



FESTIVAL

Town of South Fork
0028 Silver Thread lane, PO Box 1030
South Fork, CO 81154
(719) 873-5512

July 14,15,16, 2017

Vendor

Dear Vendor,

Thank you for your interest in Logger Days. Please find enclosed the materials for your application.

Please return your materials, along with payment, to:

Logger Days
PO Box 1030
South Fork, CO 81154

We have also enclosed some information about South Fork for your use.

If you have a special situation, or need more information, please contact us as soon as possible so that we can assist you. It is our goal to have a profitable and positive experience for all of our vendors.

You can contact the Visitor Center at (719) 873-5512, or text or call 719-480-0708 on the web at www.southfork.org.
Email: visitorcenter@southfork.org or MarketingDirector@southfork.org.

We are looking forward to a fun and exciting show!

Thank you,

Mark Teders
Visitor Center Director/Event Coordinator



LOGGER DAYS
July 14-16, 2017
SOUTH FORK, COLORADO


CRAFT VENDOR REGISTRATION

THE FOLLOWING ITEMS MUST BE RETURNED WITH YOUR APPLICATION

- Copy of Colorado Special Event License (for questions contact DOR - Norman Townley 1-303-866-5643 or taxcolorado.com) See included sales tax information
- You must complete the State Affidavit – Restrictions on Public Benefit) Please include a copy for all listed in your business. Copies of forms are acceptable
- Booths are offered on a First Come, First Serve Basis. Please refer to Booth map and indicate your 1st and 2nd space choice
- Booth size will be 8ft. X 5ft (inside) and 10ft X 10ft (outside)
- Booths come with 2-chairs if requested. Tables for outside must be reserved by July 4th limited quantity so be prepared to bring your own
- **Saturday and Sunday are required; Friday is optional**
- **Fees are: \$100.00 for 3 days one space \$75 for 2 days one space for indoor/outside/gravel surface.**
 \$140.00 for 2 days Inside/outside/gravel 2 spaces
 \$175.00 for 3 days Inside/outside/gravel 2 spaces
- Electricity will be an additional \$5.00/day.
- ALL VENDORS: Please include pictures of your product, and a business card.

South Fork Visitor Center (719) 873-5512 or 1-(719)-480-0708, fax: (719) 873-5693, email: visitorcenter@southfork.org
Make checks payable to the **Town of South Fork**. Return **ONLY** the bottom section of this form & payment to:

LOGGER DAYS
PO Box 1030, South Fork, CO 81154

(Please Cut Here) 

LOGGER DAYS 2017

Please Circle the days you will participate. Saturday and Sunday are required; Friday is optional

Friday, July 14

Saturday, July 15

Sunday, July 16

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

BOOTH PRODUCTS: _____

NUMBER OF DAYS PARTICIPATING _____

BOOTH SPACE # _____

IS ELECTRICITY NEEDED? _____ YES(\$5.00/day) _____ NO

DO YOU NEED A TABLE? _____ YES _____ NO

CHAIRS? _____ YES _____ NO

(Booths come with 1 table & 2 chairs if requested. Additional tables must be requested prior to the start of the show.)

TOTAL FEE ENCLOSED \$ _____



LOGGER DAYS
July 14-16, 2017
SOUTH FORK, COLORADO

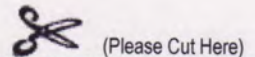
FOOD VENDOR REGISTRATION

THE FOLLOWING ITEMS MUST BE RETURNED WITH YOUR APPLICATION

- Copy of Colorado Special Event License (for questions contact DOR - Norman Townley 1-303-866-5643 or taxcolorado.com)
- You must complete the State Affidavit – Restrictions on Public Benefit) Please include a copy for all listed in your business. Copies of forms are acceptable
- Copy of your Health Dept. License
- Booths are offered on a First Come First Serve Basis.
- Booths are allowed to sell soft drinks
- All food booths will be located outside on gravel surface. You can provide your own shelter.
- Booth size is 12-ft.X20-ft. (If your food vehicle is larger, additional fees may be applicable, please call for details)
- If you come in early to set up – please line up parallel to the sidewalk and as close to it as possible
- **Saturday and Sunday are required, Friday is optional**
- **Booth fee is, 2 days \$175 3 days \$225**
 2 days 2 spaces \$250 3 days 2 spaces \$300
- Electricity will be an additional \$ 5.00/day. We will do our best to provide electricity to your food wagon however in the event there is too much load on our system we request you to be prepared to bring and use your generator
- Please abide by all Colorado Health Department Regulations

South Fork Visitor Center: (719) 873-5512 or (719) 480-0708, fax: (719) 873-5693, email: visitorcenter@southfork.org
Make checks payable to the **Town of South Fork**.

