



SUMMERFEST

June 1, 2019
10am – 5pm
Carmichael Park
Brighton, Colorado



The City of Brighton Events office would like to invite you to take part in *Summerfest* our annual outdoor festival. The event has a new location this year – Carmichael Park, 650 Southern – behind City Hall. 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 8,000 plus people, and we expect that this year’s event will be bigger and better than ever!

Summerfest - Saturday, June 1
10 AM – 5 PM
Come join in on all the fun!!!

New set up info this year:

Each exhibitor will be assigned a 12’ x 12’ space on grass, which will have a 1’ area on either side to be shared with neighboring booths for staking and tent access purposes only. Spaces are pre-assigned. Canopies or tents are the responsibility of each individual vendor. Tables and chairs are not included with your booth fee. If you wish to rent these items from us you may do so for the following additional fees: Tables \$10 each, Chairs \$1 each. Rentals **MUST** be made in advance. We cannot guarantee that extra rentals will be available on the day of the event. Exhibitors must bring their own trash receptacle for their booth. Come prepared! Colorado weather can change quickly. Come prepared to enjoy sunshine, but throw in rain covers and tie downs just in case an unexpected storm rolls through!

We look forward to working with you to make this year’s *Summerfest* 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 10, 2019.**



City of Brighton
Events, Volunteers & Downtown Initiative Division
22 So. 4th Ave Room 301
Brighton, CO 80601
events@brightonco.gov

www.brightonco.gov (click on Events)
Tune to the City of Brighton-
KBRI Cable TV Channel 8
concerts@brightonco.gov

Event Info: 303.655.2218
Volunteers: 303.655.2218
Sponsorship: 303.655.2126
Fax: 303.655.2196
downtown@brightonco.gov

Business Expo, Health Expo Safety Expo & Community/Non-Profit Expo



Deadline May 10

Mail to: City of Brighton, Events, Volunteers & Downtown Initiative Division, 22 So. 4th Ave. Room 301, Brighton, CO 80601
QUESTIONS? 303-655-2218

Who completes this form? Any for profit business or any community nonprofit with products, services or information to exhibit in one of four Expos: (1) Business (2) Health (3) Safety (4) Community/Non-Profit

- **Business Expo:** Commercial exhibitors. Includes crafters.
- **Health Expo:** Commercial and nonprofit exhibitors. Examples: hospitals, alternative health services. *Nonprofits: Attach proof of nonprofit tax status*
- **Safety Expo:** Commercial and nonprofit exhibitors. *Nonprofits: Attach letter indicating nonprofit status.*
- **Community/Non-Profit Expo:** Any non-profit organization such as churches, civic groups, clubs and schools that *do not* fall under the category of:
Food Vendor: Food vendors sell food that is not prepackaged. For more information on this definition, call 303-655-2218.

How much does it cost?

- **Vendor Fee \$150 Nonprofits \$100:** Applies to all participants.
- Additional space of 12' x 12' = \$75 Nonprofit- \$50.00
- **\$35 Temporary Sales Tax Permit:** Only applicable if you plan to sell any items and do not have a 2019 City of Brighton Sales Tax License. Fee includes one-day event permit and sales tax.

Use Checklist Before Mailing

- Complete **all** information on the next page
- Include check for Community Vendor Fee, payable to *Summerfest*
- If selling prepackaged food, products, services or charging for activities:
 1. Attach a copy of 2019 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*
- Read *General Booth Guidelines* sheet (*attached*)

- **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**
- **Confirmations mailed after May 20**

Business, Health, Safety & Community/Non-Profit Information

Please print clearly

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

1. Briefly describe your organization: _____

2. Briefly describe your exhibit plans: _____

3. Do you plan to sell prepackaged food? NO YES

4. Do you plan to sell products, prepackaged food or charge for activities?

- If YES (1) attach copy of your 2019 Brighton Sales Tax License or (2) complete the *One-Day Special Event Sales Tax Permit Application (attached)* and include \$35 check made payable to: City of Brighton Sales Tax Permit Office

5. Electricity is not provided. Generators must be whisper quiet. Bringing a generator?

NO YES

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

6. Table rental NO YES _____ Chair rentals NO YES _____

Important Information

- **Refunds:** Only available *if a written cancellation* is received **before May 10, 2019**. 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 9:30 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 May 20, 2019, after **complete** applications are accepted.

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: _____

General Booth Guidelines



City of Brighton, Events, Volunteers & Downtown Initiative Division, 22So. 4th Ave Room 301,
Brighton, CO 80601 QUESTIONS? 303-655-2218

General Booth Guidelines for City Exhibitors

Recommendations for Happy Exhibiting

- 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
- Event may be shut down due to weather conditions for safety reasons
- No glass bottles are allowed on site

Vendor Responsibilities

- Each exhibitor will be assigned a 12' x 12' space on grass, which will have a 1' area on either side to be shared with neighboring booths for staking and tent access purposes only.
- Must provide electricity source – *must indicate your plans for a generator on Application Form*
- Canopies or tents are the responsibility of each individual vendor. Tables and chairs are not included with your booth fee. If you wish to rent these items from us you may do so for the following additional fees: Tables \$10 each, Chairs \$1 each. Rentals **MUST** be made on application. We cannot guarantee that extra rentals will be available on the day of the event.
- **Provide adequate trash cans and trash bags to handle trash**
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 12'x12' booth space—no expansion
- Exhibitors may not leave booth to solicit sales or distribute information
- Come prepared! Colorado weather can change quickly. Come prepared to enjoy sunshine, but throw in rain covers and tie downs just in case an unexpected storm rolls through!

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: **7 AM to 9:30 AM** Saturday
- Park in designated parking area
- Display parking pass on dashboard at all times
- Vehicles not allowed on grass (wagons, dollies and carts accepted and encouraged)
- Must clear all and trash from area including cardboard boxes. Please leave area as you found it.

Important Note: Summerfest reserves the right to place booths in most appropriate location. Summerfest does not guarantee sales.

CITY OF BRIGHTON

2019 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 2019 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 & Initiative Division, 22 So. 4th Ave. Room 301, Brighton, CO. 80601

Indicate event by checking one box:

- Summerfest
- 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 _____