

23<sup>rd</sup> Annual Boulder Creek Hometown Festival  
**EXHIBITOR BOOTH INFO & APPLICATION**

• **NEW DATES!** • August 20 & 21, 2022



Boulder Creek Events is proud to announce the return of the Boulder Creek Hometown Festival during a **NEW** weekend in 2022! Featuring arts & crafts exhibitors, craft beer garden & food court, live performances at the Bandshell, The Great Zucchini Race, LETR StarLite Classic Car & Motorcycle Show, and more, it's a great time to come out and be a part of one of Boulder County's longest-running and most popular events!

**Saturday, August 20<sup>th</sup>**

**10am - 7pm** (*Food Court & Bandshell close at 9pm*)

**Sunday, August 21<sup>st</sup>**

**10am - 7pm** (*Food Court & Bandshell close at 9pm*)

## **BOOTH SPACES**

Most booths will be located within Central Park Commons (see map on page 3). Just across the creek in CPC South is an event area featuring inflatables & attractions from Dizzy Family Fun Center as well as the ever-popular "Great Zucchini Race".

***Requesting a Booth Space:*** Applicants are welcome to request specific booth spaces; however, while BCE will try to accommodate booth requests, we cannot guarantee that all requests will be met.

***Sponsor Booths*** are located in more high-traffic areas within the event areas (ex: corner booths along the sidewalk in Central Park Commons) and **start at \$900**. If you are interested in obtaining a list of the Sponsor Booths still available at the time of your application submittal, please contact the BCE office.

*\*Note for booths facing 13<sup>th</sup> Street (refer to map on page 3): 13<sup>th</sup> Street will feature the following events and activities over the weekend:*

***Saturday 8/20, 8am-2pm:*** Boulder County Farmers' Market

***Sunday 8/21, 10am-5pm:*** LETR StarLite Classic Car & Motorcycle Show

## **TENT & EQUIPMENT RENTAL**

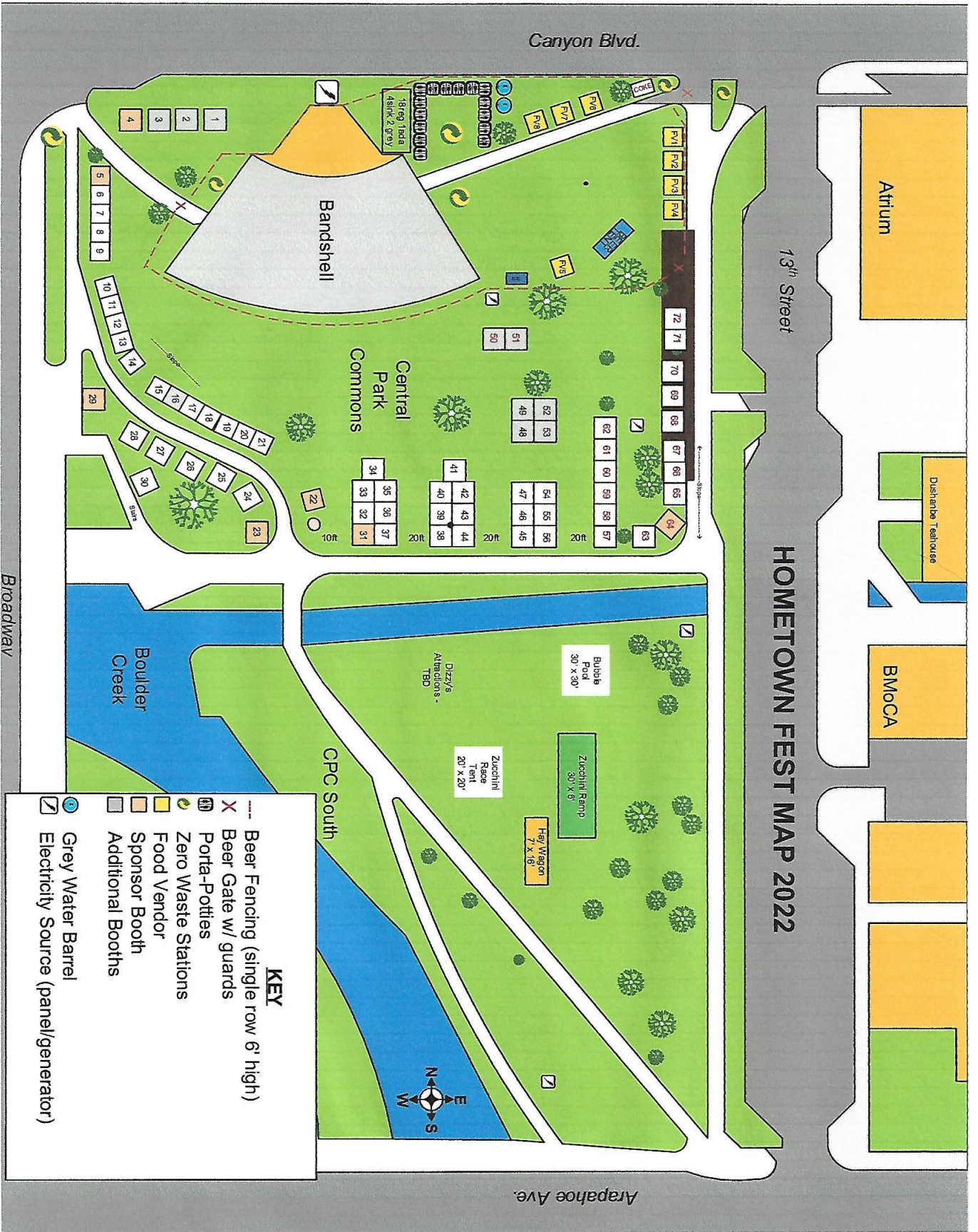
Tents and/or canopies are not provided with your booth space. You may either bring your own 10' x 10' pop-up tent or rent one from RC Special Events: (303) 527-2905. More info about this will be included in your acceptance packet.

