



2020 SPECIAL EVENT VENDOR APPLICATION

Applications for Special Event Vendor booth space shall be submitted **45 Days** prior to the Special Event and shall include the following information. The CASE Manager may request additional information, may waive requirements for certain information, and may waive minimum timeframes in the CASE Manager’s sole discretion.

1. REQUIRED PERMITS, LICENSE & DOCUMENTS (Copies of all items are required for a complete application):

- a. 2020 State of Colorado Special Event Sales Tax License or a copy of the application submitted to the State. <https://www.colorado.gov/pacific/sites/default/files/DR0589.pdf>
- b. 2020 Eagle County Department of Environmental Health Temporary Food Event Permit or application; or Retail Food Establishment Mobile Food License in home county (*food vendors only*). https://www.eaglecounty.us/EnvHealth/Retail_Food/Retail_Food_at_Events/
- c. Vendor acknowledges and will abide by Attachments A and B attached hereto
- d. Proposed menu items and/or merchandise to be sold

2. VENDOR INFORMATION:

a. Vendor Business Name (and DBA, if applicable):

b. Contact Name: _____

c. Cell Phone Number: _____

d. Email: _____

e. Mailing Address: _____

f. Menu Items: Please list below and/or attach your desired menu for the events you wish to attend.

3. VENDOR SPACE REQUESTS: Please check one.

a. Tented Vendors Merchandise:

- i) Merchandise vendors include but are not limited to apparel, jewelry, toys, etc.
- ii) 10 (L) x 10 (D) space
- iii) Includes up to two (2) standard 110-outlets; no more than 20 Amps; and, four (4) vendor

- general admission staff wristbands, if applicable.
- iv) Total Amperage Requested: _____
- b. Tented Vendors Specialty:**
- i) Specialty vendors include but are not limited to ice cream, smoothies, coffee and popcorn.
- ii) 10 (L) x 10 (D) space
- iii) Includes up to two (2) standard 110-outlets; no more than 20 Amps; and, four (4) vendor general admission staff wristbands, if applicable.
- iv) Total amperage Requested: _____
- c. Tented Vendors Food:**
- i) 10 (L) x 10 (D) space
- ii) Includes up to two (2) standard 110-outlets; no more than 20 Amps; and, four (4) vendor general admission staff wristbands, if applicable.
- iii) Total amperage Requested: _____
- d. Tented Vendors Food:**
- i) 20 (L) x 10 (D) space
- ii) Includes up to two (2) standard 110-outlets; no more than 25 Amps; and, four (4) vendor general admission staff wristbands, if applicable.
- iii) Total amperage Requested: _____
- e. Food Vendor Truck:**
- i) 20 (L) x 15 (D) space
- ii) Includes up to three (3) standard 110-outlets; no more than 25 Amps; and, four (4) vendor general admission wristbands, if applicable.
- iii) Total amperage Requested: _____
- f. Food Vendor Trailer:**
- i) 20 (L) x 15 (D) space
- ii) Includes up to three (3) standard 110-outlets; no more than 25 Amps; and, four (4) vendor general admission single-day staff wristbands, if applicable.
- iii) Total amperage Requested: _____

4. VENDOR BOOTH FEES:

Event Name	Date	Price	Deposit	Due Date
Salute to the USA	Friday, July 3	\$500	\$250	6/15/2020
Avon Live Series	Wed., June 17, 24; July 8, 15, 22, 29; Aug. 5, 12, 19, 26	\$125 Per Event or All 9 For \$900	\$100 Per	Weekly
Community Yoga & S.U.P Race	Sat., Aug. 8	\$125	\$100	7/20/2020
Party at the Lake	Sat. Aug. 29	\$125	\$100	08/01/2020

- a.** If selected to participate as a Vendor and advanced to the Agreement phase, fees will be due upon submission of the signed Vendor Agreement and payable in advance via company check: Made payable to TOA; and, mailed to P.O. Box 975, Avon, CO, 81620

5. **SPECIAL EVENT & DATE SELECTION:** Place a check in the “requested” column next to the Special Event and dates that you are applying for. (The Town reserves the right to change or cancel events, dates and times as needed.)

