

# 24<sup>TH</sup> ANNUAL BLUEGRASS & BEER FESTIVAL 2021

## Food Vendor Application

August 7<sup>th</sup> & 8<sup>th</sup> / 1pm-5pm both days / Keystone, Colorado



This year we are celebrating the **24<sup>th</sup> Anniversary of the Keystone Bluegrass and Beer Festival**. After a year off, we need both days filled with frothy beers, killer bluegrass and yummy eats!

### EVENT DETAILS

- Date: Saturday, August 7<sup>th</sup> & Sunday, August 8<sup>th</sup>, 2021
- Hours: 1:00PM – 5:00PM
- Location: River Run Village, [Keystone Resort](#), Colorado
- Number of Beer Lovers: 3,000+

### FESTIVAL AND MENU GUIDELINES

- Menu items should be in a 3-4 ounce serving (sample size), no more no less, made to pair with any variety of beer.
- No beverages are to be sold at the vendor tents, the main bar will sell all alcoholic and non-alcoholic beverages.
- **This year we will not be using festival food tasting tickets.** Guests will instead be able to purchase a punch card good for one sample from each food booth. Food vendors will be reimbursed for the number of overall guest packages sold, not the number of samples given out.
  - Food vendors will be reimbursed \$4.00 for each All Access Food Pass sold over the weekend.
    - Estimated capacity: Saturday-2,000, Sunday-1,000
    - Prepare ~3300 samples for the whole weekend. We anticipate selling around 1500 food passes for each day of the festival, but as always you should prepare more than the exact number of samples.
    - We will provide a final number of passes sold approximately one week out
- All menus are subject to approval and availability. You **MUST** submit your food items by July 16<sup>th</sup>, 2021. No changes to menu items will be allowed after July 23<sup>rd</sup>, 2021. We have been lenient on this in the past but will not be able to make late changes this year. Thank you for understanding.
- **NO CASH TO BE ACCEPTED**
- We will keep an eye on ticket sales leading up to the event and convey any information regarding the need to increase or decrease the number of samples you should prepare for the weekend.

### BOOTH SPACE GUIDELINES

- A single booth is 10x10. Vendors are to provide their own freestanding display booth, with a minimum of 40lb weights attached to EACH leg and to the canopy in an approved manner (ex: ratchet straps, high quality rope).
- All spaces are on pavement outside and if you are cooking, you are **REQUIRED** to put down a grease spill mat.
- Concession trailers will be considered as a double booth space. Not all requests for double booth spaces will be granted.

### HEALTH DEPARTMENT REQUIREMENTS

- All food vendors must complete the Summit County Environmental Health Vendor Application
  - Please contact Ryane Botzon at [ryane@keystoneneighbourhood.com](mailto:ryane@keystoneneighbourhood.com), if you need a Summit County Vendor Application or go to [www.keystonefestivals.com](http://www.keystonefestivals.com)

## INSURANCE REQUIREMENTS

All food vendors must maintain insurance that complies with the following requirements:

- **Workman's Compensation Insurance** covering all employees or subcontractors engaged by Applicant in accordance with the minimum statutory requirements of the State of Colorado.
- **Commercial General Liability Insurance** in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, including the following coverages: contractual liability, personal injury, broad form property damage, independent contractors, and premises operations. Keystone Neighbourhood Company, Vail Summit Resorts, Inc., and any other entity reasonably requested by KNC shall be named as additional insureds on the commercial general liability policy.
- **Automobile Liability Insurance** in the minimum amount of \$500,000/\$1,000,000 bodily injury limits and \$500,000 property damage limits or combined single limits of \$1,000,000.
- Vendor shall supply a certificate of insurance to KNC evidencing the above insurance coverage by no later than **July 4<sup>th</sup>, 2021**

## WHAT WE PROVIDE

- Menu signage at your booth with your business name and all your menu offerings
- Access to electricity, if electrical fees are paid.
- Listing on festival map and website.
- \$4.00 reimbursement for every All-Access Food Pass sold across the weekend.
  - There is a .5% Village Assessment Fee that will be deducted from your reimbursement check.
- Trash can at your booth.
- 8ft black table linens to cover 2 tables.
  - If not needed, please indicate here:  YES  NO

