

**76<sup>th</sup> Annual Louisville Labor Day Fall Festival**  
**September 3, 4 and 5, 2011**  
**BOOTH APPLICATION**

Business or Organization \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Booth Type** (check one)

\_\_\_\_\_ Business      \_\_\_\_\_ Craft      \_\_\_\_\_ Information      \_\_\_\_\_ Game  
 \_\_\_\_\_ Non Profit Organization      \_\_\_\_\_ Other: \_\_\_\_\_

Please give a thorough description of your booth and what you plan to do. Examples include: product list and price range, explain games/contests to be played, describe business promotions, give aways, etc.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Booth Details:**

**Size and Cost:**

Each booth is allotted a 10' x 10' space. Vendors are responsible for providing their own extension cords, tables, chairs and tents and for cleaning up their space following the event. *No vehicles will be allowed to drive or park on the grass so plan your set up accordingly.*

Payment is non-refundable, made by check and received with your signed application by Fri, August 5th. *Make checks payable to: City of Louisville, Attn: Kay Gazaway, 749 Main Street, Louisville, CO 80027*

Non profit organizations may contact Kay Gazaway at LouisvilleSummerEvents@gmail.com to discuss discounted options.

**Festival Hours:**

The festival will be held at Community Park, 955 Bella Vista Drive, Louisville

Sat. Sept 3:	Set up: 7:00 – 8:30 a.m.	Booth Hours: 9:00 a.m. – 4:00 p.m.
Sun. Sept 4:	Set up: 9:00 – 10:30 a.m.	Booth Hours: 11:00 a.m. – 4:00 p.m.
Mon. Sept 5:	Set up: 7:00 – 8:30 a.m.	Booth Hours: 9:00 a.m. – 3:00 p.m.

**Electricity: *\*\*A charge of \$25 per outlet will apply for every outlet needed. \*\****

There are a *very* limited number of electricity outlets available with a maximum allowance of 15 amps per booth. These will be provided on a space available basis only and it may determine your booth location.

Yes, I need electrical power. I have included \$ \_\_\_\_\_ for \_\_\_\_\_ outlets at \$25 each.

*\*Please include fee with your completed application\**

**Dates and Pricing: *\*\*New plan based on vendor feedback\*\****

Please CHECK your requested exhibition days with the corresponding price:

_____ 1. Booth space for Sat, Sun and Mon:	\$150	
_____ 2. Booth space for Monday only:	\$100	
_____ 3. Booth space for Sat, Sun <i>or both</i> :	\$ 50	I prefer: Saturday, Sunday, Both
_____ 4. Electricity fee \$25 x _____ # outlets =	\$ _____	
Grand Total of check enclosed =	\$ _____	

**Sales Tax:**

All vendors are responsible for collecting applicable sales tax for items sold. This includes the City of Louisville. All vendors must have a Louisville City Sales Tax License. For information, please contact Penney Bolte at 303-335-4514 or email her at [PenneyB@LouisvilleCO.gov](mailto:PenneyB@LouisvilleCO.gov) for more information.

**Space Assignments:**

Booth assignments will begin Monday, August 8th. Applications received after August 8<sup>th</sup> will receive booth space based on availability. You will be notified of your space assignment the week of August 22<sup>nd</sup>.

**Exhibitor Guidelines:**

We Do Not guarantee any particular booth location. If you have special needs that apply to location please contact Kay Gazaway at [LouisvilleSummerEvents@gmail.com](mailto:LouisvilleSummerEvents@gmail.com)

Every attempt will be made to avoid duplication of items; however, more than one booth with similar type of merchandise may be permitted.

All exhibitors are responsible for their own move in/move out, set up of their own booth and clean up of their booth area after the event.

**Zero Waste:**

The City of Louisville strives to make the Labor Day Fall Festival a Zero Waste event. All food vendors will utilize only biodegradable plates, napkins, utensils, and recyclable cups. The goal of a Zero Waste event is to plan ahead and distribute only materials that are recyclable, compostable or reusable. There will be no trash cans at the event in Community Park. Instead you will find Zero Waste Stations for recycling and composting throughout the Park.

All vendors participating in our Labor Day Fall Festival must comply with Eco Cycle’s Zero Waste program and complete the participation form regarding disposable items. Eco Cycle’s Zero Waste contract is enclosed for you to review. Please sign it stating you understand the requirements and will be able to completely comply and return it with your booth application. If you have questions please contact Eco Cycle at 303-444-6634 x123 and speak to Liz Swanson.

**WAIVER AND HOLD HARMLESS AGREEMENT**

The undersigned, for himself/herself and for his/her heirs, successors and assigns, hereby (1) waives and releases the City of Louisville and its officers, employees and representatives from any and all liabilities, claims, damages, expenses and causes of action of any kind (collectively “claims”) which may arise because of or related to my participation in the above-described event; and (2) agrees to indemnify and hold harmless the City and such persons from and against all claims which arise out of or are in any way connected with any act, omission, or representation of undersigned or his/her agents, employees or subcontractors. In addition, I state that my participation in said event is fully voluntary and that I fully understand that by signing this agreement I am fully assuming any risk or damage which might occur because of my participation.

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

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

Please sign, make a copy for your records, return with payment and Zero Waste Agreement.  
*Kay Gazaway, City of Louisville, 749 Main Street, Louisville, CO 80027*