



# OKTOBERFEST

La Veta, Colorado

*Always the First Saturday in October*

**10:00am - 6:00pm**

## **APPLICATION FOR BOOTH SPACE**

**A LITTLE INFORMATION ABOUT OKTOBERFEST:** Oktoberfest is a popular event, held annually since 1986, in La Veta at the foot of the Spanish Peaks. There is no admission fee to the public. All kinds of food and merchandise booths are welcome, except for garage sale or flea market-type booths. In addition to vendor booths, there is live music, prizes, food and a beer garden. The event is held rain or shine.

### **ARRIVAL AND CHECK-IN -**

- Set-up is from 6:00am to 8:00am the day of the event.
- Vendors must check in at Oktoberfest Central Booth on Main Street prior to setting up booth. ● Food Vendors must be in their assigned spaces at 7:00 a.m.
- All vehicles **MUST** be off the street by 8:00 a.m.
- If you arrive late and are unable to set-up, access, or get your merchandise to your booth, you will **NOT** be assigned another space and **NO** refund will be given.

### **FEES/CANCELLATIONS -**

- Each Vendor Booth Space is \$80. Second booth an additional \$70.
- Full payment must accompany the signed application. Payment can be made by Check or Money Order. All applications and funds must be sent to PO Box 594, La Veta, CO. 81055
- Refunded cancellations must be made no later than two weeks prior to the event. Please provide both a written notice as well as a courtesy phone call.
- If you arrive late and cannot get your merchandise to your booth, you will **NOT** be assigned another space and **NO** refund will be given.
- **THERE IS NO REFUND OR FEE TRANSFER FOR "NO-SHOWS."**

### **SPACE SPECIFICATIONS -**

- Event spaces are limited. Applications are accepted and spaces are assigned based on three criteria:
  - Date application was received.
  - Previous history with the Oktoberfest Event.
  - Diversity, variety, and limited duplication of adjoining vendors.
- Electricity is **NOT** available. Vendors with generators will be permitted only if permission is granted in advance. Permitted generators must be smokeless and muffled.
- All tent spaces are 10'x10' square. If you have displays, equipment, or products (to include wagon or trailer tongues) that cannot fit into the confines of this space, you will need to purchase and/or will be charged for additional space(s).
- You will not be able to park your vehicle in or near your vendor space, nor is there designated vendor parking.
- Vendors are responsible to provide their own tent or canopy, weights, tables and chairs.
- All space assignments are made at the discretion of the Event Director.
- Street layouts are predetermined with the legal requirements for fire lanes and the safety of our visitors in mind.

*If you have a preference for a particular space, please let us know on your application.  
However, we cannot and do not guarantee that you will be assigned that space.*

### **SAFETY AND SECURITY -**

- Do not use stakes or spikes to secure tents or equipment. Tents and booths must be able to withstand extremely inclement weather. Safety is our number one concern, and we cannot stress enough the need for substantial weight on each of your tent poles/booth items (displays, tables, etc.). A minimum of 75 lbs. per pole, with a minimum of 4 poles per 10'x10' tent is the standard recommendation. Improper and/or inadequate tent weights can result in a loss of merchandise and equipment for vendors, as well as potentially unsafe conditions for our vendors and event visitors.
- La Veta Oktoberfest reserves the right to ask any vendor that has what could potentially be an unsafe set up to leave if the vendor is unwilling to make necessary and immediate adjustments. ● **La Veta Oktoberfest and the Town of La Veta are not responsible for damages to vendors' property that may arise during the event.**

### **GENERAL -**

- Applications are due by September 15.
- Please specify, in detail, the wares you will be selling at Oktoberfest (i.e. – don't say “jewelry”; say what type of jewelry, etc.) *La Veta Oktoberfest Event Director strives to not place similar vendors adjacent to each other.*
- All vendors are responsible for cleaning their area of trash, leftovers and waste.
- All vendors are responsible for their own tax reporting and collecting. (Town of La Veta 3.5%, Huerfano County 3.0%, and State 2.9% for a TOTAL OF 9.4%)
- **Sale of alcohol, drugs, weapons (guns, knives, etc.) and exploding or offensive toys IS PROHIBITED.**

