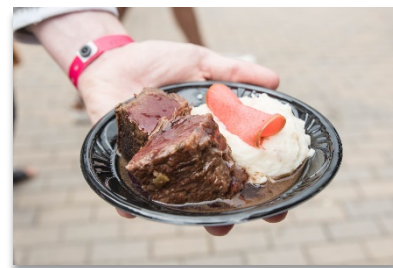

KEYSTONE WINE & JAZZ FESTIVAL 2021

Food Vendor Application

July 17th & 18th / 1pm-5pm both days / Keystone, Colorado



Click your glass for Keystone Wine & Jazz Festival in River Run Village July 17th-18th with more than 300 different varieties of wines to sip and savor. This year we bring the focus closer to home with local food vendors serving up gourmet bites, Colorado jazz musicians catching your ear throughout the village, and of course, local wine enthusiasts strolling the walkways of River Run Village. After a year off, we're all ready to enjoy Wine & Jazz with our mountain community as we take in the fresh air of the beautiful Rockies!

EVENT DETAILS

- Date: Saturday, July 17th & Sunday, July 18th, 2021
- Hours: 1:00PM – 5:00PM
- Location: River Run Village, [Keystone Resort](#), Colorado
- Number of Wine Enthusiasts: 2,000+

FESTIVAL AND MENU GUIDELINES

- Menu items should be gourmet dishes (think: to pair with wine) in a 3-4 ounce serving, no more no less. (sample size) *this is our highest end event when it comes to ticket price and food offerings.
- 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-1200, Sunday-1200
 - Prepare 800-1100 samples for the whole weekend. We anticipate selling around 800 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 1st, 2021. No changes to menu items will be allowed after July 7th, 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 Erin Bisette at erin@keystoneneighbourhood.com, if you need a Summit County Vendor Application or go to 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 **June 4th, 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, June 4th – Applications Due – please submit to events@keystoneneighbourhood.com
- Friday, June 11th – Notification of Acceptance
- Information Packet Sent Out
- Friday, June 18th – 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 Erin Bissette, Special Events Supervisor at erin@keystoneneighbourhood.com or 970.423.8990 for any questions regarding the application process. All vendors will be notified via email after **June 11th** 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: _____

Keystone Wine & Jazz Festival Food Vendor Application | 2021

- (Please refer to www.lakedillonfireescue.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, July 18th. If I leave garbage, debris, etc. in my space, I understand there will be a **\$250 clean-up fee** to be withheld from my reimbursement.
- 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.
- 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.
- I understand that I must have a CO Retail Food License and all other required documentation in order to participate in the event.
- 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.
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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

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