

Apple Day Vendor Registration Form

Vendor/Business Name: _____ Vendor Previously: Y ☐ N ☐

Name: _____ Chamber Member: Y ☐ N ☐

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

For what purpose do you plan to use your Apple Day Vendor Booth?

- ☐ Sell Goods & Services (non-food) ☐ Sell Food and/or Drink ☐ Offer Activities
☐ Promote a Cause/Candidate ☐ Other: _____

Please describe what you plan to sell, offer, or promote at your Apple Day Vendor Booth:

Special Notes: _____

How many 10' x 15' spaces would you like? _____ Total Cost: \$ _____

If you commit to selling apple related products or if your business is a PCC member, the cost for the first two spaces is \$45.00 each. Otherwise, the first two spaces are charged \$55.00 each. All additional spaces cost \$50.00 each.

Application Checklist:

- ☐ Registration Form ☐ Payment ☐ Signed Affirmation & Liability Release
☐ Self-Addressed & Stamped Envelope* ☐ Food Vendor License or Proof of Non-Profit Status**

**This envelope will be used to mail you a confirmation letter, along with details about your booth placement; confirmation will not be provided without an envelope. Confirmation letters will be issued no later than September 20th.*

***Food vendors must submit their applications and licenses no later than September 4th.*

***Please make a copy of both sides of this application and then send your materials to
210 Broadway, Suite 100, Penrose, Colorado 81240.***

By my signature, I admit that I have read and agree to abide by all Apple Day policies. I expressly release, discharge, and/or otherwise indemnify and hold harmless the Penrose Chamber of Commerce against any claim, lawsuit or written demand, including but not limited to any claims for property loss, personal or physical injury or death, by or on behalf of the vendor.

Vendor Signature: _____ Date: _____

Apple Day is held the first Saturday of October every year. This year it will be October 6th.

Office Use Only

Date Received: _____ Space #: _____ Check #: _____ Confirmed: _____

Apple Day Vendor Policies

*We appreciate you taking the time to read our Apple Day Vendor Policies.
If you have any questions, please let us know. We look forward to a successful and enjoyable event!*

1. To reserve a space, all non-food vendors must submit to the Penrose Chamber of Commerce a signed Vendor Registration Form, a self-addressed and stamped #10 envelope, and proper payment no later than September 10, 2018.
2. Food and drink may only be sold by a licensed food vendor or qualifying non-profit organization.
 - a. To reserve a space, all licensed food vendors must submit to the Penrose Chamber of Commerce a signed Vendor Registration Form, a self-addressed and stamped #10 envelope, a current Fremont County Food Vendor License, and proper payment no later than September 4, 2018.
 - b. To reserve a space, all non-profit entities planning to sell food or drink must submit to the Penrose Chamber of Commerce a signed Vendor Registration Form, a self-addressed and stamped #10 envelope, proof of non-profit status, and proper payment no later than September 4, 2018.
3. Each vendor space is 15' x 10'. The Penrose Chamber of Commerce is unable to provide any furnishings but the space, so please remember to bring your own tables, chairs, tent, and/or generator. Keep in mind that these spaces are located outdoors on hard dirt or pavement and in a community prone to high winds; this is a rain or shine event.
 - a. Please be sure to purchase enough spaces to fit your entire set-up, including any container unit or vehicle from which you plan to sell.
 - b. The first two spaces cost \$55.00 each. If you are a Penrose Chamber of Commerce member and/or if you commit to selling apple related merchandise, (example: apple pies, apple tree pictures, apple fabric crafts), there is a \$10 discount on the first two spaces (\$45.00 each). No refunds will be issued after September 21, 2018.
 - c. Spaces may not be sublet or shared without the prior approval of the Vendor Committee.
 - d. If you need electricity, you must provide your own generator. Please place generators in the back of your display to shield the noise from attendees. Excessive noise is not allowed.
4. The Apple Day Vendor Committee will use your self-addressed and stamped envelope to send you confirmation of your space and its location. Confirmations will be mailed no later than September 20, 2018. Spaces are reserved on a first-requested and paid basis.
5. Due to permitting restrictions, vendors may not set-up before 7:00am on Apple Day. All booths should be ready and all vendor vehicles parked no later than 8:45am. Vendors should not begin tearing down until 4:00pm. For safety reasons, only emergency and parade vehicles will be allowed on Broadway between 9:00am and 4:00pm. If you need assistance finding your space, contact a Vendor Committee Member or Apple Day Volunteer; they will be walking around or on the golf cart.
6. We want to ensure that we leave the vendor area better than when we found it, so please remove all trash from your space. Trash bags are available upon request and trash receptacles will be located throughout the vendor area.
7. Vendors will be solely responsible for handling their own sales tax and for conforming to all state and federal laws. No products that violate copyright or other laws will be permitted. Only items listed on the registration form will be allowed to be sold.
8. No public drinking of alcohol, smoking of marijuana, or using of drugs will be permitted. This rule will be enforced by the Fremont County Sheriff's Department.
9. The Penrose Chamber of Commerce will not be responsible for any loss, damage, theft, or injury experienced by a vendor or its employees, volunteers, customers, assigns, etc.
10. Please keep a copy of these policies for your records. For additional information, please contact the Penrose Chamber of Commerce or the Vendor Committee at 719-372-3994 or penrosechamber@gmail.com. We are here to serve you!