



THORNTON
PARKS, RECREATION & COMMUNITY PROGRAMS



FOOD VENDOR GUIDELINES

2021 Fourth of July

Sunday, July 4 • 4 - 10 p.m.

Carpenter Park Fields • 108th Avenue and Colorado Boulevard

Application Procedure

Thornton's Fourth of July event is open to food vendors with quality products. Please complete the event application and make sure that you sign the release on the back portion. **We require a copy of your menu(s) to accompany the completed application, along with your mobile food license and signed release.**

Staff will review all menus along with the sales tax payment history of each individual vendor prior to making vendor selections. Once you have been accepted, you will be charged a \$100 non-refundable deposit. **APPLICATIONS MUST BE RECEIVED BY JUNE 1, 2021.**

Tri-County Health Department

As is the case with any city of Thornton event, the Tri-County Health Department's rules and regulations will be enforced. A copy of the Health Department's rules and an application for the Tri-County Health Permit will be sent to each participating vendor upon the acceptance of their application.

If your food booth/business is subject to an inspection by Tri-County Health Department at any city of Thornton special event or festival, you will be responsible for any and all costs incurred by this inspection.

For more information about Tri-County Health Department or their requirements you may contact them at 720-322-1512.

Fire Department Guidelines

The Fire Department's rules and regulations will be enforced.

If your mobile unit has not been inspected by the Thornton Fire Department for the current year, an inspection will need to be completed. Inspections are available by appointment only each Wednesday from 9-11 a.m. at the Thornton Civic Center, 9500 Civic Center Dr. Please call Fire Prevention at 303-538-7007 to schedule your appointment.

- All tents must be kept at least three feet away from cooking apparatus and combustibles.
- Tents must be secured with 40 lb. weights on each corner.
- Must have a 2A:10-B:C and a Type K extinguisher.
- Mobile Food Trucks are to be equipped with a working carbon monoxide detector. This device is to be listed and marked as being suitable for recreational vehicles under the requirements of ANSUL/UL 2034 or CSA 6.19
- Extension cords must be kept orderly and not pose a tripping hazard.

A full checklist will be provided upon acceptance.

Mandatory Vendor Meeting

A **MANDATORY VENDOR MEETING** may be scheduled with Tri-County Health Department officials. All selected food vendors participating in city of Thornton events are required to attend. If scheduled, meeting date, time and location will be sent to all accepted vendors closer to the date of the event.

Event Set-up

Set-up will begin on Sunday, July 4 at 12 p.m.

Beverage Restrictions

All food vendors are allowed to sell beverages. **However, food vendors who sell food will not be allowed to sell fresh lemonade or snow cones.** We will be accepting a limited number of Specialty Beverage vendors who will be allowed to sell, fresh lemonade, snow cones, smoothies and the like. Specialty food items that **also may be restricted** could include: kettle corn, ice cream and nuts.

Provide a Menu

All food vendors must submit a proposed menu with pricing along with their completed application.

All submitted menus are subject to the approval of festival staff. You may be asked to remove items from your menu in order to participate.

Electricity

You will only be provided with the electricity that you request and pay for on your application. If your trailer/truck requires a 208VAC 50 amp service, what type of connector is currently installed? Our electricians use CS6365 connector which is a standard 50 amp plug found on all trailer mounted generators and electrical "spider" boxes. The electrical contractor would like to standardize connections to streamline connection and power delivery. **If your plugs or connectors are not up to code or in a safe working order, the electricians may deny service.**

Sales Tax

As a participating food vendor, you will be issued a Thornton Temporary Event License prior to the event. You are responsible for having a Colorado Tax ID Number and it must be written on the back of this application along with your signature. For State Sales Tax License information please call, 303-238-7378 and for city of Thornton sales tax questions, please contact Deb Andersen at 303-538-7400, extension 0.

Contact Information

Shelley Coltrin is the Food Vendor contact for this event. If you have questions pertaining to this event or any of the regulations, please contact Shelley at 720-977-5918, extension 2 or email at shelley.coltrin@ThorntonCO.gov.

