

2024 FALL FESTIVAL APPLICATION VENDOR APPLICATION AND INFORMATION



Dear Prospective Vendor:

Thank you for your interest in participating in a special event in the City of Cripple Creek. This event may or may not be managed by an outside agency - please contact the Two Mile High Club for any additional information you need.

Cripple Creek sits at an elevation of 9,494 feet above sea level. All vendors should be prepared for sudden changes in weather and temperatures, to include intense rain, hail, wind, cold and heat. It is recommended that vendors drink plenty of water and keep in mind that the effects of alcohol can be greatly intensified at this altitude. We want our participating vendors to be successful and safe.

Every year we strive to improve our events, both for our vendors as well as our event patrons. We work to produce a high-quality event that pleases our visitors, and we seek food and retail vendors that have quality merchandise and unique items that will make our event memorable. If you are a prospective food vendor, please provide a copy of your menu with your application. If you are a prospective retail vendor, please provide a thorough description of your merchandise. All retail vendors must purchase a temporary sales tax license and provide a Certificate of Insurance naming the City of Cripple Creek as Additionally Insured. Food vendors must also provide a health department certificate issued for Teller County food preparation and sales.

We make a sincere and reasonable effort to accommodate the needs of our vendors, but must work within the confines of laws, regulations and time. Your professionalism in adhering to the requirements stated in this application is therefore greatly appreciated.

Thank you

Brandon Westhoff

TMHC President, Vendor Coordinator

(360)927-3068

Please E-Mail Application and Required Forms to:

Two Mile High Club

Vendor Coordinator

ATTN: 2024 Fall Festival

vendors@tmhc-ccd.org

Incomplete Vendor Applications will NOT be accepted!!!

Once your application has been approved, payment link will be sent for your vendor space.

ALL APPLICATIONS MUST BE RECEIVED BY OR BEFORE SEPTEMBER 6th, 2024.

After this date, we will no longer be accepting applications.

SPECIAL EVENTS VENDOR INFORMATION

Please Read all Rules and Policies below carefully and initial each page of the application

ARRIVAL AND CHECK-IN, DEPARTURE

- Check-in and departure times vary. Please review the individual event listings for specific times.
- Vendor setup will be Friday, Oct 4th from 1pm to 6pm.
- Vendor booth location will be given at check in on Friday Oct 4th
- Vendors must remove all items off the street by 7:00 pm on Sunday Oct. 6th, 2024.
- We are asking vendors to remain open Saturday 10am-6pm and Sunday 10am-5 pm.
- If you have a large vehicle or trailer to maneuver, please plan on arriving early.
- Absolutely no vehicles will be allowed to drive on any closed street except for Friday move in day, 6-9 am and 7-9pm Saturday and after 5:00 pm on move out day. Vendors must provide their own carts or dolly to move any inventory, product, or equipment once the event has started. Driving a vehicle on a closed street could result in a ticket and a fine.

FEES/CANCELLATIONS

- Full payment must be made once your application has been approved.
- **Cancellations must be made prior to 14 days before the event.** Please provide both a written notice as well as a courtesy phone call.
- Cancellations made after September 20th, 2024 forfeit the entire space fee for each space purchased.
- Cancellations before September 20th, 2024 will forfeit only 50% the entire space fee for each space purchased.
- **THERE IS NO REFUND OR FEE TRANSFER FOR "NO-SHOWS."**
- Vendors that leave early or fail to open one of the days, may have their space relocated, special event business license pulled, forfeit all fees paid and may not be asked to participate in future events.

SPACE SPECIFICATIONS

- Event spaces are limited.
- Applications are accepted, and spaces are assigned based on five criteria:
 - Date application was received.
 - Previous history with the Two Mile High Club Events.
 - The goal of quality, diversity, variety, and limited duplication.
 - No political or controversial booths will be accepted into the event.
 - Medical or health conditions that require aid and assistance.
- All space assignments are made at the discretion of the Event Manager or managing outside agency. • All spaces are 12' x 12' and 12' by 24' square. **If you have displays, equipment, or products (including wagons or trailer tongues that cannot fit into the confines of this space, you will need to purchase and/or will be charged for additional space(s).**
- Street layouts are predetermined with the legal requirements for fire lanes and the safety of our visitors in mind.
- You will not be able to park your vehicle in or near your vendor space, nor is there designated vendor parking.
- **Please respect all NO PARKING AND EMPLOYEE PARKING SIGNS.**
- You may not camp in your vendor space. Camping is allowed only in approved camping areas due to City ordinance.
- **You may only sell from one side of your booth, unless you are placed on a corner vendor space!**
- There will be a 2 foot space between vendors, **this space must remain clear at all times.**

INITIALS

SAFETY AND SECURITY

Do not use stakes or spikes to secure tents or equipment. Tents and booths must be able to withstand extremely inclement weather including wind. Safety is our number one concern, and we cannot stress enough the need for substantial weight on each of your tent poles/ booth items (displays, tables, etc). While we do not require a specific weight requirement for each of your tent poles, we request a minimum of 75 lbs. per pole, with a minimum of 4 poles per 12' x 12' tent. A higher weight per pole is highly encouraged.

- In the past, improper and/or inadequate tent weights have resulted in a loss of merchandise and equipment for our vendors, as well as potentially unsafe conditions for our vendors and event patrons. The Two Mile High Club reserves the right to ask any vendor that has what could potentially be an unsafe setup to leave, if the vendor is unwilling to make necessary and immediate adjustments. Though the Two Mile High Club is not responsible for damages that arise during the event, please help us protect our visitors, our vendors, and our vendors' property.
- Booths may be left up overnight. Please secure merchandise, as the Two Mile High Club and any outside managing agencies will not be responsible for loss or damage. Please report any suspicious behavior to event staff immediately.
- Vendors will be asked to provide contact information (cell phone #, where you are staying, etc.) during check-in. This will be used for any after hours emergency contact if needed.
- Again, please remember that safety is our number one concern.

SERVICES

- Electricity will not be provided by the City of Cripple Creek or the Two Mile High Club, and it is the responsibility of the vendor to provide their own generators. If your generator is not a low-emission, whisper model you may be asked to leave the event and forfeit any fees paid to the Two Mile High Club.
- Personal generators that are needed to keep refrigerators and other equipment running through the night are the responsibility of the vendor, and must be low-emission, whisper-model generators.
- The City of Cripple Creek does not provide equipment (including tents, tables, and chairs), please plan accordingly.
- Water will not be provided. If you need water, you must make your own plans ahead of time.
- All vendors are responsible for cleaning their area of trash, leftovers and waste. A dumpster is available for this purpose. DO NOT USE trash totes or small trash cans on the street. Those are reserved for patron use. Vendors MUST transport all trash to the large dumpster. This includes boxes, plastic wrap, leftover food, liquids, and any other trash generated as a result of operating your business.

We do not currently charge a deposit, but if trash disposal continues to be an issue we will consider adding a deposit for future events. To avoid this, please pick up after yourself. Roll off trash bins are located at 2nd, 3rd and 4th for your convenience.

GENERAL

- Please maintain an open and inviting atmosphere. Closing early or preparing to close may appear as though the event is closed for the evening, and event patrons may choose to leave early which can hurt the success of our vendors.
- Please have vendor spaces cleared and cleaned prior to leaving.
- **Vendors must participate both days. Please note that if you leave in the middle of an event you may forfeit any vendor fees and may not be able to attend future Two Mile High Club Events.**
- All vendors are responsible for their own tax reporting and collecting. **(Teller County 1%, City 2.3%, and State 2.9% for a TOTAL OF 6.2%)**
- No items using the logos, slogans, or event references for this specific event, or the Two Mile High Club, can be sold by a vendor.

It is the intention of the Two Mile High Club and the Cripple Creek Events Department that our vendors provide an attractive, interesting, professional, clean and well-maintained booth - and that they provide friendly, helpful, fun-loving personnel so that our visitors - your customers - enjoy the event and look forward to coming again next year! It is also our intention to produce an event that you - our vendors - will find exciting and profitable so that you, too, will look forward to coming again for the next event. We welcome your feedback and input.

ACT INSURANCE

All vendors are required to have liability insurance. Please furnish a Certificate of Insurance evidencing your coverage for Comprehensive General Liability with bodily injury and property damage limits of \$1,000,000 each occurrence/\$1,000,000 general aggregate and listing the Two Mile High Club as additional insured to your current policy. Proof of coverage for Workers Compensation should be included if you intend to have employees or volunteers participate. You as Lessee agree to indemnify and save harmless the Two Mile High Club and any event managing organizations for all costs and expenses of any nature arising out of a claim for "bodily injury" sustained by any person, group or organization arising out of the operation of the booth by the applicant and/or applicant's employees or guests.

FOOD SERVICE LICENSE

All food vendors must have a current food service license issued by the Health Department for the State of Colorado. **YOU MUST** contact the Teller County Department of Public Health and Environment at (719) 687-3048 to ensure you have all the necessary licenses and paperwork needed to vend at our event. In the event a food vendor is not in compliance during the event, the vendor will be required to close until compliance can be accomplished. All food vendors must have a fire extinguisher on site with at least a 3A-40B-C rating.

COMPRESSED GAS

Vendors using any type of compressed gas will be required to have cylinders restrained from falling by using a chain, rope or similar material to anchor bottles to a fixed post or similar object.

2024 Fall Festival Application Checklist

Vendor Application	
Special Event Business License	
Hold Harmless	
Menu/Merchandise Photos	
Cert. of Insurance	
Food Service License (Food Vendors Only)	
Teller County Public Health License (Food Vendors Only)	

IF YOU ARE BRINGING A GENERATOR YOU MUST PROVIDE PICTURES WHEN YOU SUBMIT YOUR APPLICATION

INITIALS

2024 Fall Festival Vendor Fees: Please fill in the number of spaces you will need so we can bill you appropriately.

12' by 12' Non Electric Food/Vendor Booth: \$150		
12' by 24' Non Electric Food/Vendor Booth: \$250		
Food Truck Vendor Booth: \$225		
Total		

THE TWO MILE HIGH CLUB RESERVES THE RIGHT TO GRANT OR DENY VENDOR BOOTHS. NO POLITICAL OR CONTROVERSIAL BOOTHS WILL BE ACCEPTED INTO THE EVENT.

THIS IS A RAIN, SNOW, OR SHINE EVENT ~ REFUNDS WILL NOT BE ISSUED FOR INCLEMENT WEATHER.

Incomplete vendor applications will not be accepted.

Please email completed application, copy of insurance and appropriate licenses, menu (food vendors) and photos/merchandise description, and a signed Hold Harmless Agreement to vendors@tmhc-ccd.org

I have read the information provided in the Vendor’s packet and agree to abide by all terms and conditions of the event as outlined herein. I understand and acknowledge, also, that the City of Cripple Creek’s Events Department reserves the right to refuse acceptance of any vendor.

Printed Name:	
Signature:	
Date:	

HOLD HARMLESS AGREEMENT

THIS AGREEMENT is entered into by and between the Two Mile High Club and

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[Business Name]

RECITALS

A. In consideration for being permitted to rent a booth and participate in the **2024 Fall Festival** event,

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agrees to indemnify, save and hold harmless the City of Cripple Creek from any and all claims which may occur to Exhibitors employees or property from any cause whatsoever, or any and all claims from a person(s) purchasing the said Exhibitors goods or services.

By signing below: Vendor agrees to comply with and accept: (a) the Rules and Regulations printed on the Special Events Vendor Application, (b) such other rules or operating procedures as the Two Mile High Club may reasonably require for orderly, construction, conduct, and dismantling of the event from “move-in” through “move-out”, and (c) the above Hold Harmless Agreement.

The Two Mile High Club shall have full power in the interpretation and enforcement of all Rules and Regulations contained herein, and the power to make such reasonable amendments thereto and such further Rules and Regulations as it shall consider necessary for the proper conduct of an event, provided same does not materially alter or diminish the contractual rights of vendor.

Vendor agrees to be bound by all of the terms and conditions thereof as to the use and enjoyment of the premises.

Printed Name:	
Signature:	
Date:	

Please sign and Email this application with all other required documents to the Two Mile High Club.

ATTN: 2024 Fall Festival
vendors@tmhc-ccd.org

Thank you! We look forward to seeing you in Cripple Creek, the World's Greatest Gold Camp