



Center for the Arts
Evergreen Cultivating Artistic Excellence

31st Annual Summerfest Arts Festival Food Vendor Application

**Saturday, July 17th and Sunday, July 18th, 2010
Center for the Arts, Evergreen, Colorado**

The Festival

After 30 years of the Summerfest Arts Festival in Evergreen, Colorado the festival is undergoing some big changes for 2010. We aim to make Summerfest the highlight of the summer for the local and surrounding communities. We are expanding our kids' area in a big way that will draw more families to spend the weekend at Summerfest. Additionally, for the first time we are extending our hours for a special music event on Saturday evening (5-7pm), which will draw more people to attend Summerfest and shop from our artist vendors. Finally, we are looking to add beer and wine to our list of offerings so people will come and stay the day at the best summer festival in Evergreen. Due to the big changes, we intend to increase our marketing of Summerfest and our goal is to double the attendance in 2010.

You are invited to apply to our annual Summerfest Arts Festival, which features a juried exhibition of approximately 125 gallery quality fine art and fine crafts vendors. Summerfest is a two-day festival held outdoors at which historically about 5,000 people attend. It is hosted by the Center for the Arts Evergreen. The food vendor area is separate from the artist booths and located next to our performance stage. **Electricity is available for an extra fee; however, there is no access to water hook-up.**

Important Dates

- March 26th, 2010 - Application Deadline
- April 5th, 2010 - Notification of acceptance by mail (postmarked)
- April 30th, 2010 - Deadline for accepted vendors to commit to participate and remit booth fee.
- July 17th & 18th, 2010 – Summerfest Arts Festival

Application

Please fill out the attached application, provide an image of your booth, and remit a non-refundable \$35 entry fee. **Please do not include booth fees with your application.** Additionally, all participating food vendors will be required to provide a copy of your certificate of approval to operate at a temporary food service event from Jefferson County. You can obtain the appropriate form on their website at <http://co.jefferson.co.us/health/> or contact the Environmental Health Services at dhooker@jeffco.us or 303-271-5700. Finally, new for this year, we must receive a copy of your liability insurance as requested by our insurance company.

Selection Process

Our goal is to select food vendors that provide a variety of food and drink choices for festival participants. Food vendors will be selected by the Summerfest Arts Festival Committee based on the quality and variety of food choices being offered. They will review the submitted menu and may restrict some items if they are already being offered by another vendor.

- TURN OVER -



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Booth Space:

Each exhibitor will be provided a space measuring 10' x 10' – more frontage space is available for an additional fee. **Artists are to provide their own display booth, including counters, tables, and other equipment to set up in an outdoor environment.** All booths must include a tent or overhead protection. Artists desiring corner locations, electricity, or having any other specific space requests, will be assigned spaces on a first come, first served basis. Specific booth assignments are available only at check in. All booth locations are final. There are occasional high winds in Colorado in July. Booths/tents should be sturdy and must be weighted or staked.

Exhibit Fee – please do not send with your application:

- 10 x 10 booth: \$275
- Additional liner feet: \$30/foot
- Additional 10 x 10 booth: \$275
- Corner 10 x 10 booth: \$325
- Electricity: \$25
- **Refund Policy: full refunds will be given until May 17th, half refunds will be given until June 17th, thereafter no refunds of booth fees will be given.**

Guidelines/Rules:

- Vendors must be present with their booth for the entire 2 days of the Festival.
- The Center for the Arts Evergreen reserves the right to remove from the show those items determined unsuitable for the festival or that weren't approved in the application process. This will be at the discretion of the Center's Executive Director.
- Summerfest 2010 Festival Hours:
 - Saturday, July 17, 2010 - 10:00am - 7:00pm
(special event 5:00 – 7:00pm optional)
 - Sunday, July 18, 2010 - 10:00am - 5:00pm
- Booth set up:
 - Friday, July 16, 2010 after 1:00pm and must be completed by 6:00pm.
 - Booth assignments will not be given after 5:30pm on Friday.
 - Booth set up will resume after 7:00am, Saturday, July 17, 2010.
 - Booths should be ready for the festival no later than 9:30am.
 - Security will be provided Friday and Saturday night.
- **Entrance to the field is limited and items will need to be carted into the Festival. Exhibitors should bring someone with them if they feel they need assistance with set up – Summerfest volunteers may not be available to help.**
- Exhibitors agree to abide by Summerfest parking regulations. After unloading, vehicles must be moved to the designated vendor lot. Exhibitors who do not abide by parking regulations will be asked to leave the show; booth fees will not be refunded.



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Booth Layout: Please provide a drawing of your temporary food booth. Identify and describe all equipment. The drawing should include the following as taken from the Jefferson County website (if applicable):

- Cooking Equipment
- Hand Washing Facilities
- Food and Single Service Storage
- Customer Service Area
- Hot and Cold Holding Equipment
- Work Surfaces
- Garbage or Trash Containers
- Potable Water Lines

Booth Layout

FRONT

Do you have any special requests?

Please tell us how you heard about Summerfest:

Return application to: Center for the Arts Evergreen, PO Box 2737, Evergreen, CO 80437. If you have any questions please email events@evergreenarts.org.