### **ADDITIONAL RULES AND REGULATIONS FOR FOOD VENDORS-**

- All food vendors must have a current food service license issued by the Health Department for the State of Colorado. Contact the Las Animas-Huerfano Counties District Environmental Health Department at 719-846-2213 to ensure you have all the necessary licenses and paperwork needed to vend at our event.
- In the event a food vendor is not in compliance during the event, the vendor will be required to close until compliance can be accomplished.
- All food vendors must have a fire extinguisher on site with at least a 3A-40B-C rating.
- Food Vendors must be in their assigned space (spaces) by 7:00 a.m.

### **HOLD HARMLESS AGREEMENT THIS AGREEMENT-**

- All vendors agree to indemnify, save and hold harmless La Veta Oktoberfest and the Town of La Veta from any and all claims which may occur to Vendor's employees or property from any cause whatsoever, or any and all claims from a person(s) purchasing the said vendors goods or services

Contact us: [lavetaoktoberfest@yahoo.com](mailto:lavetaoktoberfest@yahoo.com) or call 719-742-3288



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**and Second Booth \$70** Full payment must accompany the signed application. *Payment can be made by Check or Money Order.*

<b>I am applying as a:</b>	<input type="checkbox"/> Food Vendor	<input type="checkbox"/> Merchandise Vendor
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<b>Vendor/Company Name (dba):</b>	
<b>Booth Name (if different):</b>	
<b>Sales Tax ID #:</b>	
<b>Company Representative (contact name):</b>	
<b>Email:</b>	<b>Primary Phone Number:</b>
<b>Mailing Address:</b>	
<b>TYPE OF MERCHANDISE:</b>	

*Please be specific as to crafts, jewelry, etc. so you are not placed next to a booth carrying the same type of merchandise.*

<p><b>Describe your food concession:</b> (you can draw a diagram and/or use a word description) <i>Example: Length of concession is 10' including hitch. Serving side is in the front, back, etc. Concession is a trailer, tent, etc.</i></p>
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*I have read the information provided in the Vendor's Application packet, and agree to abide by all terms and conditions of the event as outlined herein. I understand and acknowledge, also, that Oktoberfest reserves the right to refuse acceptance of any vendor.*

*I agree to indemnify, save and hold harmless La Veta Oktoberfest and the Town of La Veta from any and all claims which may occur to Vendor's employees or property from any cause whatsoever, or any and all claims from a person(s) purchasing the said vendors goods or services.*

*By signing below, Vendor agrees to comply with and accept: (a) the Rules and Regulations printed on the Oktoberfest Vendor Application, (b) such other rules or operating procedures as the La Veta Oktoberfest may reasonably require for orderly, construction, conduct, and dismantling of the event from "move-in" through "move-out", and (c) the above Hold Harmless Agreement.*

*La Veta Oktoberfest shall have full power in the interpretation and enforcement of all Rules and Regulations contained herein, and the power to make such reasonable amendments thereto and such further Rules and Regulations as it shall consider necessary for the proper conduct of an event, provided same does not materially alter or diminish the contractual rights of vendor. Vendor agrees to be bound by all of the terms and conditions thereof as to the use and enjoyment of the premises.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

\_\_\_\_\_ # of spaces \_\_\_\_\_ x \$70 per space Amount enclosed

Mail completed application and check/money order to:

**La Veta Oktoberfest**

**PO Box 594**

**La Veta CO 81055**

We make a sincere and reasonable effort to accommodate the needs of our vendors, but must work within the confines of laws, regulations and time. Your professionalism in adhering to the requirements stated in this application is therefore greatly appreciated.

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