



Keystone Festivals invites food vendors to apply to our four 2023 festivals in a single application! Guests delight at the high-quality, returning food vendors who attend every event throughout the summer and become a staple of the Keystone Festivals brand. We love to work with returning vendors who can make the magic happen all summer long. **Apply to vend at all 4 festivals, and if you're accepted, we'll give you a big discount on your booth space and pay a one-time fee at the beginning of the summer!**

BULK FOOD VENDOR BENEFITS

- 30% discount off summer booth fees
 - *Option to split into two payments if needed, just let Ryane know*
- Priority acceptance into all 4 Keystone Festivals
- Free marketing inclusion on Keystone Festivals social posts
 - *One post per month from the date of your application acceptance through Labor Day Weekend 2023*

EVENT DETAILS

- **Bacon & Bourbon Festival**
 - Dates: June 24th and 25th, 2023
 - Hours: 1:00PM – 5:00PM
 - 5,000+ Bacon Enthusiasts
- **Wine & Jazz Festival**
 - Dates: July 15th and 16th, 2023
 - Hours: 1:00PM – 5:00PM
 - 6,000+ Wine Lovers
- **Bluegrass & Beer Festival**
 - Dates: August 5th & 6th, 2023
 - Hours: 1:00PM – 5:00PM
 - 6,000+ Beer Drinkers
- **Oktoberfest**
 - Date: September 2nd
 - Hours: 1:00PM – 6:00PM
 - 4,000+ Bavarians
- Location: River Run Village, [Keystone Resort](#), Colorado

FOOD BOOTH GUIDELINES

- Food vendors must be present and open for business during the festival hours.
- Food vendors must not run out of food
- Food vendors must provide their own staffing at this event

FESTIVALS AND MENU GUIDELINES

- All menu items must be a 3-4 ounce serving, no more no less. (sample size)

- Vendors must make a food item that's applicable to the brand of the festival
 - **Bacon and Bourbon**- Bacon-themed items
 - **Wine and Jazz**- Higher-end items— think Caprese, Charcuterie, Braised Short Ribs, Lobster Ravioli
 - **Bluegrass and Beer**- BBQ, Pretzels, Wings, Mac n Cheese
 - **Oktoberfest**- pretzels, brats, sauerkraut, schnitzel
- No beverages are to be sold at the vendor tents, the main bar will sell all alcoholic and non-alcoholic beverages.
- **RFID Sales- 1 tap= 1 taste**
 - **Bacon and Bourbon**- Hungry Hogs Wristbands come with 4 food samples, Piglets come with 4 food samples, and Food pass comes with 5 food samples. **A-LA-CARTE FOOD SAMPLES ARE AVAILABLE.**
 - **Wine and Jazz**- Festival Packages come with 6 food samples, Food Pass comes with 5 samples, **A-LA-CARTE IS AVAILABLE.**
 - **Bluegrass and Beer**- Festival Packages come with 6 food samples, Food Pass comes with 5 samples, **A-LA-CARTE IS AVAILABLE.**
 - **Oktoberfest- A-LA-CARTE FOOD ONLY**
- **Please read your emails from Ryane leading up to each event. She will give you expected attendance leading up to the event. It is important that you do not run out of product.** These festivals have seen tremendous growth and we only anticipate them to continue to grow more.
- **All menus are subject to approval and availability.**
- **NO CASH TO BE ACCEPTED EVER**
- 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 the pavement outside.
- Concession trailers will be considered as a double booth space. **Not all requests for double booth spaces will be able to be granted.**
- Post-festival security is NOT provided. Parking will be available in the FREE River Run parking lot. Overnight camping is prohibited in this lot.
- **Booth placement is determined by the Event Department** and previous placement does not determine placement for 2023. We take into consideration the needs of the vendor when deciding placement as well as the order in which an application was received. You will be provided with a festival map the week leading up to the festival with your location.
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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**.
- **RFID POS System**
- **Reimbursement** for every tap on your RFID System
 - Bacon and Bourbon- \$3.00 per food item
 - Wine and Jazz- \$4.00 per food item
 - Bluegrass and Beer- \$3.00 per food item
 - Oktoberfest- \$3.00 per food item
 - 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.

