



4th OF JULY DOWNTOWN

2008 Vendor Booth Terms & Conditions

The 4th of July will be returning to Downtown Fort Collins on Friday, July 4, 2008. Hosted in historic downtown Fort Collins, the festival committee invites you to be a part of this patriotic and community celebration. Here's to America!

EVENT DETAILS and FEES

- Event Date: Friday, July 4, 2008 Event Times: 11:00 am– 6:00 pm
- The business booth fee is \$150 / \$50 for non-profit/arts & crafts booths. All spaces are a 10'x10' booth space.
- You must include festival booth space payment with your application.
Make checks payable to: Downtown Business Association.
- **The 4th of July booth space application deadline is Friday, May 30, 2008.**
- All booths are required to provide a game/activity for families or children. (If you need help coming up with an activity please contact us.)
- No refunds will be given after June 9, 2008 ...sorry, no exceptions. (This policy also includes event cancellation due to rain, inclement weather and other acts of God)
- Acceptance/Confirmation letters will go out by June 9, 2008

MANDATORY EVENT HOURS & SETUP

All 4th of July booths are located in Civic Center Park and must be in operation from 11:00 am to 6:00 pm on event day. Failure to comply may result in application denial for future years. Set-up is from 7:00 am-10:00 am. Festival booths must be set up and ready by 10:30 a.m. on July 4. Failure to adhere to set up times may result in a forfeit of booth space. Exhibitors should bring their own carts, hand trucks, loading equipment, and personnel to assist with set up and breakdown.

SPACE ASSIGNMENTS

Applications are considered on a first come, first served basis. The festival committee reserves the right to make the final decision on acceptability of an applicant based upon past performance, timeliness of returned application, variety of vendors, and acceptance by the Poudre Fire Authority. The Downtown Business Association will reserve a 10'x10' empty space for confirmed booths. You are responsible for providing any booth apparatus or shade materials.

SALES TAX LICENSE

All 4th of July booth participants selling items are responsible for collecting and paying local and state sales tax. Please contact the City of Fort Collins or the Colorado Dept of Revenue to complete the sales tax license procedures.

Colorado Department of Revenue
Special Events Coordinator
(303) 866-5643 www.revenue.state.co.us

City of Fort Collins Sales Tax
Special Events
(970) 221-6780 www.fcgov.com/salestax

SECURITY and LIABILITY

The Downtown Business Association, Inc., the City of Fort Collins, Old Town Square Properties, Downtown Development Authority, all 4th of July Downtown event sponsors, **4th of July Downtown** or its agents and assigns are not responsible for any personal injury to the exhibitor or its agents or for the safety of the exhibits against theft, fire damage, accidents or other causes. The exhibitor is encouraged to take all steps, measures, and precautions as necessary to protect its agents, exhibits, displays and property against all possible injury, damage, loss or destruction, during set-up and breakdown, during festival hours, and during non-festival hours. Vendors are encouraged to store valuable items away from the exhibition area while they are not tending their spaces. The Downtown Business Association, Inc. will provide daytime security officers to patrol the festival area, but is not responsible for any loss, damage or theft of items.

Thank you for your interest in sharing the 4th of July Downtown experience. We look forward to hearing from you soon!



4th of July Downtown



BOOTH SPACE APPLICATION CIVIC CENTER PARK

Event Date ~ Friday, July 4, 2008

REGISTRATION DEADLINE: May 30, 2008

Business Name: _____

Contact Person: _____

Address: _____ City _____ State _____ Zip _____

Day Phone: () _____ Evening Phone: () _____

Email Address (**Mandatory** -please print clearly): _____

Description of Merchandise or Activity: _____

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IMPORTANT INFORMATION: You are responsible for filing both City and Colorado State sales tax following your participation in **4th of July**. Please direct sales tax questions to the respective offices for clarification. Please see contact information on prior page. Confirmation notices will be issued by June 9th.

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Fee MUST be included with application to reserve a 10'x10' space. No refunds after June 9!

- _____ \$ 150 -Business Booth Space (All applicants encouraged to provide a free activity for families/children)
- _____ \$ 50 -Arts & Craft Booth Space (All applicants encouraged to provide a free activity for families/children)
- _____ \$ 50 -Non-Profit Booth Space (All applicants encouraged to provide a free activity for families/children)
- _____ \$ 50 - Electricity—NOTE: a very limited number of these booths available—not for fans...)

Reason for Electricity: _____

- \$ 25 **DISCOUNT for Downtown Business Association members** ~ applicable to Business Booth only

_____ **\$ TOTAL Enclosed with Application**

Make check payable to : Downtown Business Association, #19 Old Town Square, Suite 230, Fort Collins, CO 80524

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I understand that by participating in **4th of July Downtown**, I hold the Downtown Business Association, Inc., the City of Fort Collins, all affiliated event sponsors and the **4th of July Downtown** organization harmless from any and all liabilities for damages or injuries caused by me or that may be incurred by me or my property as a result of my participation in this event and are not responsible for any personal injury to the exhibitor or its agent, or for the safety of the exhibits against theft, fire damage, accidents, property damage and/or other causes. I understand that if accepted by **4th of July Downtown**, I am entitled to use the **4th of July Downtown** logo in my promotional material with the following stipulation: If any articles containing the **4th of July Downtown** logo and/or name are sold, royalty arrangements must be negotiated in advance. Booth approval is conditional based on category quotas, appropriateness, sponsor agreements and past vendor relations. No fee refunds will be issued if event is cancelled due to rain or inclement weather or other acts of God. I further understand that if I do not meet all requirements I may not be allowed to operate the days of the event. All festival decisions made by event committees, **4th of July Downtown** staff and their appointees are final. I have read, understand and will comply to all standards & regulations as outlined in the packet, the "2008 **4th of July Downtown** Booth Terms and Conditions", and the above statement.

_____ **Print Name**

_____ **Signature**

_____ **Date**