

2022 BOULDER CREEK FESTIVAL

VENDOR INFORMATION PACKET

VENDOR APPROVAL PROCESS & COMMUNICATION

You will not be charged for your booth space until your application is approved. Applications will be reviewed and notification of acceptance will be sent in the order they are received. Due to limited space, we may have several waves of acceptance. Please be patient and stay in contact with our team. All accepted vendors will be sent full vendor day-of-event details 2-3 weeks prior to the event.

VENDOR BOOTH ASSIGNMENT

All Assigned booth locations are final. Every effort is made to make the event profitable and successful for everyone. No refunds will be given if you chose to not occupy the space that is assigned to you. We understand that booth placement is important to the success of your weekend in Boulder, however you ultimately drive the success of your booth by having engaging and interesting items and a setup which draw the crowds to your booth space. Community events such as the BCF are made special by having a colorful and unique collection of vendors such as yourself!

TENTS & EQUIPMENT

You must provide your own tent(s) and equipment. If you choose to provide this on your own, you need to be sure to weigh your tent adequately. No stakes are allowed. The city recommends at least 40 pounds on each corner of a 10x10 tent; double that on a 10x20 tent. If you need to rent tents or equipment, please select your rental needs in the vendor application.

INSURANCE

Each Vendor is required to submit a Certificate of Insurance at least 14 days in advance of event start date. The Certificate of Insurance will name Team Player Productions, 430 Indiana St. Unit 100 Golden, CO 80401 as Certificate Holder and as additional insured showing liability coverage for \$1,000,000.00 incidental and \$2,000,000.00 general aggregate. This insurance policy must list the following information in the "Additional Insured" box:

Team Player Productions, Boulder Creek Festival and their officers, members, volunteers, staff and agents, the City and County of Boulder, its Elected and Appointed Officials, Employees and Volunteers, the State of Colorado, and the owners of any Boulder Creek Festival's related property as additional insureds.

ELECTRICITY

Exhibitors who have requested and paid for electricity must bring their own 100 ft., 12 gauge, 3-prong extension cord approved for outdoor use. You CANNOT bring your own generator to the Boulder Creek Festival. Each day, all power will be turned ON one hour before the event opens to the public. Power will be turned OFF 30 mins after the event closes to the public each day.

WEATHER



This event will happen rain or shine. Please plan accordingly as Colorado weather can be somewhat unpredictable.

SALES TAX / BUSINESS LICENSING

Every vendor, exhibitor and non-profit is required to have a current Boulder Business License which extends past the event dates. If you do not have a Boulder Business License associated with the vendor business you are representing at the Boulder Creek Festival, you will not be permitted into the event, no exceptions. Your application will not be officially approved until your business is properly registered with the city of Boulder.

Please Note: Vendors who wish to participate in the Boulder Creek Festival who do not have a current Boulder Business License, your application must be submitted to the City of Boulder NO LATER THAN 30 DAYS BEFORE THE EVENT.

You are responsible for the collection and submittal of sales tax for Boulder city tax and Colorado state tax. Sales Tax information is included below.

CITY OF BOULDER: SALES TAX INFORMATION

For information on obtaining a license, please visit: [Boulder Business Licensing Form](#). All vendors at the BCF MUST have a City of Boulder Sales and Use Tax Business License (BRC 3-1-1). Please be aware that obtaining a license can take 4-6 weeks. All vendors are responsible for collecting and remitting sales tax to the City of Boulder directly. If vendors already hold an active City of Boulder Sales and Use Tax (Business) License, no additional license or fee is required. For licensing information and procedures contact the Finance Department at 303-441-3051.

STATE OF COLORADO: SALES TAX INFORMATION

Anyone making retail sales at one or more special sales events must obtain a special event license. [Colorado Sales Tax Special Event Application](#)

FOOD VENDORS: IMPORTANT INFO

All food vendors must be verified by Boulder County Public Health before being officially accepted in the 2022 Boulder Creek Festival. In addition, all food trucks must obtain a Mobile Food Vendor License from the City of Boulder directly no later than 60-days prior to the start of the event. This requirement does not apply to general vendors and tented food vendors. All food vendors will need to check out with festival staff before leaving the event space. Vendors are subject to a \$250 fee if their space is not left clean.

