



RidgeFest: Call for Vendors

Event Date: Saturday September 8, 2018 from 3:00 to 9:00 (Vendors can close down after 7:00)

Check out this video from 2017: <https://www.youtube.com/watch?v=To8dyNdQQAA>

About RidgeFest

This free family-friendly event is an opportunity for the community to celebrate the locally crafted and handmade goods of Wheat Ridge and Ridge at 38. Through diverse offerings like a classic car show, an Artisan Marketplace, Cottage Foods Showcase, a chalk art festival, and Bluegrass Music, the event aims to satisfy enthusiasts of all kinds. With an attendance that reached over 6,500 people in 2017 and a projected attendance of 6,500+ people this year, it is one of Ridge at 38's largest events with a tremendous platform to engage and to interact with consumers.

About the Attendees

This event attracts people from all over the Denver Metro area. According to the U.S. Census Bureau, this demographics median age is 37, 42.5% have a Bachelor's degree or higher and the median household income is \$69,205.00. RidgeFest in particular attracts active, health conscious, interested, young families and professionals that are engaged and care about their community.

About Localworks

The Ridge at 38 events are presented by Localworks. Localworks is a 501(c) 3 non-profit advancing a vibrant and sustainable Wheat Ridge. Defined by our three pillars of action – Connect, Volunteer, Create – Localworks puts the power of change in the hands of the community, empowering all residents and businesses to take part in the future.

Enclosed with this letter is the official **RidgeFest Vendor Application** and additional information about vendor requirements. **Vendor applications are due by email or to the Localworks offices no later than Friday, August 17 at 4:00pm.**

There are a limited number of spaces; all vendors are subject to review by committee before being accepted to participate.

Questions can be directed to Carolyn Doran at cdoran@wearelocalworks.org

RidgeFest 2018 Vendor Application

<i>Name of Contact Person</i>									
<i>Business Name</i>									
<i>Mailing Address (if different)</i>	<table style="width: 100%; border: none;"> <tr> <td style="border-top: 1px solid black; width: 50%;"></td> <td style="border-top: 1px solid black; width: 15%;"></td> <td style="border-top: 1px solid black; width: 15%;"></td> <td style="border-top: 1px solid black; width: 10%;"></td> </tr> <tr> <td style="font-size: small;">Address</td> <td style="font-size: small;">City</td> <td style="font-size: small;">State</td> <td style="font-size: small;">Zip</td> </tr> </table>					Address	City	State	Zip
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<i>Telephone Number(s)</i>	<table style="width: 100%; border: none;"> <tr> <td style="border-top: 1px solid black; width: 60%;"></td> <td style="border-top: 1px solid black; width: 10%; text-align: center;">(Home)</td> <td style="border-top: 1px solid black; width: 30%;"></td> <td style="border-top: 1px solid black; width: 10%; text-align: center;">(Cell)</td> </tr> </table>		(Home)		(Cell)				
	(Home)		(Cell)						
<i>Email Address</i>									
<i>Vendor Fee</i>	<table style="width: 100%; border: none;"> <tr> <td style="border-top: 1px solid black; width: 20%;"></td> <td style="border-top: 1px solid black;">\$50 - Crafters, artisans and Non-Profits</td> </tr> <tr> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black;">\$100 - Local business with under 100 Employees</td> </tr> <tr> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black;">Free - Ridge at 38 Business</td> </tr> </table>		\$50 - Crafters, artisans and Non-Profits		\$100 - Local business with under 100 Employees		Free - Ridge at 38 Business		
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	\$100 - Local business with under 100 Employees								
	Free - Ridge at 38 Business								

- Please provide a description of the type of product you plan to sell including the packaging:

- Please list other venues in which you have participated as a vendor including dates of participation:

Please return completed application via mail, email or hand delivery (between 9 am and 4 pm) to:

Carolyn Doran

Localworks

4251 Kipling Street, Suite 580

Wheat Ridge CO 80033

P: 720-259-1030

cdoran@wearelocalworks.org

Website: www.ridgeat38.com



Our vendor market at RidgeFest is a juried market. We encourage small artisans and crafters to apply. We reserved the right to make final decisions about participating vendors.

Application due by Friday, August 17, 2018

**Spots fill quickly, sooner is better*

Important Information for Potential Vendors

EVENT LOCATION

Vendors will be set up on the Green at 7101 W 38th Avenue. This is where all the event activities take place.

HOURS OF OPERATION

The event will be held on Saturday, September 8, 2018 from 3:00pm to 9:00pm. You are expected to participate for the full duration of the event. There is an option to close up after 7:00 once it gets dark.

VENDOR FEES

- _____ **\$50 - Crafters, artisans and Non-Profits**
- _____ **\$100 - Local businesses with under 100 Employees**
- _____ **FREE - Ridge at 38 Businesses**

REQUIREMENTS & LICENSING

If selected to participate in RidgeFest, vendors must provide the appropriate licenses and documentation by Friday, August, 17, 2018. Additionally, vendors must:

- Provide a copy of your insurance listing "Localworks" as additional insured. If you have any questions about insurance or if this presents a financial hardship for your business please call Carolyn Doran at 720-259-1030.
- Observe and comply with all City, County and State sales tax requirements.
- The standard temporary license application and tax returns, account numbers are very important! Or, for the greatest convenience, online filing may be used by registered vendors. Here's a link to the webpage about it. No license fee is required, but a tax deposit of \$25 (same as last year) is. The deposit offsets the amount of tax to be paid after the event and any excess of deposit will be refunded by check. <http://www.ci.wheatridge.co.us/898/Online-Filing-and-Account-Services>

VENDOR AREA INFORMATION

- Each vendor (not food trucks) will receive a 10x10 area unless special arrangements have already been made with the Event Organizers; all vendors are responsible for bringing your own tents, tables, chairs, signage and any other set up materials that you require.
- You must be set up by 2:30 on September 8th. Parking is limited. We will provide a loading area.
- Please note on your application if you have any specific space requirements.
- Event Organizers and host businesses will not provide any set-up equipment or supplies. All set up materials for your vending operations will be your responsibility.
- We have a roll off dumpster. We request you empty your trash in the dumpster, not the event trash cans.
- Ridge at 38, Localworks, Stevens Elementary and the City of Wheat Ridge shall have no responsibility for damage or loss of use that the Vendor may incur.