



Center for the Arts Evergreen
"Bringing the Arts and the Community Together"

33rd Annual Summerfest – All Food Vendor Applications
Saturday, July 21th-July 22nd - Center for the Arts, Evergreen, Colorado

The Festival

Summerfest is a two-day festival held outdoors at which historically about 5,000 people attend. Summerfest is located at Buchanan Park at Highway 74 and Squaw Pass Rd. in Evergreen, Colorado. It is a juried exhibition which features approximately 125 gallery quality fine art and fine crafts vendors. There is a performance stage, which primarily features local musicians and performers. Additionally, we have a Children's Village with activities for kids. Summerfest is hosted by the Center for the Arts Evergreen, a nonprofit organization whose mission is "To promote and cultivate artistic excellence and to enrich the art experience in our mountain community." Proceeds from Summerfest go to support arts programming year-round.

The food vendor area is separate from the artist booths and located next to our performance stage. **Electricity is available for an extra fee; however, there is no access to water hook-up.**

Important Dates

- April 25th, 2012 - Application Deadline
- May 9th, 2012 - Notification of acceptance by mail (postmarked)
- May 30th, 2012 - Deadline for accepted vendors to commit to participate and remit booth fee and all certificate of approval to operate at a temporary food service event from Jefferson County. (not for pre-packaged food)
- July 21th & 22th, 2012 – Summerfest Arts Festival

Application

Please fill out the attached application, provide an image of your booth, and remit a Non-refundable \$25 entry fee. **Please do not include booth fees with your application.**

Special Instructions for Food to be Eaten on Site

All participating food vendors with food to be eaten on site will be required to provide a copy of your certificate of approval to operate at a temporary food service event from Jefferson County. You can obtain the appropriate form on their website at <http://co.jefferson.co.us/health/> or contact the Environmental Health Services at dhooker@jeffco.us or 303-271-5700. Finally, we must receive a copy of your liability insurance as requested by our insurance company. Both of these, certificate of approval for Jefferson County and your liability insurance are imperative to you being part of Summerfest. Without these CAE cannot allow you to set up on site.

Selection Process

Our goal is to select food vendors that provide a variety of food and drink choices for festival participants. Food vendors will be selected by the Summerfest Committee based on the quality and variety of food choices being offered. They will review the submitted menu and may restrict some items if they are already being offered by another vendor.

- TURN OVER -

Booth Space:

Each exhibitor will be provided a space measuring 10' x 10' – more frontage space is available for an additional fee. **Vendors are to provide their own display booth, including counters, tables, and other equipment to set up in an outdoor environment.** All booths must include a tent or overhead protection. Vendors desiring corner locations, electricity, or having any other specific space requests, will be assigned spaces on a first come, first served basis. Specific booth assignments are available only at check in. All booth locations are final. There are occasional high winds in Colorado in July. Booths/tents should be sturdy and must be weighted or staked.

Exhibit Fee – please do not send with your application:

- 10 x 10 booth: \$275
- Additional linear feet: \$25/foot
- Corner 10 x 10 booth: \$325
- Electricity: \$25
- **Refund Policy: full refunds will be given minus a \$25 administrative fee until May 21^h, half refunds will be given until June 21th, thereafter no refunds.**

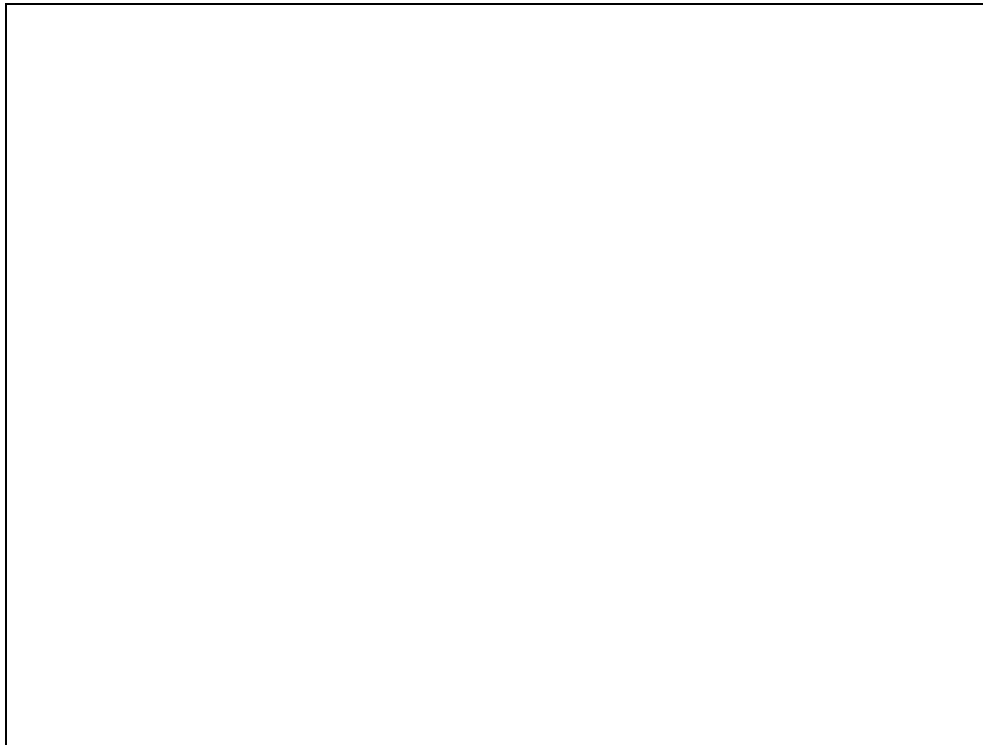
Guidelines/Rules:

- Vendors must be present with their booth for the entire 2 days of the Festival.
- The Center for the Arts Evergreen reserves the right to remove from the show those items determined unsuitable for the festival or that weren't approved in the application process. This will be at the discretion of the Center's Executive Director.
- Summerfest 2012 Festival Hours:
 - Saturday, July 21, 2012 - 10:00am - 5:00pm
 - Sunday, July 22, 2012 - 10:00am - 5:00pm
- Booth set up
 - Check in: Saturday, July 21, 2012 6:00am -8:00am
 - Booth assignments will not be given till 6:00 am on Saturday, July 21.
 - Booths should be ready for the festival no later than 9:30am.
 - Security will be provided Friday and Saturday night.
- **Entrance to the field is limited and items will need to be carted into the Festival. Exhibitors should bring someone with them if they feel they need assistance with set up – Summerfest volunteers may not be available to help. Food vendors with trailers will need to coordinate access to the field, please indicate this under special requests.**
- Exhibitors agree to abide by Summerfest parking regulations. After unloading, vehicles must be moved to the designated vendor lot. Exhibitors who do not abide by parking regulations will be asked to leave the show; booth fees will not be refunded.

Booth Layout (only needed from vendor with food to be eaten on site): Please provide a drawing of your temporary food booth. Identify and describe all equipment. The drawing should include the following as taken from the Jefferson County website (if applicable):

- Cooking Equipment
- Hand Washing Facilities
- Food and Single Service Storage
- Customer Service Area
- Hot and Cold Holding Equipment
- Work Surfaces
- Garbage or Trash Containers
- Potable Water Lines

Booth Layout



FRONT

Do you have any special requests?

Please tell us how you heard about Summerfest:

Return application to: Center for the Arts Evergreen, PO Box 2737, Evergreen, CO 80437. If you have any questions please email events@evergreenarts.org.