



CENTRAL CITY VENDOR APPLICATION

VENDOR'S NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

DESCRIPTION OF SPACE DESIGN (please not any special requirements): _____

The following are the requirements for vendors and are supplied by the City:

- Vendor should be set up by 11:00 a.m. each day. Booth must be staffed from 11:00 a.m. to close on event day or any special event days.
- Vendor must have booth space cleared and cleaned by 10:00 p.m. on the last day of event.
- Vendor space is limited to either a 10 x 10 or 20 x 10 foot area. If more space is required you must let us know in the above space marked "description of space design". Additional fees may be charged for larger spaces. Vendors need to provide their own trash bags, and are responsible for disposal of their own trash each evening and for clean-up after the event. A trash receptacle will be provided by the City within walking distance of the event.
- All vendor tents/canopies must be weighted down on all four corners, **NO** staking is allowed on Main Street. The City has **NO** available tents, tables, chairs for general vendor use, each vendor is required to provide their own.
- Vendors are responsible for their own set-up and take-down, event managers and staff will be unable to assist.
- All vendors are required to have liability insurance and name City of Central as additional insured during this event; this **must** accompany this application.
- Vendors requiring electricity will need to furnish their own generator and must be of the "whisper quiet" variety due to noise requirements on Main Street. All exposed electricity cables and cords must be covered to ensure public safety, and the safety of City Workers.

- The City will heighten Police and Fire protection during the event and monitor traffic. Overnight security will be heightened during multi-day events.
- The City will assist in advertising the event.
- Due to limited event space on Main Street the City reserves the right to limit “same-type” booths and booths that might be in direct competition with Main Street store front businesses.
- The City reserves the right to accept or refuse any applications.

The City of Central requires all vendors to purchase a Sales Tax license if they do not already have on for 2010: the fee is \$10.00. A 4% city Sales Tax is to be collected and paid to Central City. Payment for the license needs to be accompanied with a completed sales tax form when submitting this vendor application. Interested parties must complete this form and include the fee for each day of the event.

Fees are: 10 x 10 space (Gilpin County residents) \$35.00 per event day, outside Gilpin County vendor fee is \$50.00 per event day, food vendors will be provided a 20 x 10 space for a fee of \$100.00 per event day. There is NO fee for non-profit organizations but a current, valid 501(3)(c) copy must accompany application. All food vendors who will be cooking and prepping on site are required to have a 20 x 10 space at minimum. Please make check payable to City of Central, and mail to P.O. Box 249, Central City, CO. 80427.

A Festival and Event calendar is attached. Please indicate events in which you wish to participate. Additional events may be added during the course of the event season and will be found listed and updated at: **www.centralcitycolorado.us**

Amount enclosed \$ _____

Sales Tax License fee included? Yes, I need a sales tax license: _____ No, I already have a license _____

For additional information, please contact Greg Moates, Public Relations Director for Central City, at (303) 582-5251 ext 302 or 1-800-542-2999.