

# 2012 SUMMERFEST ON THE RIO BOOTH INFORMATION

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## ARTS & CRAFTS BOOTHS:

- ✓ **Only HANDCRAFTED ITEMS BY THE VENDOR** will be allowed and judged by the SLV Arts & Entertainment Committee.
- ✓ If you are a **NEW VENDOR**, please describe and submit non-returnable photos of handmade items. Applications will not be reviewed without description and photos of handmade items.
- ✓ If you are a **RETURNING VENDOR** please describe your items and if you would like to display **new items** please describe and submit non-returnable photos of handmade items.
- ✓ Carnival type products or non-handcrafted items will not be allowed. This includes imported or retail items. If you choose to display this type of item you will be asked to put it away or leave the show.

## FOOD BOOTHS:

- ✓ Please submit a detailed **FOOD ITEM MENU** with the application.
- ✓ Applications will not be reviewed without a detailed **FOOD ITEM MENU**.
- ✓ The **FOOD ITEM MENU** will be reviewed again during the festival.
- ✓ The committee reserves the right to ask you to adjust the menu. If you do not wish to make adjustments, your application may be declined.
- ✓ Once the application is approved, food items may not be changed or added.
- ✓ **A max of only Food Booths will be accepted.**
- ✓ Previous year's booth locations are not guaranteed.

## ACTIVITY BOOTHS: (EXAMPLE: PONY RIDE, TRAIN RIDE, CLIMBING WALL ETC.).

- ✓ Non-returnable photos of activities item must be submitted with the application.
- ✓ Booth fees are 15% of gross and are due at the time of break down on Sunday at the Early Iron Traylor.
- ✓ We must receive your proof of insurance prior to **SET UP** of your activity.
- ✓ You must provide your own electricity for your booth (i.e. generator).

## INFORMATION ONLY BOOTHS: (INCLUDING NON-PROFITS).

- ✓ May not have any items for sale.
- ✓ Must submit a detailed description of the information you intend to display.

## ELECTRICITY:

- ✓ Electricity is mainly reserved for Food Booths.
- ✓ For Arts & Crafts and Information Booths electricity is reserved as a first come, first serve basis.
- ✓ You must provide your own electrical power cords.

## CITY SALES TAX:

- ✓ Sales Tax Forms will be included in your packet. You can turn them in at the information trailer from 3:00-5:30 on Sunday
- ✓ **SLVA&E will not collect sales tax.** If you are unable to turn it in prior to departure, mail to City of Alamosa: PO Box 419, 300 Hunt Avenue, Alamosa, CO 81101.
- ✓ Questions regarding Sales Tax, please contact City of Alamosa at 719-589-2593.
- ✓ You will be responsible to collect and report any other vendor taxes.

## IMPORTANT THINGS TO KNOW:

- ✓ The SummerFest on the Rio cannot be held responsible for the sudden change in the weather. Be prepared for all types of weather. You are encouraged to bring umbrellas, awnings and other provisions for shading, shelter from the sun, etc. The wind can be very strong at times. Prepare to weigh your tent poles down with something heavy.
- ✓ Exhibitors and vendors will be allowed to camp in Cole Park **during the festival ONLY. You WILL NOT be allowed to camp prior to Friday night or after Sunday night.** We have never had any vandalism problems and don't anticipate any. You are however, responsible for all your valuables.
- ✓ The Alamosa Police Department will be doing routine patrols for Friday and Saturday evenings. Alamosa Mosquito Control will be spraying Friday and Saturday evenings, we recommend you cover and/or protect all your items.
- ✓ We ask for your cooperation in taking care of Cole Park. Please be aware of sprinkler heads when driving through the Park. If you have an inside perimeter booth, you may drive in to unload, but you will need to park in the parking lots surrounding the Park.
- ✓ Please use only one space for parking behind your booth. Parking permits will be given out at registration and must be visible at all times. **At no time will you be able to block pathways or walkways.** Please be aware of others' needs and work accordingly with your neighbor.
- ✓ Unless prior permission has been obtained from the SLV Arts & Entertainment Committee, **NO PETS** will be allowed in the Park. By notifying the committee on the application, they will be allowed, but must be on a leash and near your booth at all times and walked on the paved pathway behind the vendor booths.
- ✓ We will try to accommodate all requests. Priorities will be given to requests relating to health needs.

By signing this information form, you agree that you have read, understand, and agree with the provisions of the festival.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please make a copy for your records and mail the original signed form to P.O. Box 894 Alamosa, CO 81101