BROOMFIELD DAYS 2014
VENDOR INFORMATION

All vendors, resident or non-resident, may submit their Broomfield Days application at any time.

Sorry, no Out of State Food vendors will be accepted.

Vendors will be accepted into the event, according to the following:

1. First priority will be given to City and County of Broomfield RESIDENT Vendors thru JUNE 30.
2. Beginning July 1 all vendors will be accepted according to the date their application form was received.
3. Past vendors will NOT be given priority for this event. All applications will be taken on a first-come, first–serve basis. Send your applications in early.
4. Due to the close and confined area of this event, we will limit the number of vendors offering the same or similar products. Unique products are encouraged.
5. You may be asked to make changes to your menu in order to be accepted.
6. You may be denied acceptance if your application is received after we have already accepted the same or similar product.

Your cancelled check is your confirmation. We will send e-mail confirmations if we have your e-mail address. A follow-up letter and map will be sent the last week of August or first week of September.

QUESTIONS?

- **Food Booths, Non-Profit organizations, Game and Activity Booths please contact Matthew Gulley at mgulley@broomfield.org , Phone 303-460-6912, Fax 303-410-3822.**
- **Arts and Crafts and Purchase for Resale Booths please contact Dana Bellomy at dbellomy@broomfield.org, Phone 303-464-5530, Fax 303-410-3807.**
- **Trade Fair please contact Jennifer Kerr at the Broomfield Chamber of Commerce - 303-466-1775 at Jennifer.Kerr@broomfieldchamber.com**

BROOMFIELD NON-PROFIT ORGANIZATIONS

Please refer to the Non-profit, Church and School documents on the Broomfield Days web page at www.broomfieldrecreation.com.

ZERO WASTE

Broomfield Days will be pursuing Zero Waste status in 2014. This will involve all participating vendors in 2014. All vendors must comply with strict requirements for all disposable products involved in their operations. Please read the information carefully and download the 2014 Zero Waste Information. Your signature on the vendor application acknowledges that you will abide by all Zero Waste guidelines and requirements. If you have questions about what this means to you and your operation, contact Carolyn Johnson at 303-460-6923 / cjohnson@broomfield.org or Tony Spease at 303-460-6932 / aspease@broomfield.org.

Broomfield Days 2014
General Information

Welcome to Broomfield Days 2014. We are glad you are considering being a part of this annual celebration. The success of this celebration depends on community support and involvement by local organizations. Broomfield Days began as an opportunity for local non-profit groups to raise funds for their organizations and Broomfield Days 2014 will follow this tradition. Please read all information carefully and contact **Dana Bellomy at 303-464-5530, fax 303-410-3807 or e-mail to dbellomy@broomfield.org or Matthew Gulley at 303-460-6912, fax 303-410-3822 or e-mail to mgulley@broomfield.org** if you have questions.

REGISTRATION INFORMATION: Broomfield Days is Saturday, September 20, 2014. The fee reserves your organization a 10'x10' space to set up your booth. (See Fee schedule on each application form) Larger spaces will cost more and must be approved. If your business uses a trailer, please contact Matthew Gulley to discuss the availability of space. Applications will be accepted until August 29 or until the event is full whichever comes first. No refunds will be issued after Sept. 12, 2014. All refunds will be subject to a $10 administrative fee. Applications can be downloaded from our web site at www.broomfieldrecreation.com.

BOOTH SPACE: Your organization is responsible for providing your own display set-up: tables, chairs, tent, supplies, etc. **We only provide space in the park.** The space you purchase for this event is 10 foot by 10 foot unless you request and pay for a larger space. Regardless of the size of your space, all of your operation must remain within the space boundaries including your tent, tent poles, tent pole ropes, cooking areas, serving areas, product storage, etc.

