



Town of Superior Community Events

2010 Booth Application

Entrant Information

Business Name/Organization _____ Date _____

Contact Name _____ E-mail _____

Phone _____ Fax _____ Other _____

Mailing Address _____

Booth Type (check one)

Business Craft Information Game
 Non-Profit Organization Other: _____

Event

The same booth application may apply for either or both of the events below. However, the cost of the booth listed in this application is for one event only. **You must pay the cost for each event at the time of application.**

_____ **4th of July Festival**
July 4, 2010, 8:30 a.m. – 12:00 p.m., Community Park—Parade begins at 8:30 a.m. followed by a pancake breakfast, and lots of family fun.

_____ **10th Annual Chili Fest**
September 11, 2010, 3:00 p.m. – 7:00 p.m., Community Park – A “red hot” celebration with a chili/salsa cook-off, live music, community booths, and a whole lot of fun.

Booth Description

Please describe your booth, include everything that is applicable, i.e. menu and price range, product list and price range, explain games to be played at booth, describe business booth, special promotions, etc. Please be thorough. (This information will enable us to make appropriate booth assignments.) If your plans include any kind of food service, you must contact the event organizer right away at 303-544-0359.

Booth Location Request

We DO NOT guarantee any particular booth location. Please list any special space or location needs you may have. We will do our best to honor your request. Booths will be located on grass in the park, so in order to protect the sod you will NOT be able to drive on the grass to your booth location. **Booth space does not include a table or tent; you must supply your own equipment, or, you may order these items with your both.**

Booth Size and Cost

12' x 12' \$50.00 (Non-Profit Org. \$15.00 *)
 Table and 2 Chairs \$20.00 per event
 10 x 10 pop up tent \$90.00 per event

We are offering a 5% discount for booking before May 1st, and an additional 5% discount for booking more than one event at a time. Please contact Kristi Audette for more information (303-544-0359).

***Non-profit organizations offering free information only.**

Electricity

Please contact Kristi Audette at 303-544-0359 if you have electricity needs you cannot supply. A charge of \$25 per outlet will apply and will be provided on a space available basis only.

Payment Options

Check payments should be made out to the TOWN OF SUPERIOR and mailed to: All The Details, Inc., 6955 Harvest Road, Boulder, CO, 80301. Payments made by credit card can be mailed to the same address, or faxed to 303-449-7133.

Full Name Printed on Credit Card _____

VISA/MC _____ Exp _____ / _____

	Amount	Number of Events	Total Cost
Booth			
Extras			
	TOTAL		\$

Please Note: Full payment must be made for each event when form is turned in.

Exhibitor Guidelines

The Town of Superior believes in equal opportunities for all artists, merchants, and organizations and we will seek to fairly evaluate all booth space applications. The Town of Superior reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion, in this case, the booth fee will be refunded in full.

As a participant of the Town of Superior Community Events, I fully agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result my participation in the Town’s Community Events. Furthermore, I understand that I should carry my own insurance and that I store my products at my own risk.

Exhibitors will be assigned on a first-come, first-served basis. It is the intention of the Town of Superior is to avoid duplication of items, however, more than one booth with the same type of

merchandise is permitted. Every attempt will be made to work with both exhibitors to place their booths in different locations.

Vendors are responsible for charging any applicable sales tax for items sold. All sales tax must be submitted to the state. Knowing taxes and licensing is the law, and the responsibility of the vendor.

All exhibitors will be responsible for move in/move out and set up of their own booth. Please note that vehicles are not allowed on the ball fields at Community Park- you will need to make the appropriate arrangements to move your goods if you are at the back of the field. There is a gravel warning track around the outside of the field.

Full refunds for cancellations will be given up to 30 days prior to the event. Within 30 days of the event, a 50% refund will be given, if the booth can be re-sold.

All exhibitors must clean up their booth area before leaving. The Town of Superior strives to make each event a Zero Waste Event. We utilize all biodegradable plates, napkins and utensils, and recyclable cups. The goal at a Zero Waste event is to plan ahead and distribute only materials that are recyclable or compostable (not any materials that will be landfilled). There will be no trash cans at the event, instead “Zero Waste Stations” for recycling and composting collection will be available at several locations.

Food vendors are required to hand out only recyclable or compostable materials to the public. Guidelines are listed below showing which types of containers and packaging will be acceptable to distribute. If you have any questions as to whether your items are considered recyclable or compostable, please call Eco-Cycle at 303-444-6634.

Acceptable Containers and Service Ware	<i>Non-Acceptable Containers and Service Ware*</i>
All paper containers including plates, bowls, cups, etc. Waxed paper products, which you can scratch off the coating with your fingernail, are acceptable.	<i>Styrofoam (polystyrene). It is not recyclable, regardless of what your suppliers may tell you and despite any recycling symbols on the product. Plastic coated paper products, where the coating won't scratch off, are not acceptable.</i>
#2 and #5 plastic cups (paper, potato starch, or corn starch preferred)	<i>All other numbers of plastic, including #s 1 and 6</i>
#2 and #5 plastic deli cups (paper, potato starch, or corn starch preferred)	<i>Other plastic deli cups (even small ones for salsa or syrup, etc), including #s 1, 4, 6</i>
Paper lids	<i>Plastic lids</i>
Potato Starch or Corn Starch cutlery (spoons, forks, knives, straws)	<i>Plastic cutlery</i>
Potato or cornstarch lids	<i>Plastic straws</i>
Waxed paper products	
Aluminum foil and cans	
Glass bottles	
Plastic water bottles (#'s 1, 2 & 5 only)	
Paper milk cartons and drink boxes	
Paper napkins and paper towels	

Local Sources of Compostable Serviceware:

Eco-Products (Boulder, CO) http://ecoproducts.com/ 303-449-1876	Green Logic (Ft. Collins, CO) http://www.green-logic.net/compostable-tableware.html 970-484-1740
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* Please note that you will be asked to remove any non-recyclable or non compostable items from your salable products for the duration of the event.

Vendors are required to hand out only recyclable or compostable service ware. Here are some ideas that can help you achieve this goal:

- Offer finger foods so as to use fewer utensils.
- Consider replacing plastic bowls (for serving chili and soups) with bread bowls and using cones for ice cream.
- Paper napkins are compostable and can replace bulkier plates.
- Do not use Styrofoam or plastic. Please use recyclable or compostable alternatives listed above.
- Compostable materials can be purchased easily and locally at www.ecoproducts.com.

There is no need to bring a trash can of your own. A small three bin container system will be provided for you to dispose of recyclables, compost and trash in your booth area.

I agree to distribute my product in locally recyclable or compostable products. I also agree to sort my discards and make use of my vendor Zero Waste station.

Signature of participant: _____

Date: _____

Printed name: _____