LOGGER DAYS
P.O. Box 1030
South Fork, CO 81154



LOGGER DAYS 2016

Please circle the days you will participate. Saturday and Sunday are required, Friday is optional

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

BOOTH PRODUCTS: _____

NUMBER OF DAYS PARTICIPATING _____ BOOTH SPACE # _____

IS ELECTRICITY NEEDED? _____ YES (\$5.00/day) _____ NO

TOTAL FEE ENCLOSED \$ _____

LOGGER DAYS 2017

Vendor Rules/Regulations

Show Hours: 1:00pm-5:00pm Friday

8:00am – 5:00pm Saturday

8:00am – 3:00pm Sunday

PLEASE RETURN THE FOLLOWING ITEMS WITH YOUR APPLICATION

- Copy of Colorado Special Event License (for questions contact DOR - Norman Townley 1-303-866-5643 or taxcolorado.com)
 - You must complete the State Affidavit – Restrictions on Public Benefit) Please include a copy for all listed in your business. Copies of forms are acceptable
1. Booths are offered on a first come, first serve basis. Due to the high demand for booths, there will not be any one-day spaces offered.
 2. All vendors will be vetted before approval to be in the festival. The focus is on quality handcrafted items and commercial products of interest to the community and visitors.
 3. Application approval/selection will be at the discretion of the Event Coordinator. This is to ensure a variety of booths/products of interest to spectators. However, approval does not imply vendor will be the exclusive provider of a particular item/craft or food type. You will be notified if your booth is not chosen due to space limitations or any other reason.
 4. Booths are located on a dirt/gravel surface. Some space is available on a paved basketball court. However, tents covering booths in the basketball area cannot be staked - only weights may be used to hold the tent in place.
 5. Tents with sides are recommended, due to unexpected rain showers. Any loss or damage to products due to weather is strictly the responsibility of the booth owner. Prepare for occasional high winds – anchor securely.
 6. **Craft Booth sizes are as follows:** **Inside 8 ft. X 5 ft.** **Outside 10 ft. X 10 ft.**
 - A. Tables must be reserved by July 1, 2017 Booths only come with 2 chairs if specified on your registration form.
 - B. Any special requirements that are beyond the sizes specified must be made in writing, and returned with your application, for approval. At that time a decision will be made as to the additional costs (if any) that need to be charged.
 7. **Food Booths are all 12 ft. X 20 ft., and will all be located outside.**
 - A. If your food vehicle is larger, additional fees may be applicable, please contact us for more details.
 - B. Food vendors are now allowed to sell soft drinks.
 - C. Any special requirements, must be made in writing, & returned with your application, for approval
 - D. Early arrival is at the discretion of the Event Coordinator and set up will be as close to and in alignment with the sidewalk.
 - E. Abide by Colorado Department of Public Health regulations pertaining to mobile or temporary food establishments.
 8. Electricity is limited and is provided at an additional charge of \$5.00/day for craft and food booths. Vendors will be limited on the number of outlets used. We will try to accommodate Food vendors electrical needs however if the load is excessive we recommend you bring and be ready to use your generator if needed.
 9. There is limited vendor parking at the show site.
 8. Vendor parking will also be available by permits at the Visitor Center which are available at check in. There is no overnight camping on site for any reason. Make reservations early for lodging or camp sites. RV parks are close by for your needs. We can provide lodging information upon request.
 10. **SET UP** begins at 7:00am, on Friday for Friday-Sunday Vendors
Saturday - Sunday Vendors begin set up at 1:00 to 5:00 pm Friday or at 7:00 to 8:00 am on Saturday.
However, all vehicles must be off the show grounds 1 hour prior to the start of the show.
You may unload booth items and/or restock before or after the show each day. There will be NO vehicles on site during the event.
Vendors will not be allowed to set up if Colorado Licenses are not on file.
Our staff is limited so please be patient with us during this time!
 9. Refunds – If you are unable to attend the show and are in need of receiving a refund, please submit a letter of request no later than 90 days prior to the show to allow us to fill the vacated space. No refunds will be given unless it is an emergency situation.
 10. Security will be provided through local police & sheriff's departments however it is your responsibility to secure any valuables before leaving each day.

