

**6<sup>th</sup> Annual Shades of Colorado Springs  
“Celebrate Diversity” Festival  
Saturday, June 3, 2017**

**Vendor Application**

**(Deadline for application and payment is Saturday May 13, 2017)**

Contact Name (print clearly): \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Website or Facebook Page: \_\_\_\_\_

**Type of Vendor**

What type of booth will you be presenting?

Food  Merchandise

Non-Profit / Presenter or Service Provider

Corporate Vendor

Return Applications to: Jay Myles, Vendor Coordinator  
Shades of Colorado Springs  
3121 S. Academy Blvd  
Colorado Springs, CO 80916  
Phone: (719) 210-5060 Fax: (719) 390-6849  
Shadesofcoloradosprings@yahoo.com

**Please make all CHECKS and MONEY ORDERS payable to: Shades of Colorado Springs**

**NO FOOD OR BERVERAGE SALES WILL BE PERMITTED WITHOUT SHADES OF  
COLORADO SPRINGS VENDOR COORDINATOR APPROVAL**

## Food Vendors Only - Proposed Menu

Please list all items for sale along with the price, including sales tax (vendors are responsible for collecting and remitting their own sales tax). Applications will be considered based on vendor's history with the event and overall variety of items available at the event. Acceptance into the event is at the sole discretion of event management. **The sale of turkey legs, soda, and bottled water is STRICTLY PROHIBITED.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Attach a separate menu if more space is needed

## Merchandise Vendors Only

Summarize the type of merchandise you will be presenting (i.e. jewelry, clothing, candles, crafts, etc.)

## Booth Space Rental Fee (10' X 10')

**(Deadline for application and payment is Saturday, May 13, 2017 STRICTLY ENFORCED)**  
**(Each additional 5' requested will be charged a \$25 fee, up to 10' limit)**

\_\_\_\_\_ \$300 for **FOOD VENDOR**, only \$250 with Early Bird Discount

\_\_\_\_\_ \$250 for **CORPORATE VENDOR**, only \$200 with Early Bird Discount

\_\_\_\_\_ \$250 for **MERCHANDISE VENDOR**, only \$200 with Early Bird Discount

\_\_\_\_\_ \$100 for **NON-PROFIT or PRESENTER/SERVICES VENDOR**, only \$75 with Early Bird Discount

\_\_\_\_\_ **OTHER VENDOR** (contact Jay at 719-210-5060 for details)

**NO FOOD OR BEVERAGE SALES WILL BE PERMITTED WITHOUT THE APPROVAL OF  
SHADES OF COLORADO SPRINGS VENDOR COORDINATOR**

\_\_\_\_\_ Check here if **ELECTRICITY** is needed and list wattage and amperage of electrical equipment to be used:

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## STATEMENT OF AGREEMENT

1. Shades of Colorado Springs are **NOT RESPONSIBLE** for the Vendor/Concessionaire's merchandise loss or damage, including loss related to breakage, spoilage, theft, and any natural disaster, or acts of God.
2. Each Vendor/Concessionaire will be provided set-up space. Vendor locations will be assigned on a first come first served basis. Vendors will be responsible for their own support requirement (i.e., tents, chairs, tables, supplies, canopy/covering, etc.)
3. The hours of operations are 10:00 am until 7:00 pm. Set up time will be from 7:00 pm until 11:00 pm on Friday June 2, 2017 and 5:00 am until 9:30 am on June 3, 2017. **Set-ups outside of these times must be pre-arranged.**
4. Security of all set-ups will be the responsibility of the Vendor/Concessionaires. All Vendor/Concessionaires may remain open until the festival ends.
5. Vendor/Concessionaires will be responsible for collections of taxes at the rate specified by law.
6. Vendor/concessionaires (who are not representing a non-profit organization that sell food items on an infrequent basis) **must** acquire a food handlers' permit from the El Paso Department of Health **no later than** seven days prior to the event to be presented to SOCS\*.
7. Vendor/Concessionaire are to cooperate with the Shades of Colorado Springs event coordinator staff in order to ensure public safety.
8. There will be **NO** refunds of booth rent/fees on or after May 10, 2017. The festival will take place rain or shine.

I understand the rules and regulations of the Shades of Colorado Springs Festival and agree to abide by the requirements herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**\*SOCS=SHADES OF COLORADO SPRINGS**

## Insurance

Please include a copy of your current insurance policy as required by law. If you do not have insurance, you will have to purchase it for this event. An additional \$35 will be added to your spacing price. (STRICTLY ENFORCED)

\_\_\_ YES, I **have** insurance and have included a copy

\_\_\_ NO, I **DO NOT** have insurance and have added an additional \$35 to my spacing fee

## Clean-up Deposit

Please include a separate check for the deposit fee of \$100. It will held and returned to you after the festival, assuming your booth space is cleaned appropriately. Vendors paying by credit card authorize \*SOCS to charge an additional \$100 **AFTER** the festival **IF** the area is not cleaned appropriately.

**Mail your application and payment, or fax completed application with credit card information to:**

**Shades of Colorado Springs  
3119 S. Academy Blvd  
Colorado Springs, CO 80916  
Fax: 719-390-6849**

**Check or Money Order Enclosed**

Make payable to **Shades of Colorado Springs**

Total payment enclosed: \_\_\_\_\_ (Personal checks: must send a copy of drivers' license)

## Credit Card Payment Option

Visa       MC       Discover       American Express

Expiration Date: \_\_\_\_/\_\_\_\_      3 Digit CVV \_\_\_\_\_

Name on Card \_\_\_\_\_

Account Number \_\_\_\_\_

Total payment authorized \_\_\_\_\_