



## 2022 Food Vendor Application Form

Thank you for showing interest in becoming one of our fair vendors. We are very happy to have you apply for a spot!

### VENDOR INFORMATION

COMPANY/VENDOR NAME: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE and/or FACEBOOK URL: \_\_\_\_\_

Do you have a valid food service permit?  YES  NO

Do you have valid and current General Liability Insurance?  YES  NO

Have you been a previous vendor at the Larimer County Fair? If so, when? \_\_\_\_\_

### PROPOSED FOOD MENU (or attach complete menu to application)

ITEM NAME	ITEM DESCRIPTION	ITEM PRICE


What food item is your most popular/are you most well known for? \_\_\_\_\_

We are interested in new, creative food items for our Fair! What item do you sell that can create some buzz? \_\_\_\_\_

## FOOD SAFETY

### Management and Employee Food Safety Knowledge

Will a certified food handler be on-site each day that you are participating in this special event? YES NO

#### Cold Holding

How do you intend to keep food cold?

Commercial Refrigerator

An insulated cooler with ice

Chest freezer

Other (specify):

#### Hot Holding

How do you intend to keep food hot?

Steam table

BBQ/Grill

Chafing dishes

Other (specify):

**Food Preparation** – indicate the type of preparation that will be done at the event:

## SPACE REQUESTED

**TOTAL SPACE SIZE** (including concessions, food prep, sales counter, back of house/storage needs, trailer tongue/hitch)

\_\_\_\_\_ feet wide x \_\_\_\_\_ feet deep

**ELECTRICAL NEEDS** (list all amps needed) \_\_\_\_\_

- **WATER NEEDS?**  YES  NO

Please include a recent photo of your complete food booth or truck set up in the application.

## TO BE SUBMITTED WITH APPLICATION

- ✓ Current certificate of liability insurance
- ✓ Larimer County Department of Health License or State of Colorado Health License Certificate
- ✓ Colorado State Sales Tax License
- ✓ Photo of your cart, trailer, or set-up as it will look at our event

Please be complete and specific with all required information

## 2022 BOOTH FEES

### **Booth fees for 2022 LC Fair -**

Friday, August 5th – Tuesday, August 9th, 2022

*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 July 1<sup>st</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.

Please inform if additional space is needed. *Vendors are responsible for providing their own tables, chairs, and extension cords.*

*Thank you for submitting your application! We will be reviewing applications and choosing vendors for the limited vendor space that we have. Vendor spaces will be assigned after applications are received, reviewed, and will be selected subject to availability, special needs, and compatibility of vendors. Please note that completing and submitting this request does not guarantee your requested booth space. All requests will be considered, but not guaranteed.*

### **PLEASE RETURN APPLICATION TO:**

Spectra Food Services at The Ranch

[Robert.Krenzel@spectrap.com](mailto:Robert.Krenzel@spectrap.com)

Call 970.619.4052 with any questions



# **SPECTRA**

## The Ranch Campus Wide Events

### SPECTRA FOOD SERVICES & HOSPITALITY

#### 2022 Food Vendor Information

**The Ranch, Larimer County Fairgrounds and Events Complex has** an exclusive food and beverage contract with Spectra Food Services & Hospitality. All applications for events at The Ranch will originate from Spectra's Office. Spectra will coordinate placement and other logistics concerning food booths during the event. Self-contained booths for the serving of food are required.

**Insurance:** Food Vendors will be required to provide a 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. All insurance certificates must be received with your application no later than May 1, 2022.

**Set-up and Takedown:** Food booths will be required to be set up the day prior to the event start date. Exact set up details will be sent to you upon confirmation of your vendor space.

**Electricity:** Please include all electrical needs with this application (i.e. voltage, amps, quantity, etc.). Electrical outlets are limited; therefore, we must know your exact requirements prior to the event. **You will only be guaranteed the exact amount you request, so make sure you include as many outlets as you need of each power source.** It will be important for you to be as self-sufficient as possible. Be prepared by having your own extension cords, as Spectra will not supply them.

**Cost and Payment Schedule:** Vendor booth fees may vary by event and by location. Once you are approved for an event, 50% of the fee for that event will be due as a deposit. The remaining 50% of the fee will be due the day of the event.

**Parking:** There will be no parking of personal vehicles or supply vehicles close to vending service areas. All parking for vendors will take place in normal parking areas. Parking passes will be provided to vendors for events that require them.

**SECURITY:** Security will be provided 24 hours each day of the event and every effort will be made to keep the grounds secure and your equipment safe. The Ranch and its management are not responsible for any theft, damage, etc. that may occur during this event.

#### **SPECIAL RULES AND REGULATIONS:**

1. Each booth is required to keep its immediate area cleaned.
2. All vendors selling retail at the event are required to have a Colorado State Sales Tax License or a Special Event Sales Tax Number as assigned by the Colorado Department of Revenue. For more

information on sales taxes, contact the nearest Colorado Department of Revenue Sales Tax Division. You can and may be contacted by local sales tax representatives during the event you are attending. Each vendor is responsible for collecting and reporting their sales tax.

3. The Larimer County Health Department monitors health regulations during all events on the complex. All food vendors will be required to have a current Colorado Retail Food License or a Larimer County Retail Mobile Food License. You must refer to the Larimer County Health Department to obtain your license if you don't have one or are needing to get one. If you do not have a current Colorado Retail or Larimer County Food License you will not be allowed to operate at the event. **Larimer County does NOT recognize Denver County's license as an approved license for events in Larimer County.**
4. All questions on the application must be answered completely. Be sure the information you give is accurate, as it will be the sole representation of your business for the selection process.
5. If a contract is issued, management will determine the location of your booth; locations are subject to change from year to year.
6. Each vendor will be required to sell only Pepsi products, if you are selling soda/bottled water.
7. Spectra will not be your distributor for bagged ice. If you require bagged ice, you will be responsible for purchasing and bringing in what you need. We also will not be able to store your extra bags of ice. Please make the appropriate plans to store bagged ice.
  - ALL booths will be considerate of other booths concerning sound levels.
  - Vendor spaces will be assigned after applications are received, subject to availability, special needs, and compatibility of vendors.
  - All measurements and booth layouts are as accurate as possible, but management reserves the right to make such modifications and change booth assignments as may be necessary to meet the needs of the management.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

***Please remit to:***

***Spectra Food Services at The Ranch***

***Food Vendor Application***

***Robert.Krenzel@spectrap.com***