## WHAT YOU PROVIDE

- Gourmet, sample-size tastings for guests over the festival weekend. \*This is our highest end ticket and food event.
- Serving trays, warmers, dishes/cups – ALL supplies related to preparing and serving your dish.
- If you will be needing power, please indicate on your electrical worksheet, however you are responsible for all electrical cords and power strips necessary.
- Staffing for your booth.
- Health department approved hand washing station - paper towels, soap, waste water bucket, spray bottle with sanitizer and a thermometer.
- You can find a link to this form on our website, or I can email it to you as well as the official guidelines for temporary food establishments.
- Banner, signage, or discount coupons to market your company at your booth (menu signage will be provided).

## ELECTRICITY

- Power is available and provided by the KNC. To help ensure a smooth and safe event for everyone, please give a detailed description of EVERYTHING you are planning on plugging in.
- We will not provide extension cords, power strips, cable ramps, etc. You will need to provide these items.
- Not all power sources are close to the booths so you may need to plug in much farther down from your booth.

## APPLICATION DEADLINES & FEE SCHEDULE

- Friday, July 9<sup>th</sup> – Applications Due – please submit to [events@keystoneneighbourhood.com](mailto:events@keystoneneighbourhood.com)
- Friday, July 16<sup>nd</sup> – Notification of Acceptance
- Information Packet Sent Out
- Friday, July 23<sup>rd</sup> – Payments Due (Booth and Electrical)
  - Will run payments on the card provided in application
  - All Paperwork Due – Certificate of Insurance, Environmental Health, CO License
  - No refunds provided after this date

Please contact Ryane Botzon, Special Events Coordinator at [ryane@keystoneneighbourhood.com](mailto:ryane@keystoneneighbourhood.com) or 970.423.8992 for any questions regarding the application process. All vendors will be notified via email after **July 16<sup>th</sup>** as to their acceptance into the festival. You can submit your application via email, fax (970.423.8994) or mail (140 Ida Belle Drive, Suite F4, Keystone, CO. 80435).

## CONTACT INFORMATION

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company Website or Facebook: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Contact's Phone (REQUIRED): \_\_\_\_\_

Contact's Email (REQUIRED): \_\_\_\_\_

Booth Space:  10x10 - \$200

Trailer/Mobile Unit - \$350

## MENU ITEMS TO BE SOLD:

Be sure to write clearly and include all items you will be serving; no additional items can be sold without the consent of the KNC. The KNC reserves the right to request menu changes at any time. We strive for diverse food offerings and do not allow duplicate food items. Your menu item size needs to be no more than 4 oz. and no less than 3 oz.

Item 1: \_\_\_\_\_

Description: \_\_\_\_\_

Item 2: \_\_\_\_\_

Description: \_\_\_\_\_



# Bluegrass & Beer Festival Food Vendor Application | 2021

## PAYMENT INFORMATION:

The required booth fee and electrical fees will not be charged until you have been accepted into the festival. Be aware that we will likely be charging your card on or about June 18th, 2021.

Card Type:  VISA  Mastercard  Discover

Name On Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

CCV: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Expiration: \_\_\_\_\_

## 2021 Keystone Bluegrass & Beer Festival Electrical/Equipment Worksheet

**Business Name:** \_\_\_\_\_

Please list all electrical items that will be used during the 2021 Keystone Bluegrass & Beer Festival.

Be very specific and all-inclusive regarding electrical requirements. **All vendors must provide at a minimum their own 100 foot 3-prong extension cord and power strip.** Vendors are responsible for checking all equipment prior to the event to make sure it is in proper working order. Any equipment that is faulty and requires on-site electrical work will be charged an additional **\$100 fee**. Any Vendor found overloading circuits or causing nuisance tripping of breakers, will also be charged an additional **\$100 fee**.  Initial Here

**Please complete the following electrical worksheet to determine electrical needs.**

Please place an "X" next to each cooking element you will be bringing and cooking with:

BBQ Grill	<input type="checkbox"/>	Charcoal Grill	<input type="checkbox"/>	Gel Fuel	<input type="checkbox"/>
Burners	<input type="checkbox"/>	Flat Top	<input type="checkbox"/>	Propane	<input type="checkbox"/>
Chafing Dish	<input type="checkbox"/>	Fryer	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Do you need electricity in your booth space?  YES  NO

