



2011 CASTLE ROCK WINEFEST RETAIL VENDOR APPLICATION

Greetings!

You are invited to complete this vendor application for **Castle Rock's 8th Annual Wine Fest on July 23, 2011.**

The **2011 Castle Rock WineFest**, presented by the Castle Rock Chamber of Commerce, will feature wineries, demonstrations, artisans/lifestyle vendors, entertainment and delicious cuisine. The location for the festival will be The Grange at The Meadows at Historic Castle Rock™, a cultural arts facility offering a balance between culture, arts and recreation.

We plan to limit the number of Retail Vendors. The Vendor committee will choose these vendors from the applications received. Applications must be received at the Castle Rock Chamber of Commerce (with payment) by **June 30, 2011**. A written confirmation will be mailed the week of July 5, 2011. No refunds after July 10, 2011.

The Wine Fest committee will choose festival vendors (retail establishments) to complement the high quality of Colorado wines and is open to businesses that sell artistic or wine related items. Vendor selection will be based on the ability to provide a well-balanced vending area, and if more than one vendor applies with the same type of product, preference will be given to Castle Rock Chamber members.

The number of vendors will be limited due to space constraints. As well, there will be a limited amount of vendor booth space on the patio with optional power hook-up. There will be limited electricity available on the main festival grounds but you must select and pay for that option below. The format is that of a Farmer's Market with vendors displaying in an open space area.

- **Regular set up is Saturday morning beginning at 8 am. All set up must be complete by 11 am.**
- **You must stay open for the duration of the event on Saturday July 23rd from Noon – 6 pm.**
Site selection is based upon a 'first come-first serve basis' – with application and payment of fee. Vendor set up for the event will be by pre-scheduled and staggered assigned time slots. You will be contacted in advance to coordinate your set-up time. Vendor booth space may not extend into the public thoroughfare at the festival and may require adjustments per the event manager or city fire inspector.

Fire resistant tent rental is available and is not included in your application fee for the vendor area. Each vendor will be supplied with a 10' x 10' space. We require that you bring a professional sign with name of your company and prices visible, be placed at your booth. Please fill out the information below and return it with your application fee to:

The Castle Rock Chamber of Commerce, 420 Jerry St., Castle Rock, CO. 80104 (303-688-4597)

Please include the application fee of \$200.00. You are responsible to furnish your own pop-up tent.

Tents may be rented at an additional cost. Your \$200.00 check will be refunded should your company not be selected. Please provide below a brief description of your company and retail specialties.

- **Tent space with protective wind and rain resistant roof.** Vendors should prepare for any type of weather, particularly wind and rain (including late afternoons thunderstorms). Tent tie-downs (i.e....water jugs) are required.

- **Pets.** Pets are not allowed on the festival grounds. Service animals, which are registered with the State of Colorado and used for the purpose of aiding a disabled individual, are exempt.

- **Product Restrictions.** Acceptance is based on the understanding that Vendors will sell only those items listed on their applications. Additional items may NOT be sold without the event organizers expressed consent.

- **Sales Taxes.** Vendors must have either a general Colorado Tax License or a Colorado Single or Multiple Event Sales Tax License. For information about Colorado Sales Tax Licenses, call 303-238-7378 for sales tax info. or visit http://www.revenue.state.co.us/TPS_Dir/home.asp.

- **Each vendor is responsible for the collection and payment of sales tax to the City of Castle Rock, Douglas County and/or the State of Colorado as required.**

Vendor needs to have proper insurance and must provide a copy of its policy or certificate showing necessary coverage.

*NOTE: Retail Vendors are required to have minimum insurance coverage in effect that covers the Vendor's booth operations. Please attach copy of declaration page showing valid comprehensive general liability coverage at minimum of \$1,000,000 policy limits per occurrence for Bodily Injury and Property Damage, and an aggregate limit of at least \$2,000,000 CSL. Policy shall reflect coverage for Premises/Operation and Products Liability). The Policy shall name the **Castle Rock Chamber of Commerce, The Meadows Neighborhood Company, Castle Rock Development Company and Red Stag Productions, LLC.** as additional insureds for the term of the event. You must send proof of insurance.*

**2011 CASTLE ROCK WINEFEST
RETAIL VENDOR APPLICATION**

I am a licensed Retail Vendor that is registered with the State of Colorado to do business in a Temporary Location

Name _____

Company _____ E-Mail _____

Address _____ City/Town _____ State/Zip _____

Phone _____ Fax _____

Brief description of company, retail product-service specialties and prices:

Application Fee \$200. Need a Tent? _____ \$125.00 Table and Chairs? _____ \$25 Electricity? _____ \$35.00

If you have any questions, please contact Red Stag Productions 303-278-7799 or bob@rstag.com
www.redstagproductions.com www.castlerockwinefest.com

METHOD OF PAYMENT Total Remittance: \$ _____

_____ Check enclosed payable to **Castle Rock Chamber of Commerce**

_____ Visa/Master Card/American Express/Discover Sec. Code _____

Card # _____ Exp. Date _____

Name on card (print) _____

MAILING ADDRESS (for card) _____

CITY _____ STATE _____ ZIP _____

Cardholder Signature _____

I understand that I am completely responsible for my booth space and property, agree to the rules above and bear all liability associated with my booth space and property and my own actions while participating at the **Castle Rock Winefest**. I also understand and agree that neither **Red Stag Productions, LLC.**, the **Castle Rock**

Chamber of Commerce nor The Meadows Neighborhood Company and Castle Rock Development Company is responsible for merchandise belonging to the exhibitor/vendor and is exempt from any liability as a result of participation in the show. I have read, understand and agree to abide by all the guidelines and requirements listed in the enclosed application in addition to all applicable state, city and county requirements and guidelines. Misrepresentation of any merchandise will be grounds for removal from this and all future shows.

Vendor Signature _____ Date _____

Signed: _____ Date: _____

**RETURN FORM, PAYMENT, and PROOF OF INSURANCE TO:
Castle Rock Chamber of Commerce, 420 Jerry St., Castle Rock, CO. 80104.
Booth assignments are on a first-come, first-served basis with a completed form and payment.**

If you have any questions, please contact Event Coordinator Robert Potrykus or Sandy Sturgeon at Red Stag Productions: 303-278-7799 or via email at bob@rstag.com www.castlerockwinefest.com