



2023 SPECIAL EVENT VENDOR APPLICATION

We accept only healthy, fresh, flavorful cuisine options for our guests! Minimal waste, exquisite presentation, professional and thoughtful branding, and cleanliness are top priority. If this aligns with what you have to offer, please proceed with this 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 or Special Events Coordinator may request additional information, may waive requirements for certain information, and may waive minimum timeframes in the CASE Manager’s sole discretion.

Please note that the submittal of this application does not indicate you have been accepted to the Special Events requested. The Special Events Coordinator will contact you if you have been accepted or denied. If you have been accepted, you will then move into the agreement phase

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

- a. 2023 State of Colorado Special Event Sales Tax License or a copy of the application submitted to the State. https://tax.colorado.gov/sites/tax/files/DR0589_2018.pdf
- b. 2023 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/environmentalhealth/retailfood>
- c. Vendor acknowledges and will abide by **Attachments A and B** attached hereto,
- d. Proposed menu items and/or merchandise to be sold; and,
- e. Photo of tented booth, truck and/or trailer space.

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 (food and beverage).

Vendors are NOT permitted to sell any beverages containing alcohol or beverages in single use plastic bottles.

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.

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.

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.

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.

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) On which side of the truck do you service from: Passenger Driver

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) On which side of the truck do you service from: Passenger Driver

4. **POWER NEEDS:**

a. **Please provide details on your power needs.**

i. Total Amperage Requested: _____

ii. **Additional Power Requests or Details (specialty plugs, etc.):**

5. VENDOR BOOTH FEES:

Event Name	Date	Price	Deposit	Due Date
AvonLIVE! Series	Wednesday, June 14, 22, 28; July 11, 19, 26; Aug. 2, 9, 16, 23, 30	\$550 For All AvonLIVE! (11)	\$250 For All AvonLIVE! (11)	05/15/2023
AvonLIVE! Individual Dates	Wednesday, June 14, 22, 28; July 11, 19, 26; Aug. 2, 9, 16, 23, 30	\$75 Per	\$50 Per	45 days prior
Salute to the USA	Monday, July 3	\$500	\$250	05/15/2023
Summer's End	Monday, September 4	\$75	\$75	07/21/2023
ALL AVON EVENTS LISTED ABOVE	ALL AVON DATES LISTED ABOVE	\$900	\$500	05/15/2023

- 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 credit card.

6. 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
AvonLIVE!	All (11) AvonLIVE! Dates	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, June 14	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, June 21	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, June 28	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, July 12	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, July 19	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, July 26	5:30 to 9:00 p.m..	
AvonLIVE!	Wednesday, August 2	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, August 9	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, August 16	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, August 23	5:30 to 9:00 p.m.	
AvonLIVE!	Wednesday, August 30	5:30 to 9:00 p.m.	
Salute to the USA	Monday, July 3	5:00 to 10:00 p.m.	
Summer's End Concert	Monday, September 4	TBD	

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

You will be contacted via email about your acceptance to the Town of Avon 2023 Special Events. If you have been accepted, you will then move to the agreement phase of the vendor process and your credit card will be charged for the vendor fees and deposits.

Thank you and we look forward to another great year of events in Avon, CO!

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 Town's environmental sustainability initiatives and Eagle County's waste diversion goal of 30% reduction and 80% organics diverted by 2030. In addition, the Town of Avon has a new recycling ordinance that will become effective in November 2023. The Recycling Ordinance requires all Avon residents, businesses, and visitors to recycle. It is the responsibility of the service providers to make recycling easy and accessible for visitors by following the Town's vendor guidelines. Listed below are requirements and prohibited items.

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

1. Accessible recycle, trash (landfill) and compost receptacles (including liners) and educational signage for attendees, staff, vendors, artists, athletes, etc.
2. Dedicated and trained staff, volunteer or other to directly manage all product streams.
3. Post-event reporting which details the percentage of products diverted away from the landfill (diversion rate) and recycled or composted.
4. Food service ware that is either compostable (BPI Certified) or recyclable.
 - o Note that while some items may say "recyclable," or "compostable" it does not necessarily mean it is accepted in our area or in the single-stream recycling system; it is required to only purchase items on the "acceptable" list on the Town of Avon Walking Mountains Vendor Requirements & Guidelines.
5. Ensure that the recyclables are clean and uncontaminated with food waste.

