



**SUMMERFEST**  
June 6, 2020  
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 location is 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 6**  
10 AM – 5 PM  
Come join in on all the fun!!!

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 8, 2020**



City of Brighton  
Events, Volunteers & Downtown Initiative Division  
22 So. 4<sup>th</sup> Ave Rm 301  
Brighton, CO 80601  
[events@brightonco.gov](mailto:events@brightonco.gov)

[www.brightonco.gov](http://www.brightonco.gov) (click on Special Events)  
Tune to the City of Brighton-  
KBRI Cable TV Channel 8  
[concerts@brightonco.gov](mailto:concerts@brightonco.gov)

Event Info: 303.655.2218  
Volunteers: 303.655.2218  
Sponsorship: 303.655.2126  
Fax: 303.655.2196  
[downtown@brightonco.gov](mailto:downtown@brightonco.gov)

# Food Vendors

Deadline May 8



Mail to: City of Brighton, Events, Volunteers & Downtown Initiative Division, 22 So. 4<sup>th</sup> Ave. Rm 301, Brighton, CO 80601  
QUESTIONS? 303-655-2126 or 303-655-2218

**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 2020 City of Brighton Sales Tax License. Fee includes one-day event permit and sales tax.

## What other licenses are needed?

1. Must have a 2020 *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. 4<sup>th</sup> 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, 2020

## Use Checklist Before Mailing

- Complete **all** information on next page
- Include check for Food Vendor Fee, payable to *Summerfest*
- If selling prepared or prepackaged food:
  1. Attach copy of 2020 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. 4<sup>th</sup> Ave. Rm 301  
Brighton, CO 80601**

■ **Incomplete applications  
not approved**

■ **Confirmation mailed  
after May 18**

## 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 8, 2020**. 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 **complete** applications accepted and after May 18, 2020.

## 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: \_\_\_\_\_

# Food Vendor Guidelines



City of Brighton, Events, Volunteers & Downtown Initiative Division, 22 So. 4<sup>th</sup> Ave. Rm 301,  
Brighton, CO 80601                      QUESTIONS? 303-655-2126 or 303-655-2218

## 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

- Must provide electricity source – *indicate your plans for a generator on Application Form*
- Provide adequate trash cans and extra 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 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 9:30 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 **9:30 AM** to avoid towing and fines
- Must clear all vendor booth material – 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

## 2020 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 2020 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. 4<sup>th</sup> Ave. Rm. 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** \_\_\_\_\_