

**City of Florence**  
**Fourth of July Festival and Water Parade**  
**Food Vendor Application**  
**July 4-6, 2019**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip Code \_\_\_\_\_

Best Contact Phone# \_\_\_\_\_ Other Contact# \_\_\_\_\_

Email: \_\_\_\_\_

Trailer Size \_\_\_\_\_ Side serving from \_\_\_\_\_

Please list and describe your products to be sold or attach your menu:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Booth space desired :

\$35 per space per day for Craft Fair Food Vendors  
at Pioneer Park without Electrical hookups

\$40 per space per day for Craft Fair Food Vendors  
at Pioneer Park with Electrical hookups

Will you be using a generator? \_\_\_\_\_

Colorado Sales Tax License Use #: \_\_\_\_\_

Return the following items with your completed application:

- Check for Booth Fee
- Hold Harmless Waiver with Good Faith Pledge
- Certificate of Insurance with correct insured's listed
- Colorado Health License
- 501 C 3 Documentation
- Acknowledge of Receipt and Reading of Health and Fire Departments
- Regulations.

## 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, event(s). The City of Florence Fourth of July Festival and Water Parade committee reserves the right to ask any vendor who does not comply with stated guidelines or causes undue disruption to leave the event at any time without refund of fees or deposits .

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Signature Date

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Vendor's Name - Please Print Clearly

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Vendor's Signature

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Business Name-Please Print Clearly

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

PLEASE KEEP THE FOLLOWING FOR YOUR RECORDS.

- ALL spaces will be on a first come first serve basis and are limited to 10 Food Vendors .
- Festival dates are of July 4-6, 2019
- Make each check payable to: The City of Florence
- YOU MUST contact the Fremont County Environmental Health Services immediately to allow for required documentation.

**Attention: Fremont County Health Department  
615 Macon, Room 212  
Canon City, CO 81212  
(719) 276-7460**

- Mail your application, vendor fee, copies of State Tax License, Florence Tax License (if applicable), 501 C 3 Documentation, Health License, and Insurance to:

**City of Florence  
Attention: 4th of July Festival Food Vendor  
600 W 3rd St  
Florence, CO 81226**

**NOTE:**

Space fee becomes non-refundable June 7, 2019 NO EXCEPTIONS!!!!  
Things that are a Must: NO EXCEPTIONS!

- Report size of your units.
- Report the side with which you will be serving
- Your up to date Health License and Insurance information must be presented with your application.
- Set up no later than 6 a.m.
- Do read and observe the standards for food service for outdoor events.
- “Be sure to have the correct type of fire extinguisher on sight ”

--(The Fire Marshall will check ALL vendors)

NOT ACCEPTABLE :

- Blocking the streets, alley ways, crosswalks and sidewalks
- Pouring any type of hot oils, trash etc on the ground at any time
- Leaving your trash behind for others to dispose of.
- Disrespecting Event Personnel or other vendors
- Hocking your wares up and down the street without special written permission from the committee!

A) **Deadline** for receipt of ALL paperwork requirements and fees is June 7, 2019.

B) **All** parties vending must comply with the rules and regulations set forth by the City of Florence and the Festival committee. This includes

sidewalk vending or in store fronts. Businesses that bring items normally sold inside their store onto the street or sidewalk must also comply with the Festival rules and regulations.

**Exceptions to this rule:** Current Main Street businesses vending inside their store.

C) **All** vendors will be assessed the following fees for the right to vend over the Festival weekend :

- This is a multiple day event at Pioneer Park
- \$35.00 per space per day for Fair Food Vendors using a Generator
- \$40.00 per space per day for Fair Food Vendor space with electrical hookups

D)\*\* **Approved Nonprofit organizations in Fremont County are exempt from purchasing a health license, however, they must meet all health requirements for the State of Colorado unless they are only selling prepackaged candy, pop, etc.\*\***

You must still contact the health department at:

**Attention: Fremont County Health Department  
615 Macon, Room 212  
Canon City, CO 81212  
(719) 276-7460**

E) **WITHOUT EXCEPTION**-- All parties vending are required to present a certificate of insurance with the limitations of \$100,000 and \$300,000 liability with your application, you must name the following entities as:

**additional insured:  
The City of Florence  
and**

**The City of Florence Fourth of July Festival and Water Parade**

\*\* If the exact verbiage for the above entities DOES NOT appear on your certificate, you WILL NOT be permitted to vend!\*\* Contact your insurance agent today as this can be a lengthy process!!!!

F) **All** vendors that are selling food products, including candy of any sort, will be required to contact the Fremont County Department of Health, purchase a health license and comply with all Health Department requirements. (A copy of your health license MUST be received by the Festival Committee when you turn in your application.

G) **ALL** vendors are required to be set up no later than 8:00 a.m. for inspections by the County Health Inspector and the Florence Fire Marshall.

Be sure that you have the appropriate type of fire extinguisher for your booth— Fire Department regulations are attached to this email. Please review thoroughly for complete compliance.

H) During the annual celebration, control of all vending has been given to

the City of Florence and the Festival Committee. All rules and regulations have been instituted to be adhered to by all participants for the safety of all concerned. Those who do not follow the rules and regulations will be asked to leave. All rules will be enforced by the Florence Police Department, Fremont County Environmental Health Services and the Florence Fire Department.

I) **Return Check Policy** : The Florence Fourth of July Festival and Water Parade Committee reserve the right to reject any applicant for a returned check. A \$25.00 fee will be charged for each returned check. A return check issue will ensure that you will no longer be allowed to participate in any other event.

J) **Pioneer Park** :

1 . Vendor load-in will be available starting at 6 am on the day you will be participating. Make sure your application clearly shows your participation dates, trailer size and which side you serve from . You must be set up one(1) hour prior to our start time for inspections.

2 . **Parking** : Only your food cart/trailer will be allowed to stay parked in the park unless otherwise permitted by the committee. You must detach your vehicles from your trailer and move your vehicle to the parking lot. Your booth, trailer or vehicles must never block the street, alley ways, sidewalks or the crosswalks! Failure to comply may cause the Florence Police Department to issue you a ticket!

3 . **Booths**: Must be covered and able to withstand wind and rain. Booths may be left up overnight as there will be overnight security; however, any and all merchandise should be secured at all times. The Festival is not responsible for loss or damage. Please ensure that your display racks and tent are weighted down. Please ensure that you have water, tents, weights etc as we are in Colorado and the weather will change quickly.