Prohibited: All special event vendors, exhibitors and onsite activation personnel shall not use the following prohibited items:

1. Polystyrene foam serviceware (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 items, including plastic cups, plastic straws, plastic containers/clamshells, plastic wrap/wrappers and lids, single-use condiment pouches, aseptic cartons, non-compostable hot-drink cups, plastic utensils, non-compostable plates/boats/containers with non-compostable lining, plastic bags and/or film, and glass.

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 (30) 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 or designee.
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 old Town Hall west parking lot and shall be arranged for thirty (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 twenty (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 more than 700 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 sell alcoholic beverages on public property within the Town of Avon without a special event liquor license permit.
2. If alcohol sales are desired, a State of Colorado application must be completed and filed with the Avon Town Clerk’s Office a minimum of sixty (60) days prior to the event.
3. All special event liquor applications must receive approval from the Avon Liquor Licensing Authority.

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 them to the Town of Avon.
2. 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.
3. Once registered for a Special Event Vendor Sales Tax License, access to on-line reporting will be available.
4. A sales tax return must be filed by all vendors even if no sales are made or no sales tax is due.
5. 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.
6. Vendors shall be responsible for collecting and remitting the State of Colorado (2.9%), Eagle County taxes (1.5 %), and Eagle County RTA Tax (0.5%) to the State of Colorado.
 - a. Beginning January 1, 2023, businesses in several towns, including Avon, and parts of unincorporated Eagle County shall collect a 0.50% sales tax for the newly created Eagle Valley Regional Transportation Authority. **The RTA sales tax rate is 0.50% and is separate from Eagle County sales tax.** Please do not submit as part of the Eagle County sales tax. For more information about the RTA, please visit EagleValleyRTA.org.
7. See instructions below; for assistance specifically for Avon Sales Tax please call 970-748-4046.

Business License Special Event

1. Ordinance 17-02 & 15-02 which went into effect March 28th, 2017, and March 24th, 2015, respectively, 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 \$5 license fee per twelve (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 (AMC 5.04.020).
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 Special Event Seed Funds: Sales Tax License

Events include: Ultimate Après Avon, Pride in the Park, Lacrosse Tournament, Avon Arts Celebration, XTERRA, Vail Valley Brew Au' and Man of the Cliff

1. Organizations (i.e., permit holders) 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: Registration for Business and/or Sales Tax License

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.

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 goal of 30% waste diversion 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 the Town of Avon Special Events Coordinator with your vendor application. 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 Emily Dennis, Zero Waste Lead, at emilyd@walkingmountains.org with any questions.

PRODUCTS

It is required that serviceware be compostable (or recyclable if necessary) to decrease the amount of waste entering our local landfill. To ensure the products you plan to use are acceptable, please contact Emily Dennis at emilyd@walkingmountains.org with a list of all items prior to purchasing.

If service ware is being used onsite that is not on the approved list, you will be required to stop using those items and use only approved products.

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 cups
- BPI Certified compostable condiment containers/portion cups
- Paper napkins and paper towels
- Wax paper or parchment paper
- Aluminum cans/cups/trays
- Aluminum foil (must be clean, dry, free of food residue, and balled up)
- Corrugated cardboard/boxes

Prohibited Containers and Serviceware

- Plastic cups (#1-#6)
- Plastic clamshells or food containers
- Single-use plastic bottles
- Polystyrene foam (Styrofoam™) products
- Non-compostable plastic utensils (*including products made from recycled content*)
- Straws
- Plastic-coated paper products and to-go containers
- Glass
- Plastic wrap/wrappers
- Plastic lids
- Single-use condiment pouches
- Plastic bags and/or plastic film
- Aseptic cartons
- Non-compostable hot-drink cups
- Plastic condiment containers (*even if they say recyclable, they are not!*)

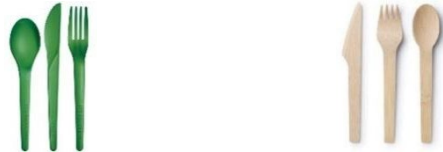
APPROVED PRODUCTS



All compostable products must be *BPI Certified Compostable* or meet *ASTM D6400* Compost ability standards. Always look for the above label!