ELECTRICITY: Electricity is limited and will be given out first-come first-serve. Not all areas of the festival have electricity available. **Electricity is NOT available in the Arts and Craft or Purchase for Resale Vendor areas.**

GENERATORS: If you will be using a generator, it must be QUIET. If the generator is deemed too loud, you will be asked to muffle the noise, replace it with a quieter generator, shut it down, or relocate if a space is available. Please contact Matthew Gulley if you plan to use a generator.

NON-PROFIT ORGANIZATIONS: You will be considered a Non-Profit group if you have a Federal Non-Profit ID number and you will be giving 100% of your proceeds from this event to that Non-Profit organization. Please complete the **"Non-Profit Vendor Application"** form. Food vendors must complete the Health Department Temporary Event Application. Questions, contact Matthew Gulley.

ARTS AND CRAFT VENDORS: Are limited to home or hand made items. No purchase for resale items allowed. A photograph of the arts and crafts to be sold must be submitted with your application. Please label your photograph with your name. Pictures will only be returned with a self addressed envelope. Please complete the **"Arts and Crafts Vendor Application"** form. Questions, contact Dana Bellomy.

PURCHASE FOR RESALE: Purchase for resale items are permitted at Broomfield Days. This area includes small home based businesses or individuals who are selling items purchased for resale. You will be required to represent a non-profit organization, see below. (Please note, if you are a larger business with a store front please contact the Broomfield Chamber of Commerce about the Trade Fair, 303-466-1775). Please complete the **"Purchase for Resale Vendor Application"** form. Questions, contact Dana Bellomy.

PROFIT FOOD AND GAME/ACTIVITY VENDORS: For profit business or individuals who are selling food or providing a game or activity, please complete the **"Profit Vendor Application"** form. Food vendors must complete the Health Department Temporary Event Application. You will be required to represent a non-profit organization, see below. Questions, contact Matthew Gulley.

REPRESENTING A NON-PROFIT ORGANIZATION: All profit-making businesses or individuals must represent and donate a portion of their event profits to a non-profit organization. You can find listings of Non-Profit organizations on the Broomfield Days web site at www.broomfieldrecreation.com or at www.broomfield.org under "About Broomfield". Please include the name, address and phone number of the non-profit organization you will be representing on the application form. We recommend you donate 20% of your gross profits to the non-profit organization. **After the event, please send your proof of donation letter to Matthew or Dana by December 31.** Arts and Craft vendors are excluded from this requirement.

PROOF OF INSURANCE: All food vendors and vendors who provide activities that are deemed to be of risk to the participants will be required to provide proof of insurance prior to acceptance into the festival. If your activity falls into this category please download the "Insurance" form from the web site. Insurance will be required of both profit organizations as well as non-profit organizations. Contact Matthew Gulley for more information.

REGISTRATIONS WILL BE ACCEPTED IN THE FOLLOWING PRIORITY:
1st - Broomfield Non-Profit Groups and Broomfield Business or Individuals sponsoring a LOCAL non-profit organization-*THROUGH JUNE 30.*
Next - Beginning July 1 all applications will be accepted on a first come - first serve basis until the event is full. You may send your application in at anytime; however, the groups will be accepted and confirmed into the event according to the above schedule. We do not set a rain date for Broomfield Days so come prepared! **No Out of State Food vendors will be accepted.**

SPACE ASSIGNMENT and TYPE OF FOOD OR ACTIVITY: A space will be assigned to each applicant in accordance to the above priority schedule. There are no guarantees as to placement in the park and there is no guarantee you will be a one-of-a-kind booth. The Broomfield Department of Recreation Services reserves the right to deny an application with reasonable justification.

SET-UP: The festival opens at 9am and ends at 5pm. All booths must be in the park by 7:30am. Midway Boulevard will be closed to traffic at 7:30am. You may set up as early as 6am on Saturday. To make Saturday easier, you may set-up your booth on Friday, September 19, between 10am and 7pm. We do not recommend leaving merchandise over night. No electricity will be available until Saturday.

