

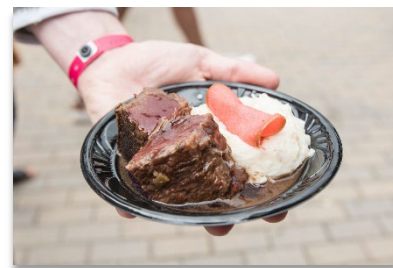
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# KEYSTONE WINE & JAZZ FESTIVAL 2023

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## Food Vendor Application

July 15<sup>th</sup> & 16<sup>th</sup> / 1pm-5pm both days / Keystone, Colorado



Raise your glass to another year of Keystone Wine & Jazz Festival in River Run Village, July 15th-16th, with hundreds of varieties of wines to sip and savor. This year we focus on the classics with more wine, delectable food dishes, and unique merchandise from near and far. Colorado jazz musicians catch your ear throughout the village, and of course, local wine enthusiasts stroll the walkways of River Run Village.

### EVENT DETAILS

- Date: Saturday, July 15<sup>th</sup> & Sunday, July 16<sup>th</sup>, 2023
- Hours: 1:00PM – 5:00PM
- Location: River Run Village, [Keystone Resort](#), Colorado
- Number of Wine Enthusiasts: 2,000+

### FESTIVAL AND MENU GUIDELINES

- Menu item 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.
- **Guests will be given a reloadable RFID wristband with credit for FOOD ITEMS ONLY. You will be given a handheld scanner that guests will tap with their RFID wristband to “purchase” a sample. Food vendors will be reimbursed for the number of samples given out after the festival. 1 ITEM=1 TAP**
  - **We have brought back a-la-carte food items! Ryane will keep you updated with hard advance ticket sales as well as an estimated number of a-la-carte samples.**
- **Please do not leave your booth unattended, doing so may result in your final payout being penalized accordingly.**
  - Food vendors will be reimbursed \$4.00 for each RFID SCAN sold over the weekend.
  - Be sure you prepare enough tastings as to not run out during the festival – Ryane will give you updates on our pre-sold ticket numbers- **remember to add additional 10-15% for walk up guests**
  - If you run out of food samples **your final payout will be penalized accordingly.**
  - Remember you can make more money this year if **you have plenty of food.**
  - All menus are subject to approval and availability, **no changes will be allowed past July 1<sup>st</sup>**
  - **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 the number of samples you should prepare for the weekend.

### BOOTH SPACE GUIDELINES

# Keystone Wine & Jazz Festival Food Vendor Application

2023

- 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 **June 2<sup>nd</sup>, 2023**

## 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 RFID SCAN 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.
  - Do you need linens? 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, wastewater 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.

# Keystone Wine & Jazz Festival Food Vendor Application | 2023

- 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, May 5<sup>th</sup> – Applications Due – please submit to [ryane@keystoneneighbourhood.com](mailto:ryane@keystoneneighbourhood.com)
- Friday, May 12<sup>th</sup> – Notification of Acceptance
- Information Packet Sent Out
- Friday, May 26<sup>th</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 **May 12<sup>th</sup>** as to their acceptance into the festival. You can submit your application via email ([ryane@keystoneneighbourhood.com](mailto:ryane@keystoneneighbourhood.com)) 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 ; 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.



# Keystone Wine & Jazz Festival Food Vendor Application 2023

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

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

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

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

**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 May 12<sup>th</sup>, 2023.

Card Type:     VISA             Mastercard             Discover

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

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

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

## 2023 Keystone Wine and Jazz Festival Electrical/Equipment Worksheet

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

Please list all electrical items that will be used during the 2023 Keystone Wine and Jazz 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		Charcoal Grill		Gel Fuel	
Burners		Flat Top		Propane	
Chafing Dish		Fryer		Other:	

**Do you need electricity in your booth space?**

YES



# Keystone Wine & Jazz Festival Food Vendor Application 2023

**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	\$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 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



# Keystone Wine & Jazz Festival Food Vendor Application 2023

(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 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, July 16<sup>th</sup>. 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 item 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](http://www.keystonefestivals.com)**

Please contact Ryane Botzon, Special Events Coordinator at [Ryane@keystoneneighbourhood.com](mailto:Ryane@keystoneneighbourhood.com) or



# Keystone Wine & Jazz Festival Food Vendor Application | 2023

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