Event	Day / Date	Time	Requested
Avon Live!	All Event Dates	5:30 to 8:45 p.m.	
Avon Live!	Wed., June 17	5:30 to 8:45 p.m.	
Avon Live!	Wed., June 24	5:30 to 8:45 p.m.	
Salute to the USA	Friday, July 3	5:00 to 10:15 p.m.	
Avon Live!	Wed., July 8	5:30 to 8:45 p.m.	
Avon Live!	Wed., July 15	5:30 to 8:45 p.m.	
Avon Live!	Wed., July 22	5:30 to 8:45 p.m.	
Avon Live!	Wed., July 29	5:30 to 8:45 p.m.	
Avon Live!	Wed., Aug. 5	5:30 to 8:45 p.m.	
Avon Live!	Wed., Aug. 19	5:30 to 8:45 p.m.	
Community Yoga & SUP Race	Sat., Aug. 8	TBD	
Avon Live!	Wed., Aug. 26	5:30 to 8:45 p.m.	
Party on the Lake	Sat., Aug. 29	TBD	

E-mail or deliver the completed Vendor Application, required permits, licenses and documents to the following email address: mliewer@avon.org

ATTACHMENT A

TOWN OF AVON SPECIAL EVENT VENDOR, EXHIBITOR AND ON-SITE ACTIVATION POLICY

Following are policies for all special event vendors, exhibitors and onsite activation participating in special events on Town property through third party permit holders or the Town of Avon.

Environmental Sustainability Initiatives

Fostering a culture of environmentalism, waste mitigation and energy conservation which minimizes the negative impacts to our collective environment and community for the long term is of utmost importance to the Town. All vendors participating in events held on Town properties shall support the Towns environmental sustainability initiatives and Eagle County's waste diversion goal of 30% reduction by 2030 (*zero waste events utilizing leave no trace practices*). Listed below are requirements and prohibited items.

Requirements: All special event vendors, exhibitors and onsite activation personnel shall

1. Recycle, trash (landfill) and compost receptacles (including liners) and educational signage for attendees, staff, vendors, artist, athletes, etc.
2. Dedicated staff, volunteer or other to directly manage all product streams
3. Post event reporting which details the percentage of product diverted away from the landfill (diversion rate) and recycled or composted
4. Food service ware that is either compostable or recyclable

Prohibited: All special event vendors, exhibitors and onsite activation personnel shall

1. Polystyrene foam disposal service ware (including but not limited to plates, cups, bowls, trays and hinged or lidded containers)
2. Single use plastic bottles (including but not limited to water, sports and energy drinks, juice, tea and coffee drinks, etc.)
3. Non-compostable plastic utensils
4. Plastic cups, glass, plastic wrap and lids, single-use condiment pouches, plastic bags and/or film

For alternative service products and information and please reference the *Town of Avon Walking Mountains Vendor Requirements & Guidelines*

Site Considerations

1. Site considerations for vendors including location, load-in/out, set-up times, booth specifications and requirements, parking, etc. must be provided and reviewed with the Town CASE Manager or designee at least thirty days prior to the event.
2. All vendors are to leave the event premise as they found it prior to departure.
3. The event permit holder is responsible for all refuse left on Town property and/or damages to the premises caused by vendors.
4. Stakes shall not be driven into the ground along any pathways, athletic fields, parking lots or grassy areas with underground sprinkler systems without prior permission from the CASE Manager or designee.
5. Grills, griddle and other cooking apparatus must have grease traps and temporary flooring / mats be used to protect the field.