RULES MAY BE CHANGED AT THE DISCRETION OF THE EVENT COORDINATOR, DEPENDENT UPON THE CIRCUMSTANCES AND OVERALL EFFECT ON THE FESTIVAL. IF VENDORS HAVE ANY SPECIAL CIRCUMSTANCES, NEEDS, OR CONCERNS PLEASE SUBMIT THEM IN WRITING SO THAT THEY CAN BE DEALT WITH ACCORDINGLY.

DR 0589 (07/25/14)
 COLORADO DEPARTMENT OF REVENUE
 Registration Control Section
 PO Box 17087
 Denver, CO 80217-0087

Sales Tax Special Event Application

Account Number

Purpose

1. Do you have a sales tax account in Colorado? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Account Number
2. Event Location (City in which your event is being held)	County in which your event is being held
3. Indicate Type of Organization	
<input type="checkbox"/> Individual	<input type="checkbox"/> Limited Liability Company (LLC)
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Liability Partnership (LLP)
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Corporation/'S' Corp.
<input type="checkbox"/> Limited Liability Limited Partnership (LLLP)	<input type="checkbox"/> Association
<input type="checkbox"/> Estate/Trust	<input type="checkbox"/> Non-profit
<input type="checkbox"/> Government	<input type="checkbox"/> Joint Venture

Business Information

1. Taxpayer Last Name (owner, partners or other business organization)	First Name	Middle Initial
2. Trade Name/Doing Business As (if applicable)		
3a. City in which your business is located	State	ZIP
3b. County in which your business is located	Telephone	
4. Mailing Address (residence address, include unit number)	City	State
County	FEIN	SSN
5. List specific products you provide (Explain in Detail).		

Ownership (If there are other partners, list on separate sheet using the same format)

(1) Last Name or Business Name 1a.	First Name	Middle Initial	SSN (FEIN # if applicable)
Address (residence or P.O. box) 1b.	City	State	ZIP Telephone
(2) Last Name or Business Name 2a.	First Name	Middle Initial	SSN (FEIN # if applicable)
Address (residence or P.O. box) 2b.	City	State	ZIP Telephone

Sales

Make checks payable to: Colorado Department of Revenue PO Box 17087 Denver, CO 80217-0087	Mark The Box That Applies To You <input type="checkbox"/> Single event <input type="checkbox"/> Multiple event	Period of Event		Fees		
		From (MM/YY)	To (MM/YY)	Single Event License		\$
		Multiple Event License		\$		
Signature of Owner, Partner or Corporate Officer		Title		Date (MM/DD/YY)		

I declare under penalty or perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge.

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically

Amount Owed \$.00

SOUTH FORK



COLORADO

EVENTS SALES TAX REQUIREMENTS FOR TOWN OF SOUTH FORK

Vendors who sell at special events are required to:

- Obtain a Special Events Retail Sales Tax License (regardless if they have regular Colorado sales tax license)
This license can be done online normally (if there is ample time prior to the even) –
For Logger Days, they must fill out the application and file it along with the return.
- Collect the appropriate Sales Tax and file a Special Sales Event Tax Return with DOR
- If the vendor has a State of CO sales tax number (account number) they use for their business, such as a brick and mortar store, they need to put this in on application and return (in the space labeled “account number” - Cost for the Special Event Sale Tax License is \$0 in this instance
- If the vendor does not have a regular sales tax license, the cost for the Special Events Retail Tax License is \$4.00 and is good from now to Dec. 31, 2105. These licenses are for two years and cost \$16.00.
- In filling out the Sales Tax Special Events Application :
The