## **ELECTRICITY**

Power is available in many booths for an additional. In the space provided on the application, please give a detailed description of everything you are planning to plug in. Please note that every vendor is responsible for bring their own 100' extension cord and covering all cables and wires in and around the immediate vicinity of his or her booth by using mats or cord covers. **Electricity Fee (110 volts- 2000 watts): \$100**

## **SAMPLERS**

A "Sampler" is any vendor who wishes to distribute samples of food or non-alcoholic drink, nutritional supplements, or other perishable items at their booth. Any exhibitor intending to provide samples at the Festival must pay a **\$200 sampling fee** and must first be approved by BCE. Bottled water is NOT permitted for sale or distribution at the event. If you are interested in sampling at the Festival, please make a note on your application and BCE will contact you if there are any issues.



**HOMETOWN FEST MAP 2022**

- KEY**
- Beer Fencing (single row 6' high)
  - X Beer Gate w/ guards
  - ☺ Porta-Potties
  - ♻️ Zero Waste Stations
  - 🍽️ Food Vendor
  - 🏪 Sponsor Booth
  - 🏠 Additional Booths
  - 🚰 Grey Water Barrel
  - ⚡ Electricity Source (panel/generator)

## APPLICATION FEES

### MERCHANTS & SERVICES

**\$400 + \$25 nonrefundable processing fee = \$425**

Fees Include:

- 10' x 10' booth space (tents/canopies, tables, and chairs are NOT provided)
- Electricity is not included, but may be purchased for an additional \$100

Please submit detailed information about the products you plan to display/sell (this may include photos, brochures, etc.)

### NON-PROFIT ORGANIZATIONS

**\$200 + \$25 nonrefundable processing fee = \$225**

Fees Include:

- 10' x 10' booth space (tents/canopies, tables, and chairs are NOT provided)
- Electricity is not included, but may be purchased for an additional \$100

Rules:

- Please submit a 501(c)(3) letter, a mission statement outlining your goals and objectives, and a description of what your group plans to do at the Festival (ex: recruiting volunteers, fundraising, distributing info, etc.).
- If you plan on doing fundraising, please detail your means for raising money, including any products you plan on selling. All items must be approved by Festival management. Please note that the distribution or sale of food items is restricted to Food Vendors or Samplers *only*.

