

2010 PUEBLO WEST JULY 4TH CELEBRATION

VENDOR FAIR PACKET

SUNDAY JULY 4TH, 2010

Civic Center Drive
Pueblo West, CO
Vendor Fair Hours: 10 AM – 3 PM



VENDORS:

VENDOR REGISTRATION DEADLINE: JUNE 20, 2010

- **Deadline to reserve last years space: May 20, 2010**
- Please complete the vendor registration and vendor acknowledgement, pages 2 and 3.
- Return pages 2 and 3, along with your payment, to the Pueblo West Chamber of Commerce
- You will receive your acceptance form approving your registration and food products
- Keep copies of the entire packet for your records
- Please note that not for profit community based organization will have priority for food booths
- Food selection is on a first come first serve basis
- Food vendors must complete Health Dept. form and pay applicable county fees

2010 JULY 4TH
Vendor Registration



Company Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: (____) ____-____ Fax Number: (____) ____-____

Email Address: _____

- Please email my acceptance form and future communication

Description of products / Food: _____

* Booth Space will be on a first come first serve basis with priority to returning vendors and local groups such as: schools, churches, and service clubs. To avoid over duplication, you may be asked to alter your selections, but we will work with you. The objective is to have a variety of items available and for everyone to do well.

My Arrival Time ____:____ AM **Booth Number** (Assigned July 3rd) _____

I am registering a:

Food Booth (For profit food vendors subject to \$250 Health Department Fee)

Craft / Commercial Booth

Booth Rate:

1. **Craft / Commercial - \$35.00 member / \$50.00 non - member**

2. **Food - \$100.00 member / \$150.00 non-member / Non-Profit member \$75**

Electricity Fee: \$60.00

***Not a member yet? Join now to get your booth at the Member price!**

Payment Information:

Check **Visa** **Master Card**

Number: _____

Expiration Date (Month/Year) ___/___

Zip Code: _____

Signature: _____

Payment enclosed: \$ _____

* Payment Required at Time of Registration

Submit this page to the Chamber. Keep a copy for your records

2010 JULY 4TH
Vendor Acknowledgement



In consideration of allowing my booth entry into the Pueblo West 4th of July Community Festival, for myself, my heirs, executors, company, organization, or any one else participating with my entry, do waive, release, and forever discharge any and all rights and claims for damages, which I have or which may hereafter accrue to me against the Pueblo West Chamber of Commerce, the Pueblo West Metropolitan District, and the Pueblo West Community, it's administrators, representatives etc.

The Pueblo West Chamber of Commerce, the Pueblo West Metropolitan District and the Pueblo West community are not responsible for any and all damages, which may be suffered or sustained, to me, my organization, or any one that works for or with me, my saleable goods, my displays or booth coverings in connection with our participation in the event. I further attest that I have full knowledge of any weather related risks involved in this event and that there will be no refunds or monies paid in case of bad weather. I also know that any and all damage suffered by any person attending this event by my booth or any items that I sell are my sole responsibility.

I further attest that I will obtain and be responsible for all applicable state and local permits pertaining to my activities.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Return Registration, this Acknowledgment and Payment to:
Pueblo West Chamber of Commerce
7 E Spaulding Ave. Pueblo West, CO 81007
Phone: 719.647.9086
Email: Info@PWChamber.com
www.PWChamber.com

Submit this page to the Chamber. Keep a copy for your records



STATEMENT OF VERIFICATION
Application to Operate a Temporary Food Establishment

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from information provided on this application without prior permission from the Pueblo City-County Health Department may nullify final approval.

SIGNATURE OF APPLICANT:

_____ DATE: _____

Approval of these plans and specification by the Pueblo City-County Health Department does **NOT** indicate compliance with any other code, law or regulation. Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine compliance with applicable regulations.