Electricity

1. Vendors must supply their own electricity unless otherwise arranged for by the event permit holder or granted by the CASE Manager.
2. Generators for electricity should be preapproved by the event permit holder and be of the “whisper” type and/or positioned as far away as possible to prevent noise pollution of the event must have a catch pan for gasoline spills. Excessively noisy or smoky generators will not be allowed.
3. If generator power is approved, vendors shall provide electrical extension cord(s) of at least 100 feet in length and a safe means to secure the cord(s) to the ground.

Health & Safety

1. All vendors selling food and/or beverages must comply with the food safety codes of Eagle County Environmental Health Department. For more information, contact Eagle County Environmental Health at 303-328-8755 or visit: https://www.eaglecounty.us/EnvHealth/Retail_Food/Retail_Food_at_Events/
2. Grey water disposal is available at the Town Hall west parking lot and shall be arranged for 30-days prior to the arrival of vendors through the event permit holder.
3. All vendors with cooking operations, food sales or a place of warming (open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal) are required by Eagle River Fire Protection District (ERFPD) to have a fire extinguisher.
4. All outdoor cooking that produces a spark or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.
5. All vendor canopy, tent and/or membrane structures are required to be flame resistant and any area in excess of 400 sf ft are required to apply for an ERFPD Event Permit 30-days prior
6. For more information, contact Eagle River Fire Protection District at (970) 736-5064 or (970) 748-4739.

Alcohol Sales

1. It is unlawful to consume alcoholic beverages on public property within the Town of Avon without a special event liquor license permit.
2. If alcohol service is desired, a State of Colorado application must be completed and filed with the Avon Town Clerk’s Office a minimum of 60 days prior to the event.
3. All special event liquor applications must receive approval from the Avon Liquor Board.

Potable Water Access & Grey Water

1. Vendors will have access to the Town water supply for the express use of filling water barrels, water tanks in motorhomes, clean up, cooking, etc.
2. Vendors must supply their own hose and **may not** hook up to the water supply for an extended period.
3. Town of Avon staff reserves the right to disconnect hoses or shut off water at its discretion.
4. Grey water must be carried out or disposed of in the identified receptacles.

5. Grease must be contained and carried out.

Sales Tax Licensing & Remittance

1. The Town of Avon imposes a 4% sales tax on items, including food, sold within the boundaries of the Town of Avon. Vendors are responsible for collecting the appropriate taxes at the event and remitting to the Town of Avon.
2. Once registered for a Special Event Vendor Sales Tax License, access to on-line reporting will be available.
3. A sales tax return must be filed by all vendors even if no sales are made or no sales tax is due.
4. Sales tax returns and payments must be submitted to the Town of Avon by the 20th of the month following the event or the first business day following the 20th, if it falls on a weekend or federal holiday.
5. Vendors shall be responsible for collecting and remitting State of Colorado (2.9%) and Eagle County taxes (1.5%) to the State of Colorado.
6. See instructions below; for assistance specifically for Avon Sales Tax please call 970-748-4046.

Business License Special Event

1. Ordinance 15-07 which came into effect April 24, 2015 set forth that anyone engaged in business in the Town of Avon (whether a fixed location or not) shall register, obtain and maintain an annual business license.
2. There is a \$25 processing fee per 12-month period and includes any vendor for special events and the event permit holder.
3. A vendor is considered any person who sells or attempts to sell, or offers to the public any services, goods, wares or merchandise including but not limited to food or beverage, from any outdoor location from a stationary cart or table regardless of whether a fee is charged for such goods or service.
4. The Business License Special Event can be found at www.Avon.org "On-Line Payments" button located at the bottom of the screen.

Organizations Receiving Town of Avon Community Grant and/or Special Event Seed Funds: Sales Tax License

1. Organizations (i.e. permit holder) receiving funding for special events will need to register for a Sales Tax License with the Town of Avon; there is no fee assessed for this license.
2. The permit holder will be required to collect and remit sales tax for any vendor engaged in business at the special event.
3. A vendor is considered any person who sells or attempts to sell, or offers to the public any services, goods, wares or merchandise including but not limited to food or beverage, from any outdoor location from a stationary cart or table regardless of whether a fee is charged for such goods or service.
4. The Sales Tax License can be found at www.Avon.org "On-Line Payments" button located at the bottom of the screen.

