



Oak Creek Labor Day Vendor Application 2024

We are very excited to welcome all vendors back for another fun-filled family weekend this Labor Day, Saturday, August 31 Monday, September 2 of 2024. We would like to invite food and retail vendors, local and abroad, those with information or other services that promote non-profits and clubs, etc. OC Neighbors is presenting Oak Creek Labor Day & Farmers Market this year and will hold events Saturday and Sunday on Main Street as well as Monday at Decker Park. That's right! 3 days of family fun. OC Neighbors would like to invite all vendors to pay 1 fee to stay for all 3 (days). OC Neighbors must approve non-competing businesses from outside of South Routt.

Rules and Regulations are included along with the Indemnification Form. Please provide with this application, your payment to OC Neighbors.

We are looking forward to having you there. Please complete and return this application below with your fee by August 15, 2023 to the address on the reverse side or email to treasurer@OCNeighbors.net.

Won't you be our neighbor?

Cordially Your,

OC Neighbors

501(c)(3) Non-Profit
PO Box 144
Oak Creek
CO 80467



2024 Concessions Application

CONDITIONS OF ENTRY

Welcome to the Oak Creek Labor Day presented to you by OC Neighbors 501(c)(3) non-profit. This event kicks off Labor Day weekend, August 31-September 2, 2024 in Oak Creek, Colorado.

Vendor Applications:

All potential vendors must fill out an application. Applications are reviewed on a first come first serve basis. Please submit your application, insurance (if needed), and all licensing documents by August 15, 2024 to ensure space availability. All other application information and fees are included in the application form. Vendors will be notified of application status by August 25, 2024

Vendor Pricing

Food and retail booth: \$30 for each 10'x10' space (this includes space from hitch to bumper!

Food Truck booth: \$50 for each standard food truck size. For additional space, please contact Karrie Littman at treasurer@OCNeighbors.net

Large space requirements: please contact Karrie Littman at treasurer@OCNeighbors.net

Specialty booths: please contact Karrie Littman at treasurer@OCNeighbors.net

Information/Service/Display booth: \$20 for each 10x10 space

Non-profit tent space: \$0 but you will still need to fill out a vendor application

General Information and Requirements:



Food vendors must be registered and licensed with the Routt County Health Department and/or the State of Colorado. Food vendors **must** have a State Food Service License. Please submit a copy of your license with your application.

For more information and to set up licensing please contact Heather Savalox of the Routt County Environmental Health department. hsavalox@co.routt.co.us. Here is a link to The Temporary Food Vendor Application. **There may be a fee required.** Use this Form for application:<http://co-routtcounty.civicplus.com/DocumentCenter/View/125/VendorApplicationTemporaryEvents?bid>
Id= This MUST be completed and submitted to Routt County Environmental Health NO LATER than 45 days prior to participation.

- Colorado state law requires anyone selling cottage foods to be certified and to recertify every three years. For information on certification training use this link.
<https://routt.extension.colostate.edu/foods/cottage-foods/>

All **concessionaires** are required to file Colorado State, County and City taxes. All Vendors are required to have a Town of Oak Creek Sales Tax License and are responsible for paying sales tax on items sold. Only those vendors in good standing will be allowed to participate in the market. A fee required. Questions contact Karrie Littman treasurer@OCNeighbors.net.

All vendors must be set up by 9:45am and must not break down before the end of each day; on Saturday 5pm, Sunday 2pm, and Monday 3pm. Vehicles are restricted in the market area. **You must unload and move your vehicle as quickly as possible to allow other vendors to unload.**

Vendors must remove their own trash and are encouraged to use recyclable materials. No Styrofoam products are permitted.

Labor Day will take place rain or shine. We do not refund for bad weather.



Please respect Labor Day Staff. All Ambassadors in Oak Creek Labor Day (OCLD) volunteer shirts, are VOLUNTEERS. They are happy to help you, but may not always be able to answer your questions. Please follow their instructions and requests.

