

**City of Florence Fourth of July Festival and Water Parade
Craft Fair Application
Florence, Colorado
July 4-6, 2019**

Business name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip _____

Best Contact Phone: _____ Other Phone: _____

Email: _____

DESIGNATE WHICH DAY(S) YOU WILL ATTENDING _____

I am a handcrafted only vendor I am a commercial/business vendor

I am offering information only

Please list and describe in detail your products to be sold:

Booth Fees are \$25 per day for a 10x10 space. There are 75 spaces available.

Booth Fees with electricity are available at \$30 per day; spaces limited; first come first serve. 15 spaces available you NEED TO PROVIDE YOUR OWN ELECTRICAL CORD (approximately 100ft)

All nonprofit organizations are required to provide nonprofit status letter.

Will you be using a generator? Yes _____ No _____

Colorado Sales Tax License Use # _____

Return the following items with your completed application:

- Signed Hold Harmless Waiver with Good Faith Pledge
- Acknowledgment of receipt and reading of Fire and Health Regulations
- All checks shall be made payable to the City of Florence Fourth of July Festival .

Please send completed forms and appropriate payment by mail to:

City of Florence

**ATTENTION: Fourth of July Committee
600 West 3rd Street
Florence, CO 81226**

Hold Harmless Waiver with Pledge of Good Faith

I/we have read the participation guidelines for the City of Florence Fourth of July Festival and Water Parade. I/we agree to abide by all of these guidelines. I/we agree to hold the City of Florence and their representatives, all Craft Fair participants and Food Vendors harmless for any claims, loss or damage, of any nature whatsoever, arising from this agreement for vendor's use of the premises during the event(s) on July 4-6, 2019.

I hereby release the City of Florence, any employees and/or volunteers of the above mentioned organizations and assume all responsibilities associated with the July 4-6, 2019 committee reserves the right to ask any vendor who does not comply with stated guidelines or causes undue disruption to leave the event at anytime without refund of fees or deposits.

Signature Date

Vendor's Name - Please Print Clearly

Vendor's Signature

Business Name:

**The City of Florence
Fourth of July Festival and Water Parade Committee
600 West 3rd Street
Florence, Colorado 81226**

**Participation Guidelines associated with
any and all involvement in the
City of Florence Fourth of July Festival and Water Parade
on July 4-6, 2019**

APPLICATION DEADLINE :

Applications must be received by June 7, 2019. If your application is received between June 10 and June 15, 2019 you will be assessed a \$15.00 late fee . There will be no refunds after June 7, 2019.

In order to claim a not for profit status you must provide a copy of your official non-profit designation .

All applications must be completed and returned by the deadline along with the signed Hold Harmless Waiver with Pledge of Good Faith , a copy of Colorado Sales License, signed Fire Department and Health Department regulations (if applicable), and the appropriate checks Attached.

It is at the complete discretion of the City of Florence's Fourth of July Festival and Water Parade Committee's to accept or reject any applicant.

BOOTHS :

The booth spaces are 10' x 10'. You have the option of purchasing more than one space if you require more room to display your wares; however, these booths are set side by side only.

Booth fees are \$25 per day per 10x10 space.

A minimal number of spaces do provided electrical services; however they are on a first come first serve basis and require an addition fee of \$5.00. **YOU MUST ALSO PROVIDE YOUR OWN ELECTRICAL CORDS.**

If you have not heard from us by June 21, 2019 and you are unsure of your acceptance, please call The City of Florence at 719-784-4848.

As this is an outdoor event we strongly recommend that you make allowances for all types of weather. You will need to have weights for your tents and displays as wind is always an issue. We provide the space only; you must provide the materials and the personnel that you require for your booth.

NO REFUNDS will be possible after June 7, 2019.

NO REFUNDS will be issued due to acts of nature.

SET UP TIMES :

Set up will begin at 6 am on the morning of your participation in our event. All booths must be open one hour prior to the event for Fire Inspection. This is an outdoor event please be prepared for all types of weather! Please ensure you have weights for your tent and display racks.

You will not be able to set up after these times due to safety issues within the craft zone areas. Exceptions may be made in cases of emergency.

HOURS OF OPERATION :

All booths must be open for business 9:00 am until 5:00 pm.

All vendors have the option of longer hours with permission from the committee.

There will be a fence in place around the park. Please come prepared to move your wares around the fence as it will not be taken down. Thank you.

BOOTH SECURITY :

The festival is not responsible for loss or damage. You should ensure that your wares are secured at all times. Because this is an outdoor event please ensure you have precautions in place for wind, rain, heat etc. Booths can be left set up overnight as there will be patrols on a regular basis. However, make sure your wares are secured and that your canopy(s) have been lowered over your merchandise.

RETURN CHECK POLICY :

The City of Florence and the Fourth of July Festival and Water Parade Committee reserves the right to reject any applicant for a returned check. A \$25.00 fee will be charged for each returned check and you will not be allowed to participate at any future City of Florence events.

FIRE DEPARTMENT REGULATIONS :

FIRE DEPARTMENT RULES AND REGULATION ARE ATTACHED TO THIS EMAIL. YOU WILL BE REQUIRED TO SIGN AN ACKNOWLEDGMENT OF RECEIPT AND READING OF THESE REGULATIONS.

NOTIFICATION OF ACCEPTANCE :

Vendor notifications of acceptance will be sent VIA EMAIL as soon as your completed application including all documentation and payment have been processed. Again, you will receive your acceptance notification via email, so please make sure your email address is legible, if you do not have an email please ensure that we have a legible phone number and addressed envelope for your confirmation letter. You will receive additional information and booth location assignment in mid-June also via email. If you do not have an email address please submit an addressed envelope for return notifications .

If you have not heard from us by June 21, 2019, PLEASE CONTACT US TO VERIFY ACCEPTANCE .

PARKING :

You may park around Pioneer Park providing you are not blocking residents, parking on sidewalks is prohibited! You cannot park on the grass or the park walkways unless designated by committee placement! You will need ground guides to assist within the parking areas. There will be a fence in place around the park; please come prepared to bring your wares in around the fencing.