



Dear Prospective Food Vendors,

This letter includes information for the Larimer County Fair held at The Ranch, Larimer County Events Complex during the summer/fall of 2021. Please fill out the Vendor Application and return it by June 1, 2021 to be considered for a spot at the LC Fair.

### **Larimer County Fair Schedule**

August 6-10, 2021

Fair is open:

Friday 4pm to midnight

Saturday and Sunday 10am to Midnight

Monday Tuesday 4pm to midnight

- Most entertainment and other vendors close 8pm to 10pm depending on light and crowds.
- Spectra will approve closing time of booths, but all vendors must be open at fair gates
- Fair is free entry for all attendees

### **Booth fees for 2021 LC Fair -**

Friday, August 6 – Tuesday, August 10, 2021

*Estimated attendance is 50,000 over 5 days*

Vendor Fees:

General Fair Location- \$800

Central Location- \$1,200

Prime Location - \$1,600

Half of the booth location fee will be due as your deposit by June 25<sup>th</sup>, 2021 to reserve your spot. The remainder will be due by August 7<sup>th</sup> to allow a few days to make some revenue.

Electrical needs, potable water, and grey water disposal will all be provided to you free of charge.

### **Fair Vendor Locations**

- *There are a limited number of spaces available at the LC Fair.*
- *On your application, let us know which location you are interested in and once we review all applications, we will confirm which location we are able to put you. Please request which location you would prefer when filling out the application. We will do our best to accommodate you; if your requested location is not available, we will work with you to figure out an agreeable alternative.*
- *Set up will be the day before the LC Fair starts unless otherwise stated*

### **Guidelines**

The following guidelines will be required for each food vendor that attends events at The Ranch:

1. Each vendor will need to be self contained and must be approved and licensed by the State of Colorado and/or possess a license from a non-Denver County. This is your responsibility as a vendor. The Larimer County Health Department may be on site and could inspect your unit.
2. Spectra will have potable water on site via a hose or a water trailer. Grey water disposal will be available on premises and must be dumped before the event starts for the day. You will be responsible for transporting your grey water to the proper location at The Ranch.
3. Each vendor will be responsible for supplying trash containers at each location for your own use. Trash will be picked up periodically.
4. Electrical outlets will be in the vicinity of your set up; however, you will be responsible for having the necessary extension cords to get to the power.
5. Each vendor will be required to sell only Pepsi products, if you are selling soda/bottled water. All vendors that sell soda and water must sell it for the price Spectra sets (price will be sent out prior to the event) to ensure consistency for the event. These products must be purchased through Spectra.

6. Spectra will also not sell you bags of ice for an event, nor will we store bags of ice for you. Please make the appropriate plans to store the number of bags you need.

**Spectra will need the following from you to be considered for a food vendor spot at The Ranch:**

1. Complete and accurate application.
2. List, descriptions, and selling price of all menu items.
3. List of electrical needs (voltage, amps, quantity. Please be *very specific* as electricity is limited).
4. List of water needs (continual water hook-up, periodic water fill-up, etc.)
5. The front footage (in feet) that you require.
6. Certificate of liability insurance. (Naming **Spectra Food Services, LP d/b/a Spectra Food Services & Hospitality and The Ranch Events Complex** as additional insured for the duration of the event. Minimum requirements are \$600,000 single occurrence, \$1,000,000 total occurrence coverage)
7. Larimer County Department of Health License Certificate or State of Colorado Health Certificate or a non-Denver County license.
8. Colorado State Sales Tax License
9. Photo(s) of your cart, trailer, or setup as it will look at our events.

**A few friendly reminders:**

1. During the course of the day, the Spectra cash room staff will come to give you change if needed.
2. Vendors will be allowed to use credit card machines. There will be ATMs located throughout the grounds for patrons to use as well.
3. AT NO TIME WHILE YOU ARE WORKING THE LC FAIR ARE YOU PERMITTED TO CONSUME ALCOHOL. Spectra employees aren't permitted to do this and therefore vendors are not permitted to do so either. If you are seen consuming alcohol during the LC Fair while you are working, you will be asked to dump the alcohol out and may not be permitted to work another Ranch event.
4. Cancellation - A signed contract and deposit payment must be made by July 23rd to guarantee your reserved space. "NO SHOWS" will not be refunded. No refunds will be made after July 30, 2021.
5. COVID-19 – The Ranch Events Complex will be following the state recommendations at the time of Fair.

If you have any questions or concerns, please feel free to contact me directly.

Thanks,

**KARLA LEWIS**

**District General Manager**

**Budweiser Events Center and Ranch Complex**

**Spectra Food Services & Hospitality**

**O: 970.619.4050 / spectralcfair@gmail.com**