Do you have a specialty plug or hook-up, such as RV hook-up or 220v?  YES  NO

If yes, please list the types of plugs: \_\_\_\_\_

## ELECTRICAL WORKSHEET

# Bluegrass & Beer Festival Food Vendor Application | 2021

If your equipment does not list amps, follow this equation to find the amps:  $Watts \div Volts = Amps$

<u>Item</u>	<u>Amps</u>
	Total:

## ELECTRICAL FEES (TO BE PAID WITH BOOTH FEE)

1-20 AMPS	\$25	
+ 20 AMPS	\$50	
Specialty Plug	Additional \$25	

## ACKNOWLEDGEMENT AND ASSUMPTION OF RISK AND RELEASE:

The undersigned (“Applicant”) does hereby and forever release Keystone Neighbourhood Company, Keystone Resort, their subsidiaries, parent companies, sponsors, employees, agents, contractors and all related entities and persons (“Released Parties”) from all actions, suits, damages, claims and demands whatsoever in law or equity arising out of participation in any of the 2021 Summer Festivals. Applicant agrees to abide by all the rules set forth in this application and to be present to conduct business during all agreed festival hours. By signing below, Applicant understands that the Keystone Neighbourhood Company has the right to refuse any vendor for any reason, which may include items to be sold or competition with Keystone Neighbourhood Company and/or River Run Merchants. Also, placement of all vendor space is non-negotiable and will not be changed for any reason. Applicant agrees to defend, indemnify and hold harmless the Released Parties from any and against all claims, liabilities, suits and causes of action (including attorney’s fees and other costs) for injuries and/or deaths to any person or for damage or destruction of property resulting from any act or omission of Applicant, its agents and employees arising or growing out of the performance of this Agreement.

## PLEASE READ CAREFULLY AND INITIAL THE FOLLOWING ITEMS

- My booth will be **open for business during all festival hours**, I may choose to open prior to the festival but not before 8am on any festival day.
- I will have sufficient weights and tie down straps (40lbs each) on all four corners of my tent to prevent any danger due to high winds and be sure my tent top is tethered to **each leg**. 
  - **(Please refer to [www.lakedillonfirerescue.org/permits-and-services](http://www.lakedillonfirerescue.org/permits-and-services), then select tents and canopies)**
- I will be sure to clean-up around my booth space before leaving the festival grounds on Sunday, August 8<sup>th</sup>. If I



# Bluegrass & Beer Festival Food Vendor Application | 2021

leave garbage, debris, etc. in my space, I understand there will be a **\$250 clean-up fee** to be withheld from my reimbursement. [REDACTED]

- I am aware that I must submit my own Sales Tax to the State of Colorado, which is currently 6.375% as well as remit a .5% assessment fee to the KNC at the conclusion of the festival. [REDACTED]
- I understand that the menu items listed on my application are the only items I will be permitted to sell during the festival. I also understand that I may be asked to tweak or change my item if I have submitted a duplicate menu item to another exhibitor. [REDACTED]
- I understand that I must have a CO Retail Food License and all other required documentation in order to participate in the event. [REDACTED]
- It is my responsibility to contact the local Environmental Health Department to obtain any licensure or documentation I may need. I will also be sure to submit my Temporary Event Vendor Application along with my festival application. This can be found on our website, under the festival application. [REDACTED]
- 

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Be sure you have the following items completed before you submit your application:**

Application Page & Credit Card Information	
Certificate of Insurance	
Electrical Worksheet	
CO Retail License Copy	
Temporary Event Vendor Application	

**For online applications and more information, please visit [www.keystonefestivals.com](http://www.keystonefestivals.com)**

Please contact Ryane Botzon, Special Events Coordinator at [ryane@keystoneneighbourhood.com](mailto:ryane@keystoneneighbourhood.com) or 970.423.8992 for any questions regarding the application process. All vendors will be notified via email after **July 16<sup>th</sup>** as to their acceptance into the festival. You can submit your application via email, fax (970.423.8994) or mail (140 Ida Belle Drive, Suite F4, Keystone, CO. 80435).