*****APPLICATION APPROVAL*****

Pueblo City-County Health Department
Environmental Health Division
205 North Santa Fe Avenue
Pueblo, CO 81003
www.pueblohealthdept.org
719-583-4323

APPROVED: _____ DATE: _____

Restrictions:

DISAPPROVED: _____ DATE: _____

Reason(s) for Disapproval:

2010 JULY 4TH

Vendor Checklist



VENDOR COORDINATOR

Tianna Galgano

HOME 719-547-2659

CELL 719-251-1669

FAX 719-647-2858

Email: TiannaG@msn.com

ENCLOSURES CHECK LIST:

_____ Complete registration (pg2) and acknowledgment (pg3)

_____ Submit pg 2 & 3 to the Pueblo West Chamber of Commerce (Keep Copies)

_____ Check or Money order for booth fees.

Make check out to: Pueblo West Chamber of Commerce

_____ Stamped self addressed envelope included. Please mail my acceptance letter.

_____ OR, I am choosing the **email** option for acceptance notification

Food Vendors

_____ Health Dept Statement of Verification submitted directly to Health Department

_____ Paid \$250 Health Department Fee (For Profit Food Vendors)

_____ Other Applicable Licenses from Pueblo County (Use, sales tax, etc.)

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Vendor Information



Festival Hours

Sunday July 4th, 2010

10 AM – 3 PM

Parade typically ends between 11:30 and 11:45

Set Up

Your booth number will be assigned on July 3rd. All booths must be ready by 10:00 AM. Please Unload and move vehicles to the parking area quickly so we can maximize set up space for all of our participants. Tianna will provide parking passes.

Vendor Parking – TIANNA – CELL 719.251.1669

Arrival between 7 - 8 a.m.: Turn left onto Joe Martinez and then left again into Civic Center Drive, which is just past the bank and library -- between the library and the police station. .

Arrival after 8 a.m.: Behind Vectra bank you will see a small driveway. Turn right into the driveway then turn left into the park just before the library building. Turn right into the festival site, drive over towards the boots on Civic Center Dr. Tianna will guide you to your booth space.

- **Food Booth unload and setup time**

Sunday July 4th, 2010

6 AM – 9 AM

- **Commercial and Craft Booth unload and setup time**

Sunday July 4th, 2010

7 AM – 9 AM

Dismantling Hours

Dismantling your booth before completion of the exposition reflects poorly on the Pueblo West Chamber of Commerce and on your business. Please do not take your booth down prior to 3 PM. At 3 PM please pack your merchandise first; then contact Tianna to get your vehicle for reloading. Please be careful and drive slowly as there will still be children running around in this area.

Booth Space

Booth space will be assigned on a first come-first serve basis. You are encouraged to get your paperwork in early. Booth numbers will be assigned on July 3rd.

Safety Precautions

Exhibitors must provide the necessary care to protect attendees and other exhibitors from equipment that is operable or from any other material processes of operations which may cause bodily injury.

Clean Up

The Pueblo West Chamber of Commerce staff and PWMD will maintain the cleanliness of the open areas during the festival. Exhibitors are responsible for the cleanliness of their areas during the event and are also responsible for removing all trash and debris from their booth space at the conclusion of the festival.

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Driving Directions



Driving Directions to Festival Area

- Coming from Pueblo or Colorado Springs**

Interstate 25, Colorado Springs, CO

	1. Head south on I-25 S toward Exit 144 About 40 mins	go 42.5 mi total 42.5 mi
	2. Take exit 101 to merge onto US-50 W toward Canon City About 8 mins	go 7.5 mi total 50.0 mi
	3. Turn left at S McCulloch Blvd E About 3 mins	go 0.8 mi total 50.8 mi
	4. Turn left at Joe Martinez Blvd About 1 min	go 0.2 mi total 51.0 mi
	5. Take the 1st right onto Civic Center Dr	go 390 ft total 51.1 mi