VEHICLES IN THE PARK: This festival is set up on a local park and vehicles will **NOT** be allowed to drive on to the grass. Special requests may be presented to Matthew Gulley.

SALES TAX: Any participant selling a taxable product, such s food, clothing, arts and crafts, purchase for resale items, must collect and pay sales tax. Game booths are exempt. Information about the collection and payment of sales tax can be downloaded from our web site at **www.broomfieldrecreation.com**. Questions? Please contact the Broomfield Sales Tax Office at 303-464-5811.

HEALTH DEPARTMENT: The Broomfield County Health Department's rules and regulations will be enforced. Information and application forms can be downloaded from our web site at **www.broomfieldrecreation.com**. Every organization serving food must submit their completed form by 4:30 PM on August 29, 2014. Applications received after August 29 but before 4:30 PM on September 5 will be assessed a late fee. No health department applications will be accepted after September 5 at 4:30 PM. All food vendors will be required to attend a Food Service Training held at the Paul Derda Recreation Center, 13201 Lowell Blvd. Broomfield, CO 80020. **Please contact Matthew Gulley at 303-460-6912 to reserve a space in one of the following training dates:**

Wednesday September 3 7-8 PM
Wednesday September 10 7-8 PM

Please download and read the 2014 Health Department Temporary Event Information carefully. Vendors in non-compliance with the guidelines will be asked to correct the problem or leave the premises. Questions? Call the Health Department at 720-887-2212. Vendors must complete a vendor booth application in addition to the health department application and will not be confirmed into Broomfield Days until the Health Department has approved your permit. **No Out of State Food vendors will be accepted.**

ZERO WASTE EVENT: The City & County of Broomfield is working to make Broomfield Days a more environmentally conscience festival. Our 2014 Zero Waste efforts will require all vendors to be actively involved. **Food vendors must distribute ONLY recyclable and/or compostable products for their operation including all tableware and utensils.** We encourage all food vendors to look into offering "finger foods" that do not need containers and utensils to help reduce the cost of doing business at this event. All vendors are asked to use post-consumer recycled paper and products for flyers and brochures that are being distributed. Please use recyclable and biodegradable goodie bags instead of plastic. Questions, contact Carolyn Johnson, 303-460-6923, **cjohnson@broomfield.org** or Tony Spease, **aspease@broomfield.org**, 303-460-6932. **Remember to download the 2014 Zero Waste Information at www.broomfieldrecreation.com.**

BROOMFIELD DAYS PROGRAM GUIDE: The Broomfield Enterprise will be publishing the Broomfield Days Program Guide. Any organization involved in this event may submit information to be included in the guide. Please provide all information relevant to your group or event including: day, time, place, age requirements and any background you wish to provide. We encourage you to include photos with your information. Please provide a contact person and phone number that we can call with questions. Mail your information to: Dana Cabot, 280 Lamar Street Broomfield CO 80020, Fax to 303-410-3807. **The deadline for all information is August 15 at 12:00pm.**

FOLLOW-UP LETTER: Those registered by August 29 will receive a follow-up letter, which will include all the additional information you will need to know. If you do not receive this information by September 8, please call Dana or Matthew.

QUESTIONS:

DANA BELLOMY 303-464-5530, FAX 303-410-3807, dbellomy@broomfield.org.
MATTHEW GULLEY 303-460-6912, FAX 303-410-3822, mgulley@broomfield.org.

DID YOU REMEMBER TO….

- **DOWNLOAD AND READ ALL VENDOR INFORMATION**
- **DOWNLOAD 2014 ZERO WASTE INFORMATION & AGREEMENT**
- **DOWNLOAD INSURANCE INFORMATION**
- **SEND VENDOR APPLICATION AND PAYMENT**
- **DOWNLOAD HEALTH DEPARTMENT INFORMATION AND FORMS**
- **SEND HEALTH DEPARTMENT FORM AND PAYMENT**
- **DOWNLOAD AND READ SALES TAX INFORMATION**