Food Containers such as plates, bowls, trays, & clamshells must be made of paper, bamboo, or sugarcane and must be *BPI Certified Compostable* to ensure they break down at our facility. Note that non-compostable versions are often plastic-lined and are *NOT* recyclable or compostable.



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 are accepted for recycling. *BPI Certified Compostable* “plastic” and coffee cups are accepted in the compost and preferred.

**Note that the Town of Avon events are plastic-free and products brought or sold in single use plastic bottle will not be allowed*

Approved Suppliers: These suppliers’ compostable items have been approved by our local compost facility. If you would like to purchase items from suppliers not on this list, you must contact Walking Mountains Science Center for approval.

***Note that some of these companies also sell non-compostable items; always look for the BPI certification.*

Biodegradable Products Institute: <http://products.bpiworld.org/?search=&category=59&type=2>

Eco Products: <https://www.ecoproducts.com/products.html>

World Centric: <https://store.worldcentric.com/store>

Greenware: <https://www.fabri-kal.com/brands/greenware>

Green Paper Products: <https://greenpaperproducts.com/>

First Choice Wooden Cutlery: <https://www.amazon.com/Disposable-Wooden-Cutlery-Sets-Biodegradable/dp/B06XMRHGPW>

PURE Compostable Labels: <https://www.purelabels.com/>

If you would like to purchase discounted Eco-Products service ware, please use the vendor portal below:

https://www.zerowasteevents.com/zero_waste_event.html

Event Code: GoZeroWaste21

VENDOR RESPONSIBILITIES

To help strengthen efforts and efficiency please review the following expectations that event staff and Walking Mountains have for all Food & Beverage Vendors.

1. The Walking Mountains Sustainability Zero Waste team will be onsite to help manage and ensure proper disposal of all waste created during the event. The Zero Waste team from Walking Mountains Science Center will educate you about proper sorting prior to the start of the event. As an F&B vendor, it is your responsibility to manage your waste correctly during the event to help Walking Mountains and the Town of Avon reach their diversion goals.
Example: break down all cardboard boxes, ensure gloves go in the trash, food scraps are composted, and keep the back of house bins away from the public.
2. Vendors shall use the provided *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.
3. 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

1. All giveaways must follow the above vendor guidelines.
2. All paper should be recyclable in a standard municipal recycling stream. There are many laminated and coated papers that are not recyclable, and thus are prohibited. Please print collateral on 100% post-consumer recycled content or FSC-Certified content.
3. The Town of Avon discourages our partners in using 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.
4. All giveaways should be able to be consumed, reused, recycled, composted, or upcycled.
5. All giveaways should meet the following requirements:
 - a. Giveaways and their packaging will contain recycled materials and be 100% reusable, recyclable, or compostable (no plastic wrapped giveaways).
 - b. Giveaways will be ordered in reasonable quantities relative to projected event attendance.
 - c. Giveaways will be designed to allow for future distribution should there be leftovers (e.g. without a specific date or event).
6. Durable and valuable giveaways can be considered for Town of Avon events. Valuable giveaways are durable and reusable and do not have wasted parts. Instead of stickers, which have a non-recyclable paper backing, or sunglasses, which usually end up in the landfill, please consider:
 - a. Koozies
 - b. Reusable cutlery
 - c. Patches
 - d. Reusable shopping bags
7. If you are providing giveaways, please contact Emily Dennis, Zero Waste Lead, at emilyd@walkingmountains.org to talk through the products you will be giving away.

PURCHASING TIPS

1. 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. *Example: use large condiment containers as opposed to individual packets.*
2. 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, boats, etc. as “coated” service ware is not recyclable or compostable. Chinet is a great brand you can find anywhere, make sure the product is NOT coated. Reminder that all serviceware must have the BPI Certified Compostable label.

SERVICWARE PRODUCT INVENTORY

Item	Product Manufacturer/Brand	Product Description
<i>Ex: To-go container</i>	<i>World Centric</i>	<i>20oz fiber box, BPI certified compostable</i> https://store.worldcentric.com/20-oz-fiber-box

*Please list **all** service ware you will be distributing, including a description or link for the item and the manufacturer or brand name. The Green Team will follow up and notify you if any products are noncompliant.*

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

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

**The Town of Avon and Walking Mountains thank you for your help!
You play a key role in fostering a culture of environmentalism in our community.**