WHAT YOU PROVIDE

- **Accurately themed sample-size tastings** for guests over the festival weekend.
- 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).

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 **March 31st, 2023**.

SALES TAX & ASSESSMENT FEE

- All exhibitors are responsible for the collection and payment of sales tax to the Colorado Department of Revenue. The current River Run Village sales tax is 6.375%.
- Exhibitors will also be required to remit a **.5%** sales assessment of the total gross sales collected during the festival. You will need to submit a separate payment for this to the KNC at the conclusion of the festival.

APPLICATION DEADLINES & FEE SCHEDULE

- **Friday, April 7th** – Application Due
- **Friday, April 14th** – Notification of Acceptance
 - Information Packet Sent Out
- **Friday, April 21st** – Payments Due (Booth and Electrical)
 - **Will run payments on the card provided in application- please make sure card info is correct**
 - All Paperwork Due – Certificate of Insurance, Environmental Health, CO License
 - No refunds provided after this date

For online applications and more information, please visit www.keystonefestivals.com

Please contact Ryane Botzon, Special Events Coordinator at ryane@keystoneneighbourhood.com or 970.423.8992 for any questions regarding the application process. All vendors will be notified via email after **April 14th** as to their acceptance into the festivals. You can submit your application via email 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: **10 x 10 - \$560 (30% Discount!)** **Trailer / Mobile Unit - \$980 (30% Discount!)**

This includes (1) booth space at (4) Keystone Festivals events throughout the summer, totaling 31 festival vending hours. All trailers/mobile units are subject to approval based on size and electrical needs. Vendors may be asked to operate from 10x10 space. Booth placement requests are happily accepted but placement is not guaranteed and may be different at each festival.

FOOD ITEMS FOR EACH EVENT:

Please list all menu items that you will be providing during the event. Your space will be assigned on the basis of this list. Once you are accepted as an official food vendor, you may only change your food item with official approval from the KNC event staff.

Festival: Bacon and Bourbon

Item: _____ Item: _____

Description: _____

Festival: Wine and Jazz

Item: _____ Item: _____

Description: _____

Festival: Bluegrass and Beer

Item: _____ Item: _____

Description: _____

Festival: Oktoberfest

Item: _____ Item: _____

Description: _____

PAYMENT INFORMATION:

The required booth fee and electrical fees will not be charged until you have been accepted to the summer. Be aware that we will likely be charging your card on or about **April 21st, 2023.**

Card Type: VISA Mastercard Discover

Name On Card: _____

Card Number: _____

CCV: _____ Zip Code: _____ Expiration: _____



2023 KEYSTONE FESTIVALS ELECTRIC WORKSHEET

Business Name: _____

Please list all electrical items that will be used at your booth setup throughout the summer.

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. Submit worksheet with your application.

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

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	\$125	
+ 20 AMPS	\$250	
Specialty Plug	Additional \$250	

Please write notes about booth location requests below:

I understand festival staff will do their best to honor my booth placement request, but location is not guaranteed



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 2023 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.** [redacted]
- 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.** [redacted]
 - **(Please refer to www.lakedillonfirerescue.org/permits-and-services, then select tents and canopies)**
- I will clean-up around my booth space before leaving the festival grounds after each event. If I leave garbage, debris, etc. in my space, I understand there will be a **\$250 clean-up fee per event** to be charged to the credit card on file. [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 each festival. [redacted]

Print Name: _____

Signature: _____

Date: _____

Be sure you have the following items completed before you submit your application **BY APRIL 7TH:**

Application Page	
Certificate of Insurance	
Electrical Worksheet	
CO Retail License Copy	

Please contact Ryane Botzon, Special Events Coordinator at ryane@keystoneneighbourhood.com or 970.423.8992 for any questions regarding the application process. You can submit your application via email or mail (140 Ida Belle Drive, Suite F4, Keystone, CO. 80435).