5. Event permit holders shall provide the Town with the business name, responsible party, phone numbers, email addresses, mailing and physical addresses of each vendor at least two weeks prior to the event; and, must hold a Town of Avon Business License.

Instructions:

1. Go to www.avon.org and click on the “Online Payments” button located at the bottom of the home page;
2. Vendors who have not been on MuniRevs prior will need to register by clicking “New User” to apply for an account, then follow the online steps provided.
3. Vendors that are currently registered can access by clicking “Existing Users”, login to their account and access “Manage Your Business” to register for a Sales Tax License.
4. For assistance contact support@munirevs.com or call 888-751-1911.

Attachment B

Town of Avon Vendor Requirements & Guidelines

This document shall serve as a tool to further reduce our waste and resource consumption to conserve energy and water, maximize landfill space, minimize ecosystem destruction and help support our Eagle County community in meeting the waste diversion goal of 30% reduction by 2030.

As the commitment to sustainability increases for all Town events, we are asking all on-site activations, including but not limited to food and beverage concessions, retail vendors, sponsors, etc. to comply with the requirements detailed below. We appreciate your commitment to the Town of Avon's environmental sustainability initiatives and are available to support you with any questions or concerns. Additionally, Walking Mountains is available on a case-by-case basis to directly consult and/or implement your program to ensure compliance with the Town of Avon staffing, management, and post event reporting requirements.

At the bottom of this document is a *Serviceware Product Inventory* which must be completed and returned to Walking Mountains two weeks prior to the first day of the event. Walking Mountains will follow up within five business days if any items listed in your product inventory are not compliant. Additionally, vendors must notify Walking Mountains if there are any changes to their approved inventory five business days prior to the event.

Please contact Nina Waysdorf, Sustainability Programs Coordinator for Zero Waste, at ninaw@walkingmountains.org with any questions.

PRODUCTS

It is required that serviceware be compostable (or recyclable if necessary) to decrease the number of items entering our local landfill. To ensure the products you plan to use are acceptable, please contact Nina Waysdorf at ninaw@walkingmountains.org with a list of all items prior to purchasing. *Note that while some items may say "recyclable," it does not necessarily mean it is recyclable in our area; please only purchase items on the "acceptable" list.*

Acceptable Containers and Serviceware

All *un-coated* paper containers including plates, bowls, cups
BPI – Certified compostable containers
BPI – Certified compostable utensils (spoons, forks, knives)
BPI – Certified compostable "coffee" cups
Paper napkins and paper towels
Wax paper or deli wrap
Aluminum cans
Corrugated cardboard/boxes

Prohibited Containers and Serviceware

Single-use plastic bottles
Polystyrene foam (Styrofoam™) products
Non-compostable plastic utensils (including all products made from recycled content)
Plastic cups
Compostable PLA cups
Straws
Plastic-*coated* paper products
Glass
Plastic wrap
Plastic lids
Single-use condiment pouches
Plastic Bags and/or Plastic Film
Plastic condiment containers (even if they say recyclable, they are not!)

EXAMPLES: APPROVED PRODUCTS



Food Containers such as plates, bowls, trays, & clamshells must be made of paper, bamboo, or sugarcane. Check for "BPI Certified Compostable" label to ensure they break down at our facility and are NOT lined with plastic.



Utensils *MUST* be labeled "BPI Certified Compostable" or made from wooden or other natural material. Our local recycling and compost facilities cannot accept utensils made from recycled material/content or simply labeled "Biodegradable."