Civic Center Dr, Pueblo West, CO 81007

- Coming from Pueblo or Canon City**

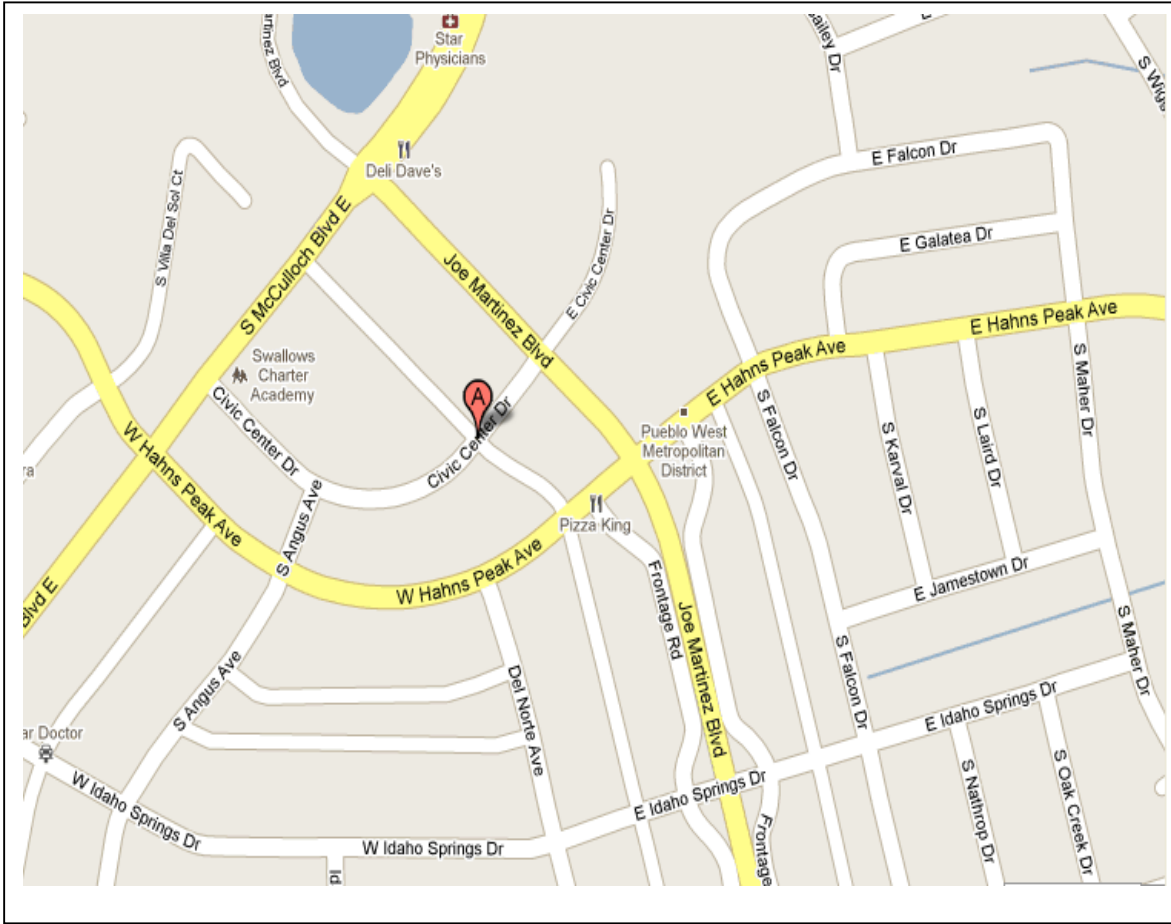
W US Highway 50, Canon City, CO 81212

	1. Head north on Co Rd 365A toward US-50 W	go 0.2 mi total 0.2 mi
	2. Take the 1st right onto US-50 E About 42 mins	go 37.2 mi total 37.4 mi
	3. Turn right at S McCulloch Blvd E About 2 mins	go 0.8 mi total 38.2 mi
	4. Turn left at Joe Martinez Blvd About 1 min	go 0.2 mi total 38.4 mi
	5. Take the 1st right onto Civic Center Dr	go 390 ft total 38.4 mi

Civic Center Dr, Pueblo West, CO 81007

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2010 JULY 4TH Festival Area Map



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