## BOULDER BUSINESS LICENSES & SALES TAX

ALL VENDORS AND EXHIBITORS AT HOMETOWN FEST (including non-profit organizations and attractions), regardless of whether you plan to sell anything or not, are required to either have a Boulder Business License OR register online for a Hometown Fest event license prior to submitting a vendor application.

Any Boulder-based businesses should already have a City of Boulder business license and are required by the City to include this number with your application. However, for any out-of-town vendors, you can now register specifically for Hometown Fest online and then file a one-time return after the event without having to worry about maintaining a Boulder business license.

Please direct any Sales Tax questions to the City of Boulder Sales & Use Tax Department: 303-441-3051 or [salestax@bouldercolorado.gov](mailto:salestax@bouldercolorado.gov)

## ACTIVITY VENDORS

Any vendors who are offering a participatory-type attraction (i.e. rides, climbing walls, inflatables, etc.) are considered "Activity Vendors" and not "Merchants & Services" and must first contact the BCE office to receive an Activity Vendor application. Activity Vendors will also be required to pay *5% of gross proceeds* to BCE after the event.

## OVERNIGHT SECURITY

Boulder PD will be patrolling the event during the day and a private security company will be on the grounds overnight. However, each exhibitor is responsible for securing his/her own booth and merchandise and carrying their own insurance, and BCE cannot be held responsible for any loss.

## RESTRICTIONS

Please note that vendors are not permitted to...

- **Distribute Bottled Water or Edible Products:** No distributing/selling of *bottled water or ANY edible product* unless previously approved by BCE.
- **Sell Alcohol:** Any vendor who wishes to sell alcohol of any kind at the event (i.e. bottles of wine) must first contact the BCE office.
- **Have Open or Exposed Flames In/Near Your Booth:** Boulder Fire Code 3104.7 reads: "Open flame or other devices emitting flame, fire or heat... or any other *unapproved devices shall not be permitted inside or located with 20' of tent* or membrane structures." This includes candles, grills, hurricane lamps, etc.
- **Damage Trees:** Please do not plan on hanging signs, hammocks, etc. from ANY trees. This includes using push pins/nails, ropes, zip ties, duct tape, etc.
- **Drive on Grass or Sidewalks/Block Any Roads:** A reoccurring problem over the years is vendors driving through the event grounds on the grass and/or sidewalks to get to their booths spaces OR stopping in the middle of Broadway (State Hwy 93), Canyon (State Hwy 119), or Arapahoe to unload their vehicles. *It is AGAINST THE LAW* and you will likely be ticketed by on-site police officers.

## COVID-19 RULES & REGULATIONS

Please help us keep Hometown Fest safe and continue to take these steps to reduce your risk of getting and spreading COVID-19:

- Get vaccinated!
- Stay home if you are sick
- Wash your hands frequently hand sanitizer (containing at least 60% alcohol)

BCE is closely monitoring the CDC guidelines as they continue to update their recommendations for both vaccinated and unvaccinated people; we will be in touch with all vendors regarding these policies in the weeks leading up to the event.

## **HOW TO APPLY**

Please complete and sign the Exhibitor Application & Agreement, include all required materials and fees, and submit by **July 15, 2022** to avoid late fees. (Applications will not be considered late if they are postmarked by 7/15/22.) Applications will be considered **only when they are accompanied by full payment**. Acceptance letters and information packets—which will include your booth space and map, info about set up, etc.—will be emailed by the week of 7/25/22 to applicants who applied prior to the deadline. (Note: Late applicants should allow for extra time past application submission date to receive acceptance packets).

***Mail BCHF Application & Agreement, Zero Waste Agreement, materials & fees to:***

**Boulder Creek Events  
P.O. Box 108  
Boulder, CO 80306**

*Fax applications to: (303) 604-0203*

*Email applications to: [meg@bce.events](mailto:meg@bce.events)*

**Payment:** Fees may be paid with any major credit card, check, or money order. ***Cards will be processed and checks will be deposited upon receipt of application.*** There will be a \$35 charge added to any returned checks. Please make checks payable to “Boulder Creek Events.”

