

# Dandelion/Arbor Day Vendor Application

Sopris Park, Carbondale • May 11th, 2019 • 10am-4pm

*\*If you are a returning business: please only include information that may have changed in the last year.*

**Name of Applying Business/Organization:**

**What will you be promoting or selling (please be specific)? Food vendors, please attach a menu.**

**Share how your organization or business ties to the themes of “Community, Sustainability & Spring”:**

**Owner and names of staff that will be present:**

**Business phone and cell phone used during event:**

**E-mail Address:**

**Mailing Address:**

**If selling items and already have your 2019 Town of Carbondale Sales Tax I.D. (transient or annual) please list it:**

**Applications for Tax Licenses are online, see email attachment for info.**

**Non-Profit 501(c)(3) number if applicable:**

**Special requirements or considerations for booth location (ex. electricity, location, etc):**

**Associated Festival Fees:**

Non-Profit/Educational Presenter	\$donation
Vendor Booth	\$30.00
Food Vendor Booth	\$50.00
Carbondale Transient Sales Tax License	\$15.00

- You will be notified prior to April 25<sup>th</sup>, whether your organization has been chosen to participate in Dandelion Day.
- Following notification you will need to send a check to the Town of Carbondale for the booth fee and sales tax license (if applicable.)
  - 511 Colorado Ave, Carbondale, CO 81623
- Day of details will be provided in a follow-up email. Questions may be directed to Natalie Rae Fuller at 503-960-9428

**Please return this form (no money please) to  
dandelionday81623@gmail.com**

### Participant Information~

**Green Festival:** Enhancing our theme of environmental responsibility, 2019's Dandelion/Arbor Day celebration aims for Zero Waste. To assist us in meeting our goal, we require that all vendors distribute items that can be locally recycled, composted or reused (avoiding all items that have to be landfilled). **No vendor will be allowed to distribute plastic bags or bottled water to assist us in this mission.** Handouts should be done on recyclable paper (no neons), preferably on post-consumer content recycled paper. **Please note that you will be asked to remove any non-compliant materials during the event.**

#### Specific to Plant Sales-

- Based on attendee requests we ask that all plants sold at Dandelion Day be organic.

#### Specific to Food Vendors-

- Along with this application please provide a sample menu, including prices. Family-friendly pricing will be a consideration for participation.
- On the menu please indicate whether an item is organic, locally-sourced or vegetarian.
- Please ensure that all dinnerware is compostable, including utensils, cups, plates, bowls & sample cups; neither plastic nor Styrofoam will be allowed.
- Utensils must be labeled compostable PLA corn/potato (not plant starch) or wooden.
- Please ensure that drinks are sold in either compostable corn cups, #1 or #2 recyclable plastic bottles or recyclable aluminum cans.
- Avoid individually wrapped items, no saran-wrap.
- All condiments need to be served in bulk.

Any items distributed and meant to be consumed or opened at the festival should be free of landfill-bound packaging such as saran-wrap or plastic packaging; wax paper is a great alternative. Furthermore, vendors that generate "back-of-house" waste will be asked to properly sort these materials into a Zero Waste station consisting of compost, recycle and trash. **To avoid day-of confusion and to receive assistance in obtaining compliant materials, please contact Alyssa Reindel prior to the event with questions/requests at 970.987.3140 or [alyssa@evergreenzerowaste.com](mailto:alyssa@evergreenzerowaste.com)**

**Check-in & Set-up:** Check-in and set-up time with vehicular access to the lawn is strictly **from 7:00am to 9:00am Saturday, May 11<sup>th</sup>**. No cars may remain after 9am. Please check-in with Natalie Rae at 503-960-9428, or at the Environmental Board Booth near the restrooms/bridge once you arrive. She will direct you to your booth location. **The festival site officially opens to the public at 10am with the "Parade of Species" concluding at the stage, so please have your booth space orderly and ready by then.**

**Booth Construction:** Vendors must supply their own 10x10 tent + weights (if desired, you do not need to set up a tent) & display materials. The event is outside; be prepared for any weather that Mother Nature might send our way. **Please list your electricity needs on the front of this application and bring your own extension cords.**

**Requirements:** The appearance and presentation of the booths is essential to the overall look and feel of the festival. To that end, all booths must have:

- An attractive, professional, well-maintained appearance free of clutter
- Professional looking signage (we would love you to promote your environmental practices)
- Quality, environmentally-responsible merchandise
- If desired, a 10x10 protective tent or awning reinforced by (4) 25lb weights or stakes
- Food & beverage vendors must maintain a healthy environment appropriate for food service and in accordance with standard food safety practices.
- All electrical equipment, including power strips and electrical cords must be grounded and rated for outdoor use. Vendors should bring electrical tape to waterproof connections.

**Hours:** Vendors must remain open during the public's hours 10am-4pm. Tear-down will begin afterwards with limited vehicle access when safe. The stage and beer garden will remain open until 5pm and vendors may stay open as well. Please commit to leave your site better than you found it.

**Thank you for joining us in a celebration of Community, Sustainability and Springtime!**