



## **Community Exhibitors**

### **Prospective Applicant Handbook**

#### **Welcome to The Festival of Mountain and Plain ... A Taste of Colorado 2019!**

We look forward to partnering with new and returning Community Exhibitors in this year's festival! We appreciate your assistance in building a respectful, inclusive festival environment that is welcoming to all vendors and festivalgoers. The purpose of this Festival is to build and strengthen our community identity and bond.

We have prepared this handbook to provide an overview of the festival's policies and guidelines. Additional instructions will be provided upon your invitation to participate in the festival. Please carefully review this handbook prior to submitting an application to participate.

#### **A Brief History of the Festival**

The Festival of Mountain and Plain ... A Taste of Colorado (the "Festival") has been a Labor Day tradition in downtown Denver since 1984. The Festival is a free-admission event on Aug. 31, Sept. 2, & Sept. 3, 2019 in Civic Center Park. Over the decades, the Festival has hosted nationally renowned music acts and some of Colorado's greatest restaurants and chefs!

## General Information

*We are NOT operating the Festival on Friday August 30, 2019!*

### Festival Dates & Hours:

August 31, 2019	Saturday	11:00am – 10:00pm
September 1, 2019	Sunday	11:00am – 10:00pm
September 2, 2019	Monday	11:00am – 8:00pm

**Community Exhibitor Application Deadline: June 1, 2019**

**Community Exhibitor Space Fee Payment Deadline: July 15, 2019**

Do NOT submit the Space Fee Payment before accepted to participate in the Festival. Space Fee Payments are NOT refundable.

The Community Exhibitor Application is available online at [www.atasteofcolorado.com](http://www.atasteofcolorado.com)

### **Booth Fees/Discounts:**

Booth Fee	\$800.00
Booth Space	10' by 10'
Basic Electric	Available upon request (additional fee)
Signage	Available upon request (additional fee)
Tent	Available upon request (additional fee)

**Department Manager:** Jeremy Macias (Marketplace@ATasteofColorado.com)

## 2019 Community Exhibitor Policies and Guidelines

All Community Exhibitor spaces are offered to vendors upon invitation only following the application process. Submitting an application does not guarantee any entity a space or position with the Festival. The Festival will determine which applicants to accept to participate with the Festival at it's sole discretion.

The purpose of the Community Exhibitor program is to provide access to festivalgoers to inform, promote and distribute information regarding the Community Exhibitors' programs and overall mission.

The following guidelines and policies provide a general overview of the Festival's Community Exhibitor program:

Eligible Applicants: Only organizations classified as 501-c-3, a government agency, or non-partisan organization with an informational program that is relevant to festivalgoers and family friendly, are eligible to be accepted as Community Exhibitors on the Festival site.

No third-party partnerships are permitted unless approved by the Festival's management.

Booth Operations: All Community Exhibitors must staff any assigned booth during all hours of operation of the Festival. This year's hours of operation are:

August 31, 2019	Saturday	11:00am – 10:00pm
September 1, 2019	Sunday	11:00am – 10:00pm
September 2, 2019	Monday	11:00am – 8:00pm

Onsite Activities: All giveaways and literature distributed by Community Exhibitors must be pre-approved by Festival Management.

Food, beverages, stickers, balloons, sunglasses, lighted products, hats and t-shirts are not permitted to be given away by any vendor.

Sales and sampling are not permitted at Community Exhibitor booths.

Donations and fundraising may not be solicited or collected at Community Exhibitor booths.

Community Exhibitors are limited to their assigned space. No additional information or displays are permitted outside an assigned space.

No “roaming” is permitted on the Festival grounds.

Space Fee: All Community Exhibitors selected to participate must submit all requested documentation and the space fee (\$800.00) no later than July 15, 2019. Payments are accepted via PayPal.

Load In: Setup for Community Exhibitors is on the morning of Saturday, August 31, 2019. Community Exhibitors accepted to participate in the Festival will be provided with additional details about load in times and locations.

Teardown: All Community Exhibitors must vacate the booth space no later than 11:00pm Monday, September 2, 2019.

Insurance: Every vendor is required to submit proof of auto insurance to the Festival for vehicles entering the Festival site. The Festival may ask for proof of general liability insurance based on the activities planned for the booth. Additionally, if any booth is staffed with employees (not volunteers), the Community Exhibitor must provide the Festival with proof of Workers' Compensation Insurance.

Equipment: All Community Exhibitors are required to provide their own tent, tables, lights and display equipment. Equipment may be rented through the Festival for an additional fee.

Signage: Community Exhibitors may hang a banner in the front of the tent, with the prior approval of the Festival Management. Banners may not be larger than 2' tall by 8' wide. Exhibitors may display signage within the booth, with the prior approval of the Festival Management.

Service Animals: No animals are allowed inside the Festival grounds, with the sole exception of service animals.

Promotional Information: The Festival retains permission to use the name of the Community Exhibitor and details of booth activities for the purposes of promotion and advertising of the Festival.

Rules and Procedures: Community Exhibitors must follow all rules and regulations stated in this Handbook as well as those stated in future mailings and communications. The Festival Management, in its sole discretion, will accept and manage Community Exhibitors. The Festival reserves the right to ask the Community Exhibitor to replace or modify booth displays and/or giveaways, shut down booth operations, and/or may terminate the agreement at any time.

Questions: If an applicant or potential applicant has questions please contact Jeremy Macias at [Marketplace@ATasteofColorado.com](mailto:Marketplace@ATasteofColorado.com).

Thank you for your interest in A Taste of Colorado 2019!