



Dear Vendor:

Welcome to the 16th Annual SummerFest on the Rio!

You will notice a new look to our applications and website. We were listening when you asked for a simpler method in submitting applications and payments.

The dates for this year's festival are June 1st – June 3rd, 2018. Festival hours this year are: Friday 4:00 pm – 10:00 pm, Saturday 10:00 am – 10:00 pm, and Sunday 10:00 am – 7:00 pm.

Check-in will begin on Friday, June 2nd from 12:00 noon to 4:00 pm and Saturday, June 3rd from 7:00 am to 9:30 am. Please do not ask to check-in prior to the times listed. Friday set up is optional; however on Saturday and Sunday booths must be set up, open and ready to go by 10:00 am. Use your own discretion for Friday and Saturday evenings for closure. We request no driving on the grass or dismantling your booth before 4:00 pm on Sunday unless pre-approved by the Committee.

Please know that although you may be a local vendor or have participated in years past we cannot guarantee that your application will be accepted. As a reminder – **ALL** arts and crafts products must be handcrafted by the vendor. ***We will not accept imported or retail items.***

There are several changes to the Vendor Policies Form and Application so please review all forms thoroughly. Applications for food vendors are due no later than March 31st. Food vendors will be selected based on date of application, menu and price. We will not accept any food applications after this date. Art, Craft and Information applications are due no later than 5:00 pm on Friday, May 25th. To receive a full refund on booth space, a letter of request is due no later than May 31st.

You will receive confirmation of approved application through E-mail. Please be sure to include your e-mail address, legibly, on your application. If you do not have an e-mail address, please note that on your application and you will receive confirmation by mail. You will not receive your space number or vendor packet until you check-in.

We truly appreciate your continued support and look forward to seeing you in Alamosa for the 16th Annual SummerFest on the Rio.

Thank you,
San Luis Valley Fine Arts and Entertainment Committee
SummerFest on the Rio

2018 SUMMERFEST ON THE RIO VENDOR POLICIES

ARTS & CRAFTS BOOTHS:

- ✓ **Only HANDCRAFTED ITEMS BY THE VENDOR** will be allowed by the SLV Arts & Entertainment Committee.
- ✓ If you are a **NEW VENDOR**, please describe and submit non-returnable photos of handmade items. Applications will not be reviewed without description and photos of handmade items.
- ✓ If you are a **RETURNING VENDOR** please describe your items and if you would like to display **new items** please describe and submit non-returnable photos of handmade items.
- ✓ Carnival type products or non-handcrafted items will not be allowed. This includes imported or retail items. If you choose to display this type of item you will be asked to put it away or leave the show.

FOOD BOOTHS:

- ✓ Please submit a detailed **FOOD ITEM MENU INCLUDING PRICING** with the application.
- ✓ Applications will not be reviewed without a detailed **FOOD ITEM MENU INCLUDING PRICING.**
- ✓ The **FOOD ITEM MENU AND PRICING** will be reviewed again during the festival.
- ✓ The committee reserves the right to ask you to adjust the menu. If you do not wish to make adjustments, your application may be declined.
- ✓ Once the application is approved, food items may not be changed or added.
- ✓ Previous year's booth locations are not guaranteed.

ACTIVITY BOOTHS: (EXAMPLE: PONY RIDE, TRAIN RIDE, CLIMBING WALL ETC.)

- ✓ ALL activities must provide proposed price schedule for each activity.
- ✓ The committee reserves the right to decline applications based on type of activity, electricity needs or proposed price.
- ✓ Non-returnable photos of activities item must be submitted with the application.
- ✓ Booth fees are 15% of gross and are due at the time of break down on Sunday at the Information Trailer.
- ✓ We must receive your proof of insurance prior to SET UP of your activity.
- ✓ You must provide your own electricity for your booth (i.e. generator).
- ✓ Fundraising Activities shall be limited.

INFORMATION ONLY BOOTHS: (INCLUDING NON-PROFITS)

- ✓ May not have any items for sale.
- ✓ Must submit a detailed description of the information you intend to display.
- ✓ Commercial information booths are prohibited.

ELECTRICITY:

- ✓ Electricity is mainly reserved for Food Booths.
- ✓ For Arts & Crafts and Information Booths electricity is reserved as a first come, first serve basis as availability permits.
- ✓ You must provide your own electrical power cords.
- ✓ Electricity is not allowed for RVs and motor homes during festival hours.

WATER HOOK-UP

- ✓ **WATER HOOK-UP IS AVAILABLE AS A FIRST COME, FIRST SERVE BASIS AS AVAILABILITY PERMITS.**
- ✓ **YOU MUST PROVIDE YOUR OWN HOSES AND SPLITTERS.**

CITY SALES TAX:

- ✓ Sales Tax Forms will be included in your registration packet which you will receive the day of check-in. You can turn them in to the City representative at the information trailer from 3:00-5:30 on Sunday
- ✓ **SLVFA&E will not collect sales tax.** If you are unable to turn it in prior to departure, mail to City of Alamosa: PO Box 419, 300 Hunt Avenue, Alamosa, CO 81101 no later than July 1st.
- ✓ If taxes are not paid to the city, you are at risk of not attending future events.
- ✓ Questions regarding Sales Tax, please contact City of Alamosa at 719-589-2593.
- ✓ You will be responsible to collect and report any other vendor taxes.
- ✓ Activity booths are exempt from city sales tax.

