



SUMMERFEST
June 4, 2022
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 is at 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! This event is following local and state Covid 19 guidelines and subject to change accordingly.

Summerfest - Saturday, June 4
10 AM – 5 PM
Come join in on all the fun!!!

New set up info this year:

Each exhibitor will be assigned a 10’ X 10’ 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 16, 2022.**



City of Brighton
Events, Volunteers & Downtown Initiative Division
500 So. 4TH AVE 3RD FLOOR
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 16

Mail to: City of Brighton, Events, Volunteers & Downtown Initiative Division, 500 So. 4th Ave. 3rd floor,
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 10' x 10' = \$75 Nonprofit- \$50.00
- **Sales Tax Permit:** Only applicable if you plan to sell any items

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 2022 Brighton Sales Tax License
- Read *General Booth Guidelines* sheet (attached)

- **Mail all forms to:**

**City of Brighton,
Events, Volunteers &
Downtown Initiative
Division,
500 So.4thAve. 3rd Flr
Brighton, CO 80601**
- **Incomplete applications not approved**
- **Confirmations mailed after May 23**

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 2022 Brighton Sales Tax License

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 16, 2022**. 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 23, 2022, 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, 500 So. 4th Ave 3rd floor,
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 10' x 10' 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 10'x10' 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.

