

# FOL VENDOR LETTER



Dear Vendor,

The City of Brighton/ Festival of Lights Committee will host the 22<sup>nd</sup> Annual Festival of Lights Parade and Tree Lighting Ceremony on Saturday, December 9, 2017. Last year, approximately **20,000** people came out to enjoy the parade. This year, Historic Downtown Activities begin at 11am, Winter Festival activities will run from 2p.m. and as always, this electric night-time parade will start at 5:00 P.M.

**IMPORTANT NOTE:** The process for City of Brighton Special Event vendors has been greatly simplified. If you have a valid tax license, please mail a copy of the license with your vendor application. If you do not have a 2017 license, apply for the "Special Event" One-Day Permit. The fee includes the tax permit fee & covers your taxes. You will need to return this form along with your vendor registration form **NO LATER THAN November 3, 2017.**

The planning committee for this event is currently asking local businesses, organizations, other groups and vendors to participate with food, non-alcoholic beverages, crafts and other novelty booths. Fees are listed on the attached application.

If you wish to participate as a vendor, please complete the registration form and return it as soon as possible. The deadline for registration is **11/3/17**. All applications will be handled on a first come/first served basis.

NOTE: There is no fee for non-profit organizations, however, you must still complete the VENDOR Application Form, the sales tax form and comply with Tri-County Health paperwork & regulations.

**FOOD VENDORS: Must comply with Tri-County Regulations by 11-3-17, and have a Tri-County Temporary Food Event Permit attached to your Festival of Lights vendor application.**

A confirmation letter including site location and a Vendor Identification Tag for walkers will be sent out after 11/6/17. Space is limited. We encourage you to register as soon as possible. If you have any vendor questions, please call Amy at 303-655-2126.

Sincerely,

*Amy Porter* - Events, Volunteers & Downtown Initiative Division