**Late Fees:** Any application postmarked, faxed, emailed, or delivered after the official deadline of July 15th must be accompanied by a nonrefundable late fee.

***Applications submitted/postmarked on or after 7/16/22 = \$25 late fee***

**Cancellations:** All cancellations must be made in writing and must be postmarked, emailed, or faxed by no later than **July 29, 2022**. Processing fees and late fees are nonrefundable; refunds will be mailed after the 2022 BCHF.

## 2022 Boulder Creek Hometown Festival Exhibitor Application

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*Applicant Name*

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*Business Name*

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*Mailing Address*

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*City, State, Zip*

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*Cell Phone (on-site contact)*

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*Alt. Phone*

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*Email Address of Weekend Booth Manager (to whom info packet should be sent)*

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*Web Site / Social Media Account*

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*Intended use for BCHF booth (i.e. sell products, promote business/attract customers, recruit volunteers, provide a service, etc.)*

Will you be selling anything at the BCHF?  YES  NO (If YES, please list the products here):

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Please select one:

My Boulder Business License Number is: \_\_\_\_\_

I do not have a Boulder Business License but I have registered with the Online Tax System  
and my Special Event License Number is: \_\_\_\_\_

To pay by credit card (Visa, MasterCard, American Express, Discover) \$ \_\_\_\_\_  
*Amount to Charge*

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*Credit Card Number*

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*Expiration Date*

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*CVC Code*

*Notes:*

**Electricity Request**

110 volts, up to 2000 watts: **\$100**

Please list all the equipment & required VOLTS and AMPS that you will be plugging in:

EQUIPMENT:	VOLTS:	AMPS:

**Booth Spaces**

*If applicable:* I request Booth # \_\_\_\_\_

Are you willing to move to another area if space is limited in your 1st choice?

Yes, here is my second choice: \_\_\_\_\_

No, if I can't be accepted into my 1st choice I'd like to cancel my application.

**Check List**

*Before you mail in your application, be sure you have included everything!*

- Exhibitor Application (pages 7 & 8)
- Boulder Business License # OR Special Event License # (on pg. 7)
- Zero Waste Participation Agreement Form (pg. 9): Completed & signed
- Exhibitor Agreement (pg. 10): Signed & dated
- Booth Fee: Merchant/Service (\$400) • Non-Profit (\$200) • Sponsor (\$900)
- Processing Fee: \$25
- Merchants/Services: Photos/brochure & booth information;  
Non-Profits: 501(c)(3) letter, mission statement & booth description

**If Applicable:**

- Electricity Fee: \$100
- Shared Booth Fee: \$25 per applicant  
I plan to share a booth with: \_\_\_\_\_
- Sampling Fee: \$200
- Late Fee (*applicants applying on or after 7/15/22*): \$25



## Boulder Creek Hometown Festival Zero Waste Participation Agreement

As a vendor participating in the 2022 BCHF, I agree to distribute only locally recyclable or compostable materials as stated on the 2022 Exhibitor Information sheet (below.) It is my responsibility to purchase appropriate Zero Waste materials for the event and I will use the Zero Waste Coordinator as a reference if I have any questions. I also agree to properly sort my discards and make use of Zero Waste stations during the event.

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

Representative Signature: \_\_\_\_\_

Phone Number & E-mail address: \_\_\_\_\_

### **ZERO WASTE** (section copied from 2022 BCHF Exhibitor Information packet)

BCE is proud of our continued efforts to make the BCHF a Zero Waste event! The goal at a Zero Waste event is to only distribute materials that are locally recyclable or compostable and to sort as much of our generated waste into the compost and recycle collection bins as possible. As a vendor at this event, you are the key to the success of our Zero Waste efforts and will be held to the following guidelines when distributing information about your business or organization. Please note that merchants sampling food and drink products must first be approved by the BCE office to ensure compliance of your materials.