IMPORTANT THINGS TO KNOW:

- ✓ The SummerFest on the Rio cannot be held responsible for the sudden change in the weather. Be prepared for all types of weather. You are encouraged to bring umbrellas, awnings and other provisions for shading, shelter from the sun, etc. The wind can be very strong at times. Prepare to weigh your tent poles down with something heavy.
- ✓ Exhibitors and vendors will be allowed to camp in Cole Park **during the festival ONLY. You WILL NOT be allowed to camp prior to Friday night or after Sunday night.** We have never had any vandalism problems and don't anticipate any. You are however, responsible for all your valuables.
- ✗ The Alamosa Police Department will be doing routine patrols for Friday and Saturday evenings. Alamosa Mosquito Control will be spraying Friday and Saturday evenings, we recommend you cover and/or protect all your items.
- ✗ We ask for your cooperation in taking care of Cole Park. Please be aware of sprinkler heads when driving through the Park.
- ✗ Parking permits will be given out at registration and must be visible at all times. **At no time will you be able to block pathways or walkways.** Please be aware of others' needs and work accordingly with your neighbor. This will be patrolled and ticketed.
- ✗ Unless prior permission has been obtained from the SLV Fine Arts & Entertainment Committee, **NO PETS** will be allowed in the Park. By notifying the committee on the application, they will be allowed, but must be on a leash and near your booth at all times and walked on the paved pathway behind the vendor booths.
- ✗ We will try to accommodate all requests. Priorities will be given to requests relating to health needs.

By signing this information form, I have read, understand, and agree with the provisions of the festival.

SIGNATURE: _____

DATE: _____

Please make a copy for your records. Submit ALL signed documents with payment online at info@summerfestontherio.org or mail the original signed form with payment to P.O. Box 894 Alamosa, CO 81101

2018 SUMMERFEST ON THE RIO VENDOR APPLICATION

BUSINESS NAME:
CONTACT NAME: **NEW VENDOR** Y / N
EMAIL ADDRESS:
MAILING ADDRESS: **RETURNING VENDOR**
Y / N
CITY, STATE, ZIP:
PHONE #: **WEB SITE:**

BOOTH FEES

(FEES ARE FOR THE ENTIRE 2 ½ DAY WEEKEND UNLESS INDICATED)

- | | | |
|--------------------------|---|-----------------|
| <input type="checkbox"/> | 10' FRONT X 15' DEEP ARTS & CRAFTS BOOTH | \$100.00 |
| <input type="checkbox"/> | 10' FRONT X 15' DEEP FOOD BOOTH | \$200.00 |
| <input type="checkbox"/> | 20' FRONT X 15' DEEP FOOD BOOTH | \$300.00 |
| <input type="checkbox"/> | 30' FRONT X 15' DEEP FOOD BOOTH | \$400.00 |
| <input type="checkbox"/> | 10' FRONT X 15' DEEP INFORMATION BOOTH (1 DAY)
(NOTHING FOR SALE & ELECTRICITY IS LIMITED) | \$30.00 |
| <input type="checkbox"/> | 10' FRONT X 15' DEEP INFORMATION BOOTH (2 – 2 ½ DAY) | \$50.00 |
| <input type="checkbox"/> | ACTIVITY BOOTH 15% OF GROSS | |
| <input type="checkbox"/> | ELECTRICITY | \$50.00 |
| <input type="checkbox"/> | WATER HOOKUP | \$25.00 |

TOTAL SUBMITTED \$ _____

FOOD BOOTH APPLICATIONS DUE NO LATER THAN **MARCH 31ST**

- I WOULD LIKE TO BE IN OR NEAR SPACE # _____. (If you are a returning vendor)
I UNDERSTAND I'M NOT GUARANTEED THE SAME LOCATION.

PLEASE SUBMIT INFORMATION, ART OR CRAFT APPLICATIONS AND PAYMENTS ON LINE AT INFO@SUMMERFESTONThERIO.ORG OR MAIL TO PO BOX 894, ALAMOSA, CO 81101 NO LATER THAN **MAY 25, 2018**. PLEASE MAKE CHECKS PAYABLE TO THE **SLV FINE ARTS & ENTERTAINMENT COMMITTEE**.

By signing this application, I have read and agree to the terms and conditions as stated in the vendor policies and application forms. I hereby release the SLV Fine Arts & Entertainment committee and the City of Alamosa from any liability resulting from my participation in the SummerFest on the Rio.

SIGNATURE: _____ **DATE:** _____

**DETAILED DESCRIPTION OF ARTS AND CRAFTS, INFORMATION BOOTH ITEMS, ACTIVITY AND PRICING,
FOOD MENU AND PRICING.**

IF YOU ARE A FIRST TIME VENDOR OR IF YOU ARE ADDING NEW PRODUCTS TO YOUR BOOTH,
PLEASE INCLUDE A PHOTO OF PRODUCT. APPLICATIONS WILL NOT BE REVIEWED WITHOUT
PHOTOS!

**** ALL INFORMATION BOOTHS MUST SUBMIT A DETAILED DESCRIPTION OF INFORMATION
BEING PRESENTED OR HANDED OUT. ****

**** ALL FOOD VENDORS MUST INCLUDE A DETAILED MENU AND PRICING EITHER ON THIS
FORM OR ATTACHED. ****

**** ALL ACTIVITY BOOTHS MUST INCLUDE DESCRIPTION OF ACTIVITY AND PROPOSED
PRICING. ****

*By signing this contract you hereby release to SLVFA&E or SummerFest the rights to any promotional materials
you may share with us (photos, CD's, DVD's, test quotes etc.) for promotional use on our website, newspapers,
flyers, brochures and or radio advertising.*

SIGNATURE: _____ **DATE:** _____

COMMITTEE USE ONLY

DATE RECEIVED: _____ FORM OF PAYMENT: _____ CHECK# _____ AMOUNT PAID: _____

APPROVED – YES OR NO DATE CONFIRMATION SENT - CARD _____ / E-MAIL _____
REVISED 12/17