receipt Number** _____ **Amount \$** _____

Permit # _____ **Date Issued** _____

Notes _____