ACCEPTABLE	NOT ACCEPTABLE
Office paper, including flyers, brochures, programs, etc. A minimum of 30% post-consumer recycled content is suggested.	Neon, fluorescent, goldenrod and dark colored paper or Kraft (orange-brownish) envelopes. These are not recyclable due to deep & dark dyes.
Portion cups, sample cups, plates and bowls must be paper-based without a plastic lining. <i>The manufacturer box must be present to prove the compostability of the product.</i>	Styrofoam containers, paper containers with a plastic liner, compostable corn-based cups or plastic containers.
Unwrapped samples distributed with a paper napkin, paper cupcake wrapper, wooden stir stick, toothpick or compostable utensil ( <i>must prove compostability of utensils by having manufacturer box present</i> ).	Individually packaged foods (energy bar wrappers, candy wrappers, cellophane, etc), plastic utensils or aluminum foil.
Aluminum cans, aseptic containers (like juice boxes), drink cartons and plastic narrow-neck bottles greater than 6oz. <i>Smaller plastic containers are not locally recyclable.</i>	Glass containers, plastic bottles less than 6oz., plastic tubs, aluminum foil or juice pouches.
Unpackaged promotional materials that are reusable (pens, key chains, etc.).	Plastic bags, plastic packaging, cellophane or Mylar packaging.

## 2022 Boulder Creek Hometown Festival Exhibitor Agreement

Boulder Creek Events (BCE) believes in equal opportunities for all artists, merchants, and organizations and will actively seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration, and we will pursue an equal balance of portraying each side of any issue, topic, or concern. In selecting participants, criteria may include past history, the promptness of application arrival, and event area accommodations. BCE reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion.

As a participant of the 2022 Boulder Creek Hometown Festival (BCHF), I fully agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the BCHF. Furthermore, I understand that I should carry my own insurance and that I store my products overnight at my own risk. I agree to waive and relinquish all claims I may have against BCE and all associated sponsors and staff of the BCHF and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the BCHF.

I agree to provide photos and a specified list of all things I plan to distribute, sell, or display, and I acknowledge that I may not be permitted to exhibit each of the items I submit. I understand that all photos and other materials I submit will become the property of BCE; if I wish to have any of my materials returned to me after the BCHF, I have specified this in my application and have enclosed a self-addressed, stamped envelope. I understand that while I may request a specific booth location, there are no guarantees that I will necessarily receive the booth space that I request. I agree to pay all the necessary fees set forth in this application. I understand that my credit card will be run and/or checks deposited upon application arrival, although I may not be selected to exhibit at the 2022 BCHF. I further understand that if I am not accepted into the BCHF, or if I cancel my application, I will receive a refund for my booth fee (processing fees and late fees are not refundable) which will be mailed after the 2022 BCHF.

Any vendor and any accompanying parties attending the BCHF acknowledges and understands that, if infected with COVID-19, they may infect others that they may subsequently come in contact with, even if they are not experiencing or displaying any symptoms of illness, and that the risk of exposure to others remains at all times. Accordingly, you agree that neither you nor any minor or accompanying party will attend the event if within 14 days preceding the event you/they have: tested positive or presumptively positive for COVID-19 or been identified as a potential carrier of COVID-19 or other communicable disease; experienced any symptoms commonly associated with COVID-19 or other communicable disease; been in direct contact with or the immediate vicinity of any person who is confirmed or suspected of being infected with COVID-19 or other communicable disease.

I understand that all cancellations must be made in writing and must be postmarked, emailed, or faxed by no later than July 29th, 2022. I understand that, in the very unlikely event of BCHF cancellation due to weather, COVID-19, and/or other unforeseen issues, exhibitor fees will not be refunded but may be rolled over to the next year's event. I agree to be present for all three days of the BCHF: 8/20/22 & 8/21/22. I agree that if I have not arrived and set up by 12pm on Saturday, Aug. 20th, or if I leave the BCHF early, I forfeit my booth space and all fees. If I intend to be late on any of the three days, I must acknowledge this to BCE or I may forfeit my booth space. I agree that all demonstrations and exhibits may be photographed for publicity purposes.

I understand and agree to abide by the rules of this agreement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_