



## RidgeFest: Call for Vendors

*Event Date: Saturday September 7, 2019 from 3:00 to 9:00 (Vendors can close 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, crafts and games, 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 2018 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 particularly 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 16 at 4:00pm.**

***There are a limited number of spaces; all vendors are subject to review by committee before being accepted to participate. Preference is given to homemade/handmade booths.***

Questions can be directed to Carolyn Doran at [cdoran@wearelocalworks.org](mailto:cdoran@wearelocalworks.org)

### RidgeFest 2019 Vendor Application

<i>Name of Contact Person</i>				
<i>Business Name</i>				
	Address	City	State	Zip
<i>Mailing Address (if different)</i>				
	Address	City	State	Zip
<i>Telephone Number(s)</i>	_____ (Home)		_____ (Cell)	
<i>Email Address</i>				
<i>Vendor Fee</i>	_____ <b>\$50 - Crafters, artisans and Non-Profits</b> _____ <b>\$100 - Local business with under 100 Employees</b> _____ <b>Free - Ridge at 38 Business</b>			

- 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](mailto:cdoran@wearelocalworks.org)  
 Website: [www.ridgeat38.com](http://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 16, 2019***

***\*Spots fill quickly, sooner is better***

## **Important Information for Potential Vendors**

### **EVENT LOCATION**

Vendors will be set up on the Green at 7101 W 38<sup>th</sup> 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 7pm. If you have lighting you are welcome to stay until the end of the event at 9pm.

### **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, 16, 2019. 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 7<sup>th</sup>. 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.