



Dear Vendor:

Welcome to the Annual SummerFest on the Rio!

**PLEASE PAY CLOSE ATTENTION TO THIS YEAR'S CHANGES.**

Festival hours this year are: **Friday June 6<sup>th</sup>, 4:00 pm – 10:00 pm**, **Saturday June 7<sup>th</sup>, 10:00 am – 10:00 pm** and **Sunday June 8<sup>th</sup> 10:00 am – 4:00 pm**. Check-in will begin on Friday, **11:00 – 12:00 for all food vendors. 12:00-2:00 for other vendors. Food vendors will line up first on 2<sup>nd</sup> street with others to follow. After 2:00, vendors will need to go to the information trailer at the north end of the park for check in.** Saturday check-in will be at the information trailer from **7:30 am to 9:30 am**. Please help the staff and be patient with the process. Friday set up and sales are optional; however, on Saturday booths must be set up, open and ready to go by 10:00 am. Use your own discretion for Friday evening 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 are preferred to be handcrafted by the vendor. Any request to sell imported or retail items Will be reviewed and left to the discretion of the committee regarding acceptance.** There will be no guarantee of acceptance.

**IF YOU ARE A RETURNING VENDOR---Any previous year's space is not guaranteed, however if you would like to try to get the same space, please do not request your space as "the same as last year". Be specific in area and/or last known space number. If not requested, you may find that you are in a completely different location.**

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 **April 15<sup>th</sup>**. Food vendors will be selected based on date of application, menu and price. You must be licensed to sell with Public Health. Contact them at 719-589-2811 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 30<sup>th</sup>**. To receive a full refund on booth space, a letter or email of request must be submitted. Dependent on timing of receipt, the refund may not take place until after the festival.

You will receive confirmation of approved application through e-mail. Please allow up to 30 days. 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 booth space number or vendor packet until you check-in. Please allow up to 30 days for review.

We truly appreciate your continued support and look forward to seeing you in Alamosa for the 20th Annual SummerFest on the Rio.

Thank you,

*SummerFest on the Rio Committee*

# 2025 SUMMERFEST ON THE RIO VENDOR POLICIES

## ARTS & CRAFTS BOOTHS:

- ✓ **ALL** arts and **crafts products are preferred to be** handcrafted by the vendor. *Any request to sell imported or retail items will be reviewed and left to the discretion of the committee regarding acceptance.* There will be no guarantee of acceptance.
- ✓ 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.

## 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.
- ✓ Licensing, insurance or public health certification must accompany the application. **Contact 719-589-2811**
- ✓ Once the application is approved, food items may not be changed or added.
- ✓ Previous year's booth locations are not guaranteed.

## ACTIVITY BOOTHS: (EXAMPLE: TRAIN, INFLATABLES, 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.
- ✓ Dependent on electrical needs, you may be required to supply a 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:

- ✓ You are responsible to collect and report any tax as potentially required for your entity. **Pay City of Alamosa sales tax at 2.5% at information trailer before 4:00 p.m. Sunday afternoon. We will submit it to the city.**
- ✓ **SummerFest on the Rio will not collect sales tax.**
- ✓ If taxes are not paid to the city, you are at risk of not attending future events.
- ✓ 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, tents 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 are responsible to bring tables and chairs.
- ✓ 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, Saturday and Sunday evenings. Alamosa Mosquito Control will be spraying Friday and Saturday evening, 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.
- ✓ 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](mailto:info@summerfestontherio.org) or mail the original signed form with payment to P.O. Box 894 Alamosa, CO 81101**

# 2025 SUMMERFEST ON THE RIO VENDOR APPLICATION

<b>BUSINESS NAME:</b>		
<b>CONTACT NAME:</b>	<b>NEW VENDOR</b>	<b>Y / N</b>
<b>EMAIL ADDRESS:</b>		
<b>MAILING ADDRESS:</b>	<b>RETURNING VENDOR</b>	<b>Y / N</b>
<b>CITY, STATE, ZIP:</b>	<small>IF YES, LIST PREVIOUS SPACE # OR LOCATION _____</small>	
<b>PHONE #:</b>	<b>WEB SITE:</b>	

## BOOTH FEES

(FEES ARE FOR THE ENTIRE 2 ½ DAY **WEEKEND**)

- |                          |  |                 |
|--------------------------|--|-----------------|
| <input type="checkbox"/> | 10' FRONT X 15' DEEP ARTS & CRAFTS BOOTH   | <b>\$150.00</b> |
| <input type="checkbox"/> | 20' FRONT X 15' DEEP ARTS & CRAFTS BOOTH   | <b>\$250.00</b> |
| <input type="checkbox"/> | 10' FRONT X 15' DEEP FOOD BOOTH (non-truck/trailer)                              | <b>\$150.00</b> |
| <input type="checkbox"/> | 10' FRONT X 15' DEEP FOOD TRUCK/TRAILER  | <b>\$200.00</b> |
| <input type="checkbox"/> | 20' FRONT X 15' DEEP FOOD TRUCK/TRAILER  | <b>\$300.00</b> |
| <input type="checkbox"/> | 30' FRONT X 15' DEEP FOOD TRUCK/TRAILER  | <b>\$400.00</b> |
| <input type="checkbox"/> | 10' FRONT X 15' DEEP INFORMATION BOOTH<br>(Regardless of <b>number of days</b> ) | <b>\$50.00</b>  |
| <input type="checkbox"/> | ACTIVITY BOOTH <b>15% OF GROSS</b>   |                 |
| <input type="checkbox"/> | ELECTRICITY (circle one) 110 or 220 Number of cords _____                        | <b>\$50.00</b>  |
| <input type="checkbox"/> | WATER HOOKUP   | <b>\$25.00</b>  |
| <input type="checkbox"/> | <b>CHECK THIS BOX IF YOU WILL USE A GENERATOR</b>                                |                 |

TOTAL SUBMITTED \$ \_\_\_\_\_

## FOOD BOOTH APPLICATIONS DUE NO LATER THAN **APRIL 15<sup>TH</sup>**

PLEASE SUBMIT INFORMATION, ART OR CRAFT APPLICATIONS AND PAYMENTS ON LINE AT [INFO@SUMMERFESTONThERIO.ORG](mailto:INFO@SUMMERFESTONThERIO.ORG) OR MAIL TO PO BOX 894, ALAMOSA, CO 81101 NO LATER THAN **MAY 25, 2024**. PLEASE MAKE CHECKS PAYABLE TO SummerFest on the Rio

*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 SummerFest on the Rio 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. NO SALES ARE PERMITTED\*\***

**\*\* 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. \*\***

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*By signing this contract, you hereby release to SummerFest on the Rio 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:** \_\_\_\_\_

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**COMMITTEE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ FORM OF PAYMENT: CHECK# \_\_\_\_\_ / CASH \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_

APPROVED – YES OR NO DATE CONFIRMATION SENT - MAILED \_\_\_\_\_ / E-MAIL \_\_\_\_\_

REVISED 09/2023