

FOOD VENDORS – JULY 4TH

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

Who completes this form? Any food vendor business planning to sell food or drink.

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 2019 City of Brighton Sales Tax License. Fee includes one-day event permit and sales tax.

What other licenses are needed?

1. Must have a 2019 *Colorado State Retail Food Temporary Event License* from the Tri-County Health Dept. **PLEASE CONTACT TRI COUNTY AND FILL OUT THEIR APPLICATION IMMEDIATELY!**
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, 2019

Use Checklist Before EMailing

<ul style="list-style-type: none"><input type="checkbox"/> Complete all information on next page<input type="checkbox"/> Include check for Food Vendor Fee, payable to <i>City of Brighton</i><input type="checkbox"/> If selling prepared or prepackaged food:<ol style="list-style-type: none">1. Attach copy of 2019 Brighton Sales Tax LicenseOR<ol style="list-style-type: none">2. Complete the One-Day Special Event Sales Tax Permit Application (<i>attached</i>) and include \$35 check, payable to: <i>City of Brighton Sales Tax Permit Office</i><input type="checkbox"/> Include a copy of a fully completed Tri-County Health Dept.'s <i>Application to Conduct a Temporary Retail Food Establishment Event Form</i>	<ul style="list-style-type: none">■ 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 June 25
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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 June 29, 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 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 June 29, 2019

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: _____

Basic Information

Recommendations for Happy Exhibiting

- Ask for help. Staff will be on site all day to help you
- 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 should remain open until end of event
- 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)
- Remove and discard your own trash.
- 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.

- Set up times: **12 PM to 3:00 PM**
- Must unload within **30** minutes
- Park in designated parking area
- Must clear all vendor booth material – please leave area as you found it

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

CITY OF BRIGHTON

2018 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 & Downtown Initiative Office, 22 So. 4th Ave. Rm 301. Brighton, CO. 80601

Indicate event by checking one box:

- Culturefest
- Festival of Lights
- Concert Series
- July 4th
- 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 _____