Fee Schedule

- Upon acceptance to this event, you will be charged a \$100 non-refundable event deposit.
- Two weeks prior to the event, you will be charged the remaining balance of your booth fee.

Cancellation/Refund Policy

No refunds will be given due to inclement weather. Once fees are processed no refunds will be given.

FOURTH OF JULY FOOD VENDOR APPLICATION • SUNDAY, JULY 4

Application deadline: Tuesday, June 1

Applicant Last Name _____ First Name _____

Business Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Day-of-Event Phone _____

Email Address **(required)** _____

Please select one: Truck Trailer Booth If truck/trailer, which side do you serve from? Driver Side Passenger Side

Length of truck/trailer: _____

Please list all the equipment and required AMPs that you will be utilizing during the event:

What beverage(s) will you be selling? _____

Do you have Mobile Ordering capabilities? Yes No

If you have Mobile Ordering capabilities, can payment be made online? Yes No

MOBILE UNIT HEALTH LICENSE, LICENSE TO OPERATE A RETAIL FOOD ESTABLISHMENT, MENU AND PRICE LIST MUST ACCOMPANY APPLICATION.

BOOTH FEES

All fees include a \$100 non-refundable deposit once accepted into each event.

	Food & Beverage	Specialty Beverage Only
10 feet of frontage space	\$325	\$225
Each additional 5 feet	\$25	\$25

Base Booth Fee:
\$ _____

Additional Space:
\$ _____

ELECTRICAL NEEDS (please select one)

110 volts, \$75 per circuit \$ _____

208VAC 50 amp \$125 per circuit \$ _____

GRAND TOTAL \$ _____



Payment and agreement information on following page.

PAYMENT INFORMATION (credit cards only)

Credit Card Payment: Visa MasterCard Discover

Credit Card Number: _____ - _____ - _____

For credit card safety, please email last four digits, expiration date, CCV number and ZIP code to shelley.coltrin@ThorntonCO.gov.

Please mail your application to: Food Vendors, c/o Carpenter Recreation Center, 11151 Colorado Blvd., Thornton, CO 80233.

MANDATORY VENDOR MEETINGS are scheduled with Tri-County Health Department officials throughout the year. All selected food vendors participating in city of Thornton events are required to attend if a meeting is scheduled.
Direct Specific Inquiries To: Shelley Coltrin, shelley.coltrin@ThorntonCO.gov, 720-977-5918, ext 2.

By submitting this form you agree to the following Booth Exhibitor Agreement.

As a participant in the Fourth of July celebration (FESTIVAL) activities, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injuries, property damage or loss which I may sustain as a result of my participating in any and all activities connected with or associated with my participation in the FESTIVAL.

I agree to waive and relinquish all claims I may have against the city of Thornton, all associated sponsors of the FESTIVAL, and any agents thereof, as a result of my participation in the FESTIVAL and that I share my products and services at my own risk.

I agree to indemnify and hold harmless and defend the city of Thornton, all associated sponsors of the FESTIVAL and any agents thereof from any and all claims other parties may have resulting from injuries, damages, and loss caused by me arising out of, connected with, or in any way associated with the activities of the FESTIVAL.

I agree that all demonstrations and exhibits may be photographed for publicity purposes.

If the terms of this agreement are violated, the Exhibitor agrees that the FESTIVAL may immediately revoke all of the rights of the Exhibitor, their agents and their employees to booth space without refund or financial remuneration.

I agree to be present the entire duration of the FESTIVAL, Sunday, July 4, 2021 from 4 - 10 p.m.

PRINT NAME _____ SIGNATURE _____ DATE _____

Colorado Tax ID Number _____ Special Events License Number _____

APPLICATION DEADLINE: JUNE 1, 2021

Your application is not complete without proper payment information, menu, price list, copies of your Mobile Unit Health License and License To Operate A Retail Food Establishment.