



Fall Fest Vendor Application

Saturday, October 5, 2024

Veteran's Memorial Park / Eagle Pointe Recreation Center

10:00 AM – 4:00 PM

Vendor Information

Fall Fest is Saturday, October 5, 2024. Application processes and rules are as follows. All vendors, resident or nonresident, may submit their application beginning March 1, 2024.

- Vendors will be accepted based on the following
 - Priority will be given to Commerce City residents
 - All applications will be taken on a first-come, first served basis
 - Vendors offering the same or similar products will be limited

Set-Up/Break Down

Rain or shine the event will go on. Fall Fest opens at 10am and ends at 4pm. All vendors must be on site by 8:30 am. You may begin set up as early as 7am. Break down does not occur until 4 pm. Vendors are not permitted to break down early.

Booth Space

The booth space fees reserves a 10'x10' space inside the gym. Your organization is responsible for providing your own display set-up; 1 6' table and two chairs are provided.

Applications will be accepted until September 1 or until the event is full, whichever comes first. This application is not a guarantee of acceptance. All applicants will receive confirmation if their application has been accepted. There are no guarantees as to placement within the gym. The City of Commerce City reserves the right to deny an application with reasonable justification.

Vendor Types

Food Vendor – All outdoor food trucks.

Non-Profit Vendor – You will be considered a non-profit group if you have a federal non-profit ID number.

Arts & Crafts Vendor – Arts and crafts vendors are limited to home or handmade items.

Purchase for Resale Vendor – This includes small home based businesses or individuals who are selling items purchased for resale.

Community Outreach Vendor – This includes any city department doing outreach

Health Department Info

All food vendors will be required to get a health inspection and fire inspection prior to the event. The inspection must be dated within 2024.

Electricity

Electricity is not available for vendors.

Generators

Generators are only permitted for outdoor activities.

Proof of Insurance

All vendors who provide activities or food are required to provide proof of insurance prior to the event. Please submit a copy of your certificate of insurance naming City of Commerce City as an additionally insured.

Sales Tax

Any participant selling a taxable product, such as food, clothing, arts and crafts, and purchase for resale must collect and pay sales tax.

Business License

All participants will require a Business License.

In City Business - <https://comc.csqcloud.com/community-etrait/>

Outside City Business - <https://commerceciv.munirevs.com/>

Food Trucks - <https://comc.csqcloud.com/community-etrait/>

Additional Questions?

Sales Tax	Email: jjosifek@c3gov.com	Phone: 303-289-3607
Special Events	Email: prgevents@c3gov.com	
Business License	Email: yadosal@c3gov.com	Phone: 303-289-3639

Fall Fest Vendor Application

Contact Name: _____ Phone: _____

Birth Date: _____

Company: _____ E-mail: _____

Address: _____

Type of Vendor: _____

List all items to be sold: _____

Website URL: _____

Number of Spaces:

Resident Vendor: _____ x \$100

Non-Resident Vendor: _____ x \$125

Non-Profit Vendor: _____ x \$50

*All Vendor Spaces are subject to a 4% tax fee. If your organization is tax-exempt, please attach your Certificate of Tax-Exempt Status.

Total Amount Due: _____

Payment:

Make check payments payable to City of Commerce City of Commerce City

Mail or Drop off: 6060 Parkway Dr. Commerce City CO 80022 c/o Elia Ramirez

For credit card payments, please contact Elia Ramirez at 303-289-3789

*Attach a copy of your 2024 Commerce City Business License and Tax-Exempt Certificate if applicable

Release:

As a participant in Fall Fest, I fully understand and agree to the following: I recognize and acknowledge that I assume full risk of any injuries, property damage or loss which I may sustain as a result of my participating in any and all activities connected with or associated with my participation in the event. Further, I understand I store my products during the event at my own risk.

I agree to waive and relinquish all claims I may have against the City of Commerce City as a result of my participation in the event and that I share my products and services at my own risk.

Contractor expressly agrees to indemnify and hold harmless the City of Commerce City or any of it's officers, employees, elected official or insurance carries from any and all claims, damages, liability or court awards, including costs of attorney fees, that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership or corporation, in connection with or arising out of any omission or act of commission by contractor or any of its employees or agents in performing work pursuant to this agreement or arising out of connected with, or in any way associated with the activities of the event.

I agree that all demonstrations and exhibits may be photographed for publicity purposes. I agree to abide by all rules set forth in this agreement.

Printed Name

Signature

Date