By acknowledging that you read these rules, you are also agreeing to our Indemnification Agreement

Insurance for necessary vendors (ask if you're unsure if you need this)

All concessionaires who must submit a certificate of insurance. Coverage to include comprehensive general liability with bodily injury and property damage limits of \$1,000,000 each occurrence/\$2,000,000 general aggregate.

It is required that every policy list OC Neighbors and the Town of Oak Creek as additional insured (information below).

OC Neighbors

PO Box 144 Oak Creek CO 80467

The Town of Oak Creek, its elected and appointed officials, employees and volunteers

Attn: Melissa Dobbins, Town Mayor

PO Box 128, Oak Creek, CO 80467

If electricity is needed, there is an additional \$10 fee.

NO SMOKING except in designated areas.

NO STAKES allowed. We recommend using weights or sand bags to hold down tents and other items. Weights of 30 pounds per leg are required for a total of 120 pounds. Only 10x10 or 10x20 tents are permitted. A 10x20 tent does require 2 fees.

All vehicles are required to park in the designated Vendor Parking areas. See Lead Volunteer for location.



Vendor Application

VENDOR TYPE: Food Retail Information Non-Profit

BUSINESS NAME:

STREET ADDRESS:

CITY/STATE/ZIP CODE:

CELL PHONE:

HOME PHONE:

WORK PHONE:

EMAIL:

WEBSITE:

STATE TAX ID#:

BUSINESS LICENSE:

EIN:

INSURANCE AGENCY:

DATE OF INSURANCE EXPIRATION:

TYPE OF BOOTH: Trailer Tent Truck Other

SIZE OF SPACE:

(Booth sizes are considered 10' x 10' in size. Please reserve two booths, if needed.)

AGREE TO CONDITIONS OF RULES + REGULATIONS yes no

I will be applying for a Single Event Tax Number: Yes No

Please submit this as soon as possible to be accepted into the event

LIST OF ITEMS TO BE SOLD. (Food vendors must have a restaurant license).



Description of business. This description may be visible to the public and may be used for advertisement online. Please attach photos of the product and booth set up if you would like to. These photos would then be visible to the public in your online listing.

VENDOR APPLICATION FEE

- \$50.00 **Food Truck booth** Saturday August 31-Monday Sept 2
- \$30.00 **Food & Retail Booth** Saturday August 31-Monday Sept 2
- \$20.00 **Information/Service/Display booth** Saturday August 31-Monday Sept 2
- \$ 0.00 **Non-profit tent space** Saturday August 31 - Monday Sept 2

- \$10.00 **Additional electricity** first come, first serve as there is limited supply. Please bring your own cords; no less than 50 feet, only 110 volts is available.

1 FEE COVERS 3
THAT MEANS YOU GET ALL 3 DAYS OF FUN FOR 1 PRICE
WE CAN'T WAIT TO HAVE YOU JOIN OAK CREEK LABOR DAY

Please feel free to use our new Venmo QR Code for payments
@OCNeighbors



venmo



INDEMNIFICATION

Vendor agrees to indemnify the OC Neighbors (OCN) and its officers, agents and employees as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of OCN. OCN agrees to release and hold harmless the Vendor, its officers, agents and employees from and against any and all claims, suits, damages, costs, losses, and expenses, including attorney's fees, resulting from, arising out of, or connected with the operating of the Oak Creek Labor Day event. Vendor agrees to release and hold harmless OCN and its officers, agents and employees from and against any and all claims, suits, damages, costs, losses, and expenses, including attorney's fees resulting from, arising out of, or connected with the operating of the Oak Creek Labor Day events.

Acknowledged and Accepted for Participation
in the 2024 Oak Creek Labor Day Event

VENDOR:

Signature

Printed Name

OC NEIGHBORS

BY: _____
Signature

Printed Name & Title



Please make checks payable to OC Neighbors or Venmo @ocneighbors

Mail:

OC Neighbors

PO Box 144

Oak Creek, CO 80467

E-Mail:

treasurer@OCNeighbors.net

QR Code:

@OCNeighbors



venmo