

2025 4th of July Street Fair VENDOR INFORMATION

RAIN OR SHINE - NO REFUNDS

**Event Hours:
8 am - 3 pm**

GENERAL RULES AND INFORMATION

(Management reserves right to decline registration for the next year in the case of non-compliance with any of the rules)

Contacts on day of the event: Abigail Leger 859-940-2803 - Terri Hayes 719-332-3241.

- Sale of food or beverages is only allowed from approved Food vendors.
- **Taxes:** Vendors are responsible for providing the State and City with tax information for income generated during the event. Sales Tax numbers must be submitted with application.
- **Generators: *Electricity is not provided.* Only "quiet" generators are allowed (noise no more than 65 decibels)** and must be run with commercial-grade electric cord covered ***completely with gorilla tape***. *Gorilla tape is the only tape that will stick to pavement, no duct tape.* **WE DO NOT PROVIDE EXTENSION CORDS or GORILLA TAPE.** Quiet generators may still be required to be moved up to 50 feet from the vendor space if necessary, so bring extension cords and Gorilla tape. This must be coordinated with event personnel and affected businesses **prior to the event**.
- **Trash Disposal:** Every vendor is responsible for supplying their own trash receptacle and for taking their trash with them upon departure. No public dumpsters will be available. Street must be cleared of all debris, prior to departure.

REGISTRATION

- Registration opens for returning vendors on January 2, 2025. New vendors may register starting January 13, 2025.
- Please contact the Tri-Lakes Chamber if you are registering for 3 or more spaces.
- Prices go up on June 1, 2025.
- No refunds June 1, 2025, or after.
- If full payment is not received within 10 days of vendor space registration, registrant will be contacted and spaces will canceled and opened back up for the public.

SET UP AND TEAR DOWN

- Set up begins at 6 a.m. the morning of the event. ***No set up will be permitted after 8:00 am. - the street will be closed.*** You must maintain operation in your booth until 3 p.m. Dismantling your booth before closing time is not permitted and will eliminate you from participation the next year.
- **NO CARS WILL BE ALLOWED ON SECOND OR WASHINGTON STREETS BETWEEN 8 AM-3 PM.**
- **NO VENDOR SPACE SETUP AFTER 8 A.M. OR BREAKDOWN PRIOR TO 3 PM WILL BE PERMITTED.**
- Management reserves the right to shut down operation of non-compliant vendors.
- See map to see which street to enter from to get to your space.
- **Parking:** There is no designated vendor parking. Vendors may drive their vehicles to assigned space, unload as quick as possible, then move their vehicle to side streets for the remainder of the event. Vendor signs must be displayed on dashboard regardless of where vehicle is parked. This is to identify your vehicle in an emergency.

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SPACES

- **Space Assignment:** Vendors have space assignments in the confirmation packet. Please see the map. **We do not provide exclusivity of products.** We do our best not to place competitors together, but no guarantees.
- **Space Requirements:** Canopies and umbrellas are **required** - It can get extremely hot or there may be rain. **Canopies, tents and umbrellas must be secured with weights.** Exhibitors may hang a store name or logo sign from their canopy. All exhibitors are encouraged to create a unique, comfortable, “boutique-like” environment within their space parameters. Vendor display must not interfere with neighboring spaces. No setup on or blockage of sidewalks is permitted.
- **Space Size:** All spaces are 10’ x 10’; they are clearly marked on the pavement, and you must set up **within** the parameters of that space. Beware canopies with angled legs could extend past that and will not be acceptable.

Additional Information for FOOD VENDORS:

- **OIL DISPOSAL: FOOD VENDORS MUST TAKE THEIR OIL WITH THEM** – IT MAY NOT BE DUMPED IN THE TRASH CANS OR DUMPSTER!
 - Food vendors must have current licenses AND Health Certificate.

CHECKLISTS

Vendor Application Packets

MUST INCLUDE the following to be considered:

- ☐ Register online.
- ☐ Sales Tax numbers must be INCLUDED ON application.
- ☐ Fill out detailed description of products/services. YOU MAY NOT OFFER SOMETHING DIFFERENT THE DAY OF THE EVENT. This is so similar items are not located right next to each other.
- ☐ Submit check, money order, or arrange credit card payment for FULL AMOUNT upon submission. Space is not guaranteed until payment is received.
- ☐ **Submit copy of General Liability Insurance with Tri-Lakes Chamber of Commerce named as additional insured. This is required for EVERY vendor and has a minimum of a \$1,000,000 policy.**

Food Vendors – you must also include these items in your application packet:

- ☐ Submit copy of Food Vendors Health Certificate.
- ☐ Submit copy of Food License.
- ☐ NOTE: If you are using propane, you must have a propane-rated fire extinguisher in your vendor space. Refer to the "[Colorado Retail Food Establishment Rules and Regulations](#)" for further information.

A Few Days Prior to The Event

- ☐ Your Vendor ID Card will be emailed to you with your Vendor Packet. Please print it and place it on your vehicle dashboard. This is for cases of emergency if we need to locate you.
- ☐ Prepare your 10x10 **STRAIGHT LEG** Canopy. You must have weights for your canopy.
- ☐ Trash disposal: You must take your trash with you when you leave –BRING TRASH BAGS!
- ☐ Bring gorilla tape and extension cords, scissors, pens etc. **The event sponsors do not provide any equipment. Even if you have a quiet generator (not all of them are quiet!), you may still be required to place it away from your vendor space; therefore, you will need extension cords and gorilla tape.**
- ☐ Prepare signage for your booth.

Day of Event

- ☐ Put your Vendor ID Card on dashboard.
- ☐ Follow directions on the Vendor Load In Map to enter the area by your designated street and direction. You will be redirected/turned back if you are not accessing your vendor space via your designated route.
- ☐ OIL DISPOSAL: FOOD VENDORS MUST TAKE THEIR OIL (along with their trash) WITH THEM. OIL MAY NOT BE DUMPED IN LOCAL TRASH CANS OR DUMPSTERS!
- ☐ Set up begins at 6 a.m. Vendors must be open for business at 8 a.m. VENDORS ARE NOT ALLOWED TO CLOSE UNTIL 3 p.m.
- ☐ Exit with patience and caution after the fair concludes.
- ☐ We appreciate our vendors! Hope to see you next year.