Beverage Containers such as aluminum cans and Tetra Paks® are accepted for recycling. Currently, our local hauler for single-stream cannot recycle plastic cups. Additionally, our compost facility cannot process compostable "plastic" cups. Whenever possible, please purchase "BPI Certified Compostable" coffee-style cups (see example above). *Note that the Town of Avon is plastic-free, so plastic bottles are not to be sold at any event.*

Recommended Suppliers:

- Eco Products: <https://www.ecoproducts.com/>
- World Centric: <http://www.worldcentric.org/>
- Going Green Services: <http://www.goinggreenservices.com/PET-Clear-Cup-16-oz-p/esp16.htm>
- Biodegradable Products Institute: <http://products.bpiworld.org/?search=&category=59&type=2>
- Green Paper Products: <https://greenpaperproducts.com/>
- First Choice Wooden Cutlery: <https://www.firstchoiceware.com/>

VENDOR RESPONSIBILITIES

To help strengthen efforts and efficiency please review the following expectations that Town of Avon and Walking Mountains have for all vendors. If contracted by the event producer, the Walking Mountains Sustainability Zero Waste Team (Green Team) will be onsite to help manage and ensure proper disposal of all waste created during the event.

- Vendors shall use the provided the *back of house* trash, recycling, and compost bins and keep them out of public reach. If additional bins or bags are needed, please promptly inform the appropriate staff.
- The Green Team will educate you about proper sorting prior to the event. It is the vendor's responsibility to manage their waste correctly during the event. Ex: break down all cardboard boxes, latex gloves go in the trash, food scraps go in the compost, etc.
- Share how sustainable you are! Inform guests of your compostable/recyclable products and direct them to the nearest Zero Waste stations for proper disposal.

COLLATERAL AND GIVEAWAYS

- All paper should be recyclable in a standard municipal recycling stream. Many laminated and coated papers are not recyclable, and thus are prohibited. Please print collateral on 100% post-consumer recycled content or FSC-Certified content.
- The Town of Avon encourages our partners to eliminate waste-creating "giveaways," such as stickers and glow sticks; and to consider experiential activities instead. Also consider offering one bigger prize rather than smaller giveaways.
- All giveaways should be able to be consumed, reused, recycled, composted, or upcycled.
- All giveaways should meet the following requirements:
 - Giveaways and their packaging will contain recycled materials and be 100% reusable, recyclable, or compostable.
 - Giveaways will be ordered in reasonable quantities relative to projected event attendance.
 - Giveaways will be designed to allow for future distribution should there be leftovers (e.g. without a date or event).
- Please consider giveaways that are durable and reusable and that do not have wasted parts. Instead of stickers, which have a non-recyclable paper backing, consider:
 - Koozies
 - Reusable cutlery
 - Patches
 - Reusable shopping bags
- Polystyrene foam (Styrofoam™) is prohibited at the event.

PURCHASING TIPS

- Reduce purchasing and buy in bulk. Not only will it reduce waste, but it will help cut costs and eliminate the need for unnecessary packaging. Ex: use large condiment containers as opposed to individual packets.
- Avoid single use products like straws, stirrers, unnecessary utensils, or other excess disposable items. These items use large amounts of resources to produce and are a major source of contamination and pollution.
- If you go with paper products, purchase UN-COATED paper plates, cups, bowls, etc. Chinet is a great brand you can find anywhere. Look for brands that say compostable and have a BPI Certified Compostable label.
- When purchasing napkins, brown/natural napkins are best!
- Polystyrene foam (Styrofoam) is prohibited at the event. Any Styrofoam packaging or materials must be disposed of offsite.

SERVICWARE PRODUCT INVENTORY

*Please list **all** serviceware you will be distributing, and the materials associated with those items. Please include Manufacturer or Brand Name. The Green Team will follow up and notify you if any products are noncompliant.*

Item	Product Manufacturer/Brand	Product Description
<i>Ex: Sandwich</i>	<i>Eco-Products</i>	<i>8" inch Square Sugarcane Plate, Certified compostable</i>

Thank you for your help! You play a key role in fostering a culture of environmentalism in our community.

I acknowledge that I have read, understood, and will comply with the above Town of Avon Vendor Requirements & Guidelines.

Business Name:	Contact Name:
Phone:	Email:
Signature:	Date: