

The RIDE Festival 2017 Vendor Info Letter

Welcome to the sixth annual RIDE Festival and thank you for your interest in being a vendor!! Thank you for reading through this vendor info letter before completing your application and mailing it to us.

We welcome vendors who provide quality handmade or unique, creative products preferably made by artisans and crafts-persons. We encourage food vendors to provide healthful fare, and we will select an array of vendors so as not to duplicate types of food or merchandise sold. If you participated as a vendor last year, we cannot guarantee a spot for you this year, so please apply with our suggestions in mind. We are anticipating a crowd of 8,000 attendees each day.

The deadline for vendor applications to be postmarked is February 15, 2017. Vendors will be notified of acceptance on a rolling basis. Upon acceptance, vendors will be given one week from the acceptance date to agree to or deny the offer.

Be sure to make a copy of your application for your records. If you have questions, please email Rasta Stevie Smith at RASTASTEIVIE@YAHOO.COM.

BOOTH REQUIREMENTS

The community of vendors at The RIDE Festival contributes to the overall atmosphere of the festival therefore we will determine selection and placement of vendors in a manner conducive to the attendee's experience. When planning, please consider the following:

- You may arrive to set up your booth starting Thursday, July 6, 2017 at 8:00 a.m. Booths must be completely set up for inspection by 5:00p.m. Friday, July 7, 2017. No exceptions.
- Booths, including all wires, ballasts, poles, etc., must be single story and no larger than 10' wide entrance x 20' deep with a solid roof and four closing sides. Vendors are expected to cover the front of their booths each night. Weather may bring wind, rain, snow, and more, so please prepare your tent for all possible mountain weather. Booths larger than 10' x 20' must be approved by vendor coordinator. Please include special requests, with written plans, in your application.
- Booths resembling "tarps on sticks" are not allowed.
- Prep areas are provided behind each booth and vary in size depending on location. Let us know of any special prep area requests.
- You are responsible for supervising your booth during ALL festival hours. Saturday 10:00 a.m. to 10:30 p.m. and Sunday 10:00 a.m. to 10:30 p.m. Departing early is not permitted.
- Cleanliness and Safety: **Each booth is required to maintain and keep a five-pound fire extinguisher with a valid inspection tag and have tie-downs for all propane tanks (approved by Telluride Fire Dept.)** Food and beverage booths must comply with state (visit Colorado Dept of Public Health and Environment for more info) and county (Chris Smith 970.369.5442 or chriiss@sanmiguelcounty.org) food handling regulations. The cleanliness of your booth is a direct reflection on the festival, so please pay close attention to your booth's appearance.
- Limited freezer and refrigeration space are provided. Twenty and 6 pound bags of ice will be available for purchase behind the beer booth for \$6 or \$3/bag respectively (price may vary).

- All food vendors must provide wood flooring for their booths per county regulations. Craft and retail vendors may use wood flooring, rugs, or carpet.
- Food concessionaires and their employees shall attend a meeting, prior to the start of the festival, with the San Miguel County Environmental Health Department for education regarding safe food handling procedures.
- Vendors may only sell food/beverages and merchandise listed on their application. **Bottled water may not be sold.** Filtered water will be available at the water station.
- Please respect trademark and patent laws. The music industry is very aware of these regulations. For more information, please visit www.uspto.gov.
- Vendors are accountable for setting up, furnishing, maintaining, lighting, and breaking down their respective booths. All food, merchandise, trash, compostables, recyclables, wooden flooring, wooden pallets, furnishings, lighting, and all other equipment must be removed from the area by 5:00 p.m., Monday, July 10, 2017. Vendor locations will be inspected for cleanliness upon departure. Your booth area should be as clean or cleaner than when you arrived including removal of all micro-trash in your booth area. Removal/cleaning fees will be assessed and deducted from deposits if booth locations are not thoroughly cleaned.

ELECTRICAL REQUIREMENTS

- Vendors are required to supply their own lighting. All naked light bulbs must be screened with UL approved fixtures.
- One 20 AMP circuit will be provided per booth. If your food booth demands a 220 volt circuit, be certain to bring a voltage converter. If you require more electrical capacity, please specify your electrical needs in detail on your application and contact Sean Fernandez at 970-729-4013. There may be additional charges.
- Craft/retail booths will be limited to one 20 AMP circuit.
- Electrical equipment and electrical conducting equipment such as power strips, multi-outlet taps, extension cords, grills, steam tables, and lighting **MUST BE GROUNDED AND RATED FOR OUTDOOR USE**. Extension cords should be at minimum 50 feet long and preferably 100 feet long and must be 14/3 AWG or greater. Additionally, electrical tape wrapped around each electrical connection is required to minimize short circuits.
- Should electrical capacity be exceeded or repairs be required by an electrician, you will be billed directly.

SIGNAGE REQUIREMENTS

- Each vendor must provide and affix an appealing sign on their booth, preferably a banner or flag that can withstand all types of weather.
- Electric signage is not permitted including neon or flashing lights.

GREEN REQUIREMENTS

- The RIDE Festival supports green living and encourages vendors to do so. **Everything that a vendor passes to a customer must be compostable** including straws, utensils, plates, cups, lids, food containers, condiment packets, etc.
- Prohibited products include Styrofoam, bleached paper products, aluminum foil, hard plastic, glass, and carry-in alcohol on festival grounds. There is a plastic bag ban in effect as well, so if you will need to shop in Telluride or Mountain Village, be sure to bring your own bag.
- Although glass containers are prohibited for consumers, we understand that food vendors cannot completely avoid bringing glass containers to festival grounds. When transporting glass into, and out of the festival, please package in a safe manner. The festival grounds are located on Town Park lands, so every precaution must be taken to safely dispose of glass. Broken glass on festival fields, during or after the festival, creates a major safety concern. Please minimize use of glass and dispose of glass in the safest way possible. You are responsible for removing any micro-glass should breakage occur.
- CRT (compost, recycle, trash) Bins are provided by The RIDE and will be easily accessible in the vendor area. You will need to provide CRT containers in your vending area and then transfer to the larger bins on festival grounds as needed. Any vendor dumping waste on the ground will be shut down immediately for the remainder of the festival.
- Telluride Municipal Code Section 13-1-30 states that, "No person shall permit non-acceptable (fat, oil, grease (FOG)) wastes to enter, directly or indirectly, into the sewage works." All vendors are required to dispose of FOGs at the FOG recycle station located behind the vendor booths. Please familiarize yourself with this process.
<http://earth911.com/recycling/household/cooking-oil/>
<http://www.sanmiguelcountyco.gov/documentcenter/view/109>

VENDOR FEES

- Food and Beverage Vending Fee \$1,250, Craft and Retail Vending Fee \$900
- Included in booth fees are:
 - **Two non-transferable weekend festival passes-** A limited number of additional passes for vendor employees are available. If you need to purchase additional weekend passes for employees, please make note in your application or contact Vendor Coordinator, Rasta Stevie.
 - **One vendor vehicle pass-** This pass allows the vendor site-access to unload and load supplies all day Thursday, Friday and/or Saturday until 8:00 a.m. Once your booth is set up, you must park your car in the vendor area until the festival is over on Sunday night after the last act. Vehicle re-entry is not permitted once the festival has begun.
 - **On-site primitive vendor camping-** Each vendor booth is allowed two camping spaces.
 - **Children under the age of 15 are free** when accompanied by an adult. Children must wear a weekend wristband, available at the box office. Children may enter the vendor area only through the front of your booth. Children are not granted access through other vendor entrances.
- A refundable deposit of \$300 is required with this application to cover any unexpected costs due to damages or lack of cleanliness or costs that accrue from unpaid ice purchases and/or sales taxes to The RIDE Festival. The deposit or balance thereof will be mailed to you after the booth space has been vacated, inspected, and sales taxes have been reported and paid to The RIDE Festival staff. All vendors must submit a "Sales Tax Reconciliation Form" and sales taxes (CHECK ONLY, made out to The RIDE Festival) to the Vendor Coordinator prior to departure.

VENDOR INSURANCE

- Vendors must provide a current Certificate of Liability naming Telluride Productions LLC as additional insured for the dates of the The RIDE Festival, July 6 through 10, 2017 for a minimum of two million dollars (\$2,000,000) aggregate/one million (\$1,000,000) per occurrence. Upon acceptance as a vendor, a copy of this certificate must be provided to the Vendor Coordinator.
- Lost or stolen merchandise or equipment is the responsibility of the vendor.
- Vendors accept responsibility, liability, and costs for any damage to booth, employees, customers, The RIDE Festival, and Telluride Town Parks.

VENDOR SALES TAX

- All merchandise, food and beverages sold by vendors at The RIDE Festival must include sales tax.
- **Food and beverage vendors are required to pay 10.4% sales tax** on gross sales, broken out as 4.5% to the Town of Telluride, 2.0% Telluride Excise Tax, and 3.9% to the State of Colorado.
- **Craft and retail vendors are required to pay 8.4% sales tax** on gross sales, broken out as 4.5% to the Town of Telluride and 3.9% to the State of Colorado.
- All vendors must report gross sales to The RIDE Festival. Sales taxes are to be paid by CHECK ONLY directly to The RIDE Festival and are due prior to your departure. **Please make checks payable to The RIDE Festival.** If you have a local sales tax license, you may remit your taxes directly to the state. No cash payments accepted.
- All merchants must complete and remit **"The RIDE Festival Sales Tax Reconciliation Form"**. See page 9 of this application.

TELLURIDE AREA LODGING AND CAMPING

- For hotels, condos or homes, please visit the following websites for pricing and availability:
 - Telluride Rentals, www.telluride-rentals.com, 800.970.7541
 - Hotel Telluride, www.thehoteltelluride.com, 866.468.3501
 - Telluride Lodging, www.telluridelodging.com, 888.893.0158
 - Ice House Lodge, www.icehouselodge.com, 800.544.3436
- For area campgrounds, please visit the following websites for pricing and availability:
 - Cayton Campground, www.recreation.gov, 877.444.6777
 - Matterhorn Campground, www.recreation.gov, 877.444.6777
 - Miramonte Reservoir, www.cpw.state.co.us, 970.252.6000 (Montrose)
 - McPhee Reservoir, www.recreation.gov, 877-444-6777
 - Ridgway Reservoir, www.cpw.state.co.us, 970.252.6000 (Montrose)
 - Sunshine Campground, www.recreation.gov, 877.444.6777
 - Woods Lake Campground, www.recreation.gov, 877.444.6777

VENDOR CHECKLIST: * Applications will not be considered unless these items are included.

* **Fill out the attached Vendor Application, Agreement Form & Additional Vendor Weekend Passes Worksheet (pages 6, 7 & 8)**

* **Two Checks made payable to The RIDE Festival:**

- a. **Deposit \$300 (Will not be cashed unless unexpected costs are incurred.)**
- b. **Vendor Fee:**
 - i. **Food and Beverage \$1,250**
 - ii. **Craft and Retail \$900**

Copy of Certificate of Liability (see page 4) Must be received within four weeks of acceptance

Written description of additional electrical or space needs or other special requests

Detailed product descriptions and pricing and website address to view product

Beer, wine, and alcohol are sold at The RIDE Festival by special interest groups only. Food vendors may sell non-alcoholic beverages only. Please list proposed beverages on application. Bottled water is not permitted.

Product Samples (not required but helpful)

Mail application to the address below. Do not email or fax applications.

Vendor Applications
The RIDE Festival
c/o Rasta Stevie Smith
1962 County Road 204
Durango, CO 81301

If your application is accepted, we will call and/or email you then deposit your vendor check. Additional information will be emailed to you upon acceptance, including placement of your booth.

If your application is denied, we will call or email you and your check will be returned promptly.

Thank you for your interest in joining The RIDE Festival community! We appreciate your energy and creativity as a vendor!!

The RIDE 2017 Vendor Application Form

Booth Name _____

Booth Type (Circle One) Food/Beverage Craft/Retail

Contact Person _____

Mailing Address _____

Physical Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Mobile Phone _____

Fax _____ E-Mail _____

Website _____

Colorado Sales Tax ID# _____

I have been a vendor at The RIDE Festival in prior years. (Circle One) Yes No

Will you require Vendor Primitive Camping? (Circle One) Yes No (Limit 2 per Vendor Booth)

Describe in detail all food, beverage, and merchandise with pricing. (Attach an extra sheet if needed.)

Describe any additional electrical/space needs or special requests. (Attach an extra sheet if needed.)

The Ride 2017 Vendor Agreement

Upon acceptance of this application, I agree to the following:

1. To read, understand, and follow the attached criteria.
2. Vendor agrees to comply with all federal, state, county, and city laws.
3. Vendor agrees to supervise his/her booth during all festival hours.
4. Vendor agrees to sell only what is listed in this contract.
5. Food vendors will obtain approval from the San Miguel County Health Officer for all food handling procedures and deliver a written approval to the Festival by 5:00 p.m., Friday, June 23, 2017.
6. Vendor agrees to anticipate sales and have sufficient quantities of product on hand in order to not sell out. Please call as the Festival date draws closer for anticipated attendance. Vendors must have booths set up by 5:00 p.m. on Friday, July 7, 2017. Vendors must remove booths by 5:00p.m., Monday, July 10, 2017.
7. Craft and retail vendors agree to pay, by check, 8.4% sales tax on gross sales before departing or no later than 5:00p.m., Monday, July 10, 2017. **Checks to be made out to The RIDE Festival.**
8. Food and beverage vendors agree to pay, by check, 10.4% sales tax on gross sales before departing or no later than 5:00p.m., Monday, July 10, 2017. **Checks to be made out to The RIDE Festival.**
9. Any lack of courtesy, good will, and respect toward attendees or staff could result in termination of this agreement, loss of your deposit, and eviction from The RIDE Festival.
10. That this application, if accepted, will serve as a contract and any legal fees incurred by anyone because of this contract will be paid for by the losing party.
11. I hereby understand that Telluride Productions LLC nor any of its officers, agents or employees shall be held liable for any claims seeking damages for personal injury or property damage that may arise out of your participation as a vendor for The RIDE Festival. I also hereby agree to indemnify Telluride Productions LLC, its officers, agents, employees, and the Town of Telluride, harmless on account of such claims.

Please print your booth name, your name, sign, and date below.

Booth Name _____ Date _____

Name _____

Printed Name

Signature

ADDITIONAL VENDOR WEEKEND PASSES

We anticipate 8,000 attendees/day. Please consider your staffing needs and submit this request for additional anticipated vendor passes with your application. Keep in mind that with your application fee, craft and food vendors will receive TWO COMPLIMENTARY VENDOR WEEKEND PASSES.

Additional Vendor Weekend Passes must be paid for prior to the start of the festival.

Please complete this form and mail it along with your vendor application. Thank you!

_____ **# of additional anticipated Weekend Passes**



2017 RIDE FESTIVAL SALES TAX RECONCILIATION FORM

(Complete and remit to Vendor Coordinator prior to departing from The RIDE Festival.)

VENDOR BOOTH NAME _____

CHOOSE ONE:

FOOD VENDOR 10.4%

RETAIL VENDOR 8.4%

GROSS SALES _____

NET SALES _____

SALES TAX _____

PRINT NAME _____

SIGNATURE _____ **DATE** _____

CHECK NUMBER _____ **CHECK AMOUNT** _____

NAME & ADDRESS ON CHECK _____

BACKING OUT SALE TAX

If you are charging customers a total price for goods or services without calculating sales tax separately, you must back out the sales tax to determine both the price you charged for the sale and the amount of sales tax you must remit. If you have included the sales tax in the price of sold goods, your price and profit margin will be based on the sales price less the sales tax giving you your net.

BACKING OUT TOT TAXES: MERCHANDISE 8.4%

1. START WITH GROSS SALES AMOUNT
2. DIVIDE BY 1.084
3. THIS NUMBER IS YOUR NET
4. SUBTRACT YOUR NET FROM YOUR GROSS TO DETERMINE THE MERCHANDISE TAX AMOUNT.

BACKING OUT TOT TAXES: FOOD & DRINKS 10.4%

1. START WITH GROSS SALES AMOUNT
2. DIVIDE BY 1.104
3. THIS NUMBER IS YOUR NET
5. SUBTRACT YOUR NET FROM YOUR GROSS TO DETERMINE THE FOOD & DRINKS TAX AMOUNT.

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