MOBILE FOOD VEHICLES (MFV)

A MFV is defined as a, "readily movable, motorized-wheeled vehicle, a towed vehicle, or a vehicle propelled solely by human power applied to the pedals upon which any person may ride, having two tandem wheels; two parallel wheels and one forward wheel; or two parallel wheels and one rear wheel which are more than fourteen inches in diameter, all designed and equipped to prepare, or serve, and sell food."

MFVs operating within the City of Boulder are required to have City of Boulder issued [Mobile](#)



[Food Vehicle License](#); a valid [City of Boulder Sales and Use Tax \(Business\) License](#) and a Fire Permit from Boulder Fire Rescue and a Colorado Retail Food Establishment mobile unit license. MFV applications for new licenses must be filed at least 30 days prior to event start date because licensing process for new licenses takes approximately 4 weeks, from application to license issuance, for each applicant.

MFV licenses are generally valid until March 1 of the respective license term, unless an event specific MFV license application is filed. Please submit the Mobile Food Vehicle application to the City of Boulder's Licensing Department and bring a copy of your license with you to the event to post in your vehicle.

SECURITY

We take safety and security very seriously at the Boulder Creek Festival. There will be security overnight, albeit more minimal than during the day. Please be sure to safely secure your tent before leaving each night by; lowering your tent/canopy, securing items staying overnight from heavy winds and take all valuable items with you. Each exhibitor is responsible for securing his/her own booth and merchandise and carrying their own insurance. Boulder Creek Festival shall not be held responsible for any lost, stolen or damaged items.

Camping is prohibited within the City of Boulder, therefore, vendors are not permitted to stay overnight in their booths at the BCF, nor will you be allowed to stay overnight in RVs parked in the Justice Center Parking Lot or anywhere within City of Boulder limits.

CITY OF BOULDER ZERO WASTE INITIATIVE

Colorado is known for its "Green" approaches to preserving the planet; therefore, Team Player Productions is working with City of Boulder guidelines to make the BCF a Zero Waste Event. The City of Boulder requires all city-permitted events to be in compliance with Zero Waste policies. As a Vendor at this event, you will be required to have zero waste materials at the event.

The goal of a zero-waste event is to plan ahead and distribute only materials that are recyclable or compostable. Events should have a minimum 65 percent waste diversion rate. This means that trash is either composted or recycled. This is easily achievable by planning the materials you will be providing to the public ahead of time. The only trash at the event should be personal items brought in by attendees. All items brought into the festival by vendors must be removed when leaving the event site.

- Vendors are prohibited from distributing any non-recyclable or non-compostable materials such as STYROFOAM
- All Vendors must sign the Zero Waste Vendor Agreement prior to the event.
- Existing trash receptacles, zero waste stations, and dumpsters may not be used without prior written approval.
- Glass is prohibited in all Boulder Parks and Recreation facilities
- You must properly dispose of all waste throughout the duration of the event and immediately upon conclusion of the event
- All areas must be returned to a clean condition equal to or better than it was found prior to the event



COVID-19 SAFETY POLICIES

Team Player Productions is working with county and state health officials to follow Colorado State Outdoor Event Guidelines and local ordinances. We will continue to monitor the situation and update vendors as necessary as we get closer to the event.

CANCELLATION & REFUNDS

We do not expect to have to cancel this event due to COVID-19. If for any reason May date must be rescheduled, we will look to a date in the fall. In the event that Boulder Creek Festival cannot be produced in 2022, you will be refunded any deposits that have been paid with the exception of application and handling fees.

SPONSORSHIP

Sponsorship opportunities begin at \$3,500 with additional space, exposure and marketing opportunities. Please reach out to Jason@tppevents.com for more details.

