

# Windsor Harvest Festival 2011

Hello, and welcome to the **90<sup>th</sup> Windsor Harvest Festival!** If you are new to the festival or one of our many repeat vendors, please take a moment to read the information in your paperwork. As in previous years the commercial booths will be on the west and south sides of the park. The arts and crafts booths will be on the east and north sides of the park. This year we will be selling on Sunday the 4<sup>th</sup> and Monday the 5<sup>th</sup> of September from 9am until 5pm. Set up can begin at dawn until dusk Saturday September 4<sup>th</sup> and from 6am until 9 am Sunday September 5<sup>th</sup>. We ask that all booths be ready to go by 9am Sunday September 5<sup>th</sup> unless prior arrangements have been made.

Colorado State Law requires that vendors who sell products have a special events license number. This is not a sales tax number. Please have your special events license number prior to returning your application. You can contact our local tax office at (970) 494-9805, [taxcolorado.com](http://taxcolorado.com), or visit them at 1121 West Prospect Road, Fort Collins, Co 80526 with any questions. If you are only giving out information, you do not need a special events license number.

## **Rules and Regulations:**

- Each space is 15 ft by 15 ft and will be on the grass. All booths will be numbered.
- Prior permission is required in order to drive on the grass.
- When setting up, please make sure you are on the correct side. There will be lists in the information booth on 3<sup>rd</sup> Street and Elm if you would like to double check your space.
- No water will be provided. We have a small amount of electricity available. Prior arrangements must be made if you need electricity.
- Please leave your pets at home.
- If you fall into the category of needing a special events license number, you will need to pay Windsor's sales tax before leaving the festival. You will also need to pay State of Colorado Sales Tax online at [taxcolorado.com](http://taxcolorado.com). Tax tables will be

supplied the day of the festival. Volunteers will be around to collect them at 5 pm Monday. If you plan to leave before then, please turn your envelope into the information booth.

- Because of the heavy traffic flow, we strongly urge you to consider setting up your tent and display cases **on Saturday**.
- No RVs over 22 ft can be parked on the street overnight. Trailers and RVs need to move to Chimney Park, just two blocks east of Main Park after being unloaded. We will provide a shuttle service for anyone who needs to make trips to trailers or RVs for supplies during the festival. Please come to the Info Booth if this service is needed. This will provide more parking for customers and hopefully relieve some of the traffic congestion.
- Do not double park while unloading or you will be ticketed.
- **No guns, knives, weapons of any kind, or drug paraphernalia are to be sold (including fake weapons of any kind). Fart bombs, bag bombs, champagne poppers, silly string, disappearing ink, or anything squirted or sprayed may not be sold. This is to protect all of our vendors, their merchandise, and our visitors.**
- Violation of any rules or regulations will result in expulsion from the show.
- The Town of Windsor, and the Harvest Festival Committee assumes **NO** responsibility for loss or damage to any product, display, or person.

**Cost: \$90.00 per booth**

**\$125.00 for applications postmarked after August 15, 2011**

**\$30.00 for electricity (if approved)**

**Only completed applications with payment will be accepted. Please make check or money order payable to Windsor Harvest Festival. Mail completed applications along with a self addressed stamped envelope for confirmation and booth number to:**

**Windsor Harvest Festival  
727 Parkview Mountain Drive  
Windsor, CO 80550  
(970) 686-2284**

2011 Windsor Harvest Festival  
Arts and Crafts Booth Application  
September 4<sup>th</sup> and 5<sup>th</sup> 2011

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Special Events License Number: \_\_\_\_\_

Type of Items Sold: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Trailer Plate Number: \_\_\_\_\_

I will be setting up (please check one): Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Number of Booths Required: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Check or Money Order Number: \_\_\_\_\_

Electricity Needed? (\$30.00 add'l fee): \_\_\_\_\_

I understand the rules and regulations and I intend to comply with them. I know there will be no refunds. I release the Town of Windsor, The Windsor Chamber of Commerce, and the Windsor Harvest Festival Committee of all responsibility for any loss or damage to any product, display, or person. I have included all required information. Incomplete applications will be rejected.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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