

## KEYSTONE WINE & JAZZ FESTIVAL FOOD VENDOR APPLICATION



Raise your glass to another year of Keystone Wine & Jazz Festival in River Run Village, July 13th-14th, 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.

### NEW THIS YEAR

- **FOOD SERVICE HOURS:** 11:30AM-5:00PM
- **FOOD ITEM COST:**
  - \$6.00. (\$4 to the vendor, \$2 to the KNC)
- **PICK YOUR FOOD ITEM FROM THE LIST ON PAGE 3: FIRST COME FIRST PICK**

### EVENT DETAILS

- **Wine & Jazz Festival | July 13<sup>th</sup> and 14<sup>th</sup>, 2024**
- Festival Hours: 1:00PM – 5:00PM | Food Vendor Hours: 11:30AM-5:00PM
- **Wine and Jazz Ticket Options**
  - 2 Person Festival Packages come with 6 food servings
  - Food Pass comes with 5 servings
  - **A-LA-CARTE IS AVAILABLE.**
- Location: River Run Village, [Keystone Resort](#), Colorado
  - Estimated Food Servings: **600 4-5oz Food Servings for the Weekend | 350 Saturday | 250 Sunday**

### TICKETING SYSTEM | TAPPIT

- Each participating guest will receive an RFID wristband that will act as their wallet. Guests preload their wristbands with a certain amount of funds and just "TAPPIT" to spend
- This system works offline, and you will be trained on the hardware
- There is NO cash or credit accepted on these systems at any of our festivals

### FESTIVAL AND MENU GUIDELINES

- Each festival food item needs to be valued at \$6.00 and be 4-5oz. Please select your items for each festival from the list on the following page. If you do not see an item to your liking, or have another idea, send it to [ryane@keystoneneighbourhood.com](mailto:ryane@keystoneneighbourhood.com) for consideration. Please remember: The KNC does not supply ANY ingredients for your food item.
  - Menu items should be gourmet dishes (think: to pair with wine) in a 4-5 ounce serving, no more no less. (sample size) \*This is our highest-end event when it comes to ticket prices and food offerings.
  - Aim to prepare at least the listed number of servings, or more if possible.
  - All menu items are subject to approval
- No beverages are to be sold at the vendor tents, the main bar will sell all alcoholic and non-alcoholic beverages.
- Please be present and open for business during the above hours.
- Food vendors are responsible for arranging their staffing at this event.  
Please read your emails from Ryane leading up to each event. She will give you the expected attendance leading up to the event, which may vary from the above numbers.

**NO CASH TO BE ACCEPTED EVER**

### BOOTH SPACE GUIDELINES

- A single booth space 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.
- Food trucks will be considered as a double booth space. Not all requests for double booth spaces will be granted. We have very limited space for food truck.

### 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:

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- **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 as well as social media.
- \$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 in the electrical needs section, 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.**
- 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 booths, please accurately inform us if you need power before the event.

### APPLICATION DEADLINES & FEE SCHEDULE

- Friday, May 3<sup>rd</sup> – Applications Due – please submit to ryane@keystoneneighbourhood.com
- Friday, May 10<sup>th</sup> – Notification of Acceptance
- Information Packet Sent Out
- Friday, May 17<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 Supervisor 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 10<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

**FOR FOOD TRUCKS ONLY:**  Overnight Power- \$200 for the Weekend

**KEYSTONE WINE & JAZZ FESTIVAL FOOD VENDOR APPLICATION**

**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 between 4-5oz.

**Wine & Jazz Festival; July 13<sup>th</sup> & 14<sup>th</sup> | 11:30am-5pm | booth setup must be complete by 10am**

- |   |   |
|---|---|
| <input type="checkbox"/> Prosciutto-Wrapped Grilled Asparagus     | <input type="checkbox"/> Feta Spinach Phyllo Triangles          |
| <input type="checkbox"/> Caprese Skewers with Balsamic Glaze      | <input type="checkbox"/> Steak Bites with a Chimichurri         |
| <input type="checkbox"/> Ginger Soy Glazed Meatballs              | <input type="checkbox"/> Pork Belly Tacos with Pineapple Salsa  |
| <input type="checkbox"/> Fig and Prosciutto Flatbread             | <input type="checkbox"/> Chicken Skewers with Tzatziki          |
| <input type="checkbox"/> Shrimp & Grits                           | <input type="checkbox"/> Charcuterie Cups                       |
| <input type="checkbox"/> Prosciutto-Wrapped Melon Bites           | <input type="checkbox"/> Mini Fruit Tarts                       |
| <input type="checkbox"/> Veggie Spring Rolls                      | <input type="checkbox"/> Cheesecake Bites                       |
| <input type="checkbox"/> Mini Margarita Pizzas                    | <input type="checkbox"/> Chocolate Torte Bites                  |
| <input type="checkbox"/> Greek Chicken Skewers                    | <input type="checkbox"/> Brie, Apple, Honey Quesadilla          |
| <input type="checkbox"/> Mozzarella Pesto Stuffed Cherry Tomatoes | <input type="checkbox"/> Caramelized Onion and Gruyere Tartlets |
| <input type="checkbox"/> Tortellini Skewers                       | <input type="checkbox"/> OTHER: _____                           |
| <input type="checkbox"/> Sweet Potato Bites with Chipotle Aioli   |   |

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  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: \_\_\_\_\_

| <u>Item</u> | <u>Amps</u> |
|-------------|-------------|
|             |             |
|             |             |
| Total       |             |

Please list all electrical items that will be used during the 2024 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

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

|                       |                 |  |
|-----------------------|-----------------|--|
| <b>1-20 AMPS</b>      | \$25            |  |
| <b>+ 20 AMPS</b>      | \$50            |  |
| <b>Specialty Plug</b> | Additional \$25 |  |

# KEYSTONE WINE & JAZZ FESTIVAL 2024

## Food Vendor Application

July 13<sup>th</sup> & 14<sup>th</sup> | 11:30am- 5:00pm both days | Keystone, Colorado

### 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 17<sup>th</sup>, 2024. Please make sure you have adequate funds in your account.

Card Type:  VISA  Mastercard  Discover

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

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

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

### 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 2024 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

- o My booth will be **open for business during all festival hours.** [REDACTED]
- o 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]
  - o (Please refer to [www.lakedillonfirerescue.org/permits-and-services](http://www.lakedillonfirerescue.org/permits-and-services), then select tents and canopies)
- o I will be sure to clean-up around my booth space before leaving the festival grounds on Sunday, July 14<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. [REDACTED]
- o 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]
- o I am aware that the above sales tax may change with no notice. [REDACTED]
- o 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]
- o I understand that I must have a CO Retail Food License and all other required documentation in order to participate in the event. [REDACTED]
- o 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]
- o I understand that it is \$125 for the Temporary Vendor Application, and will be paid to the Summit County Public Health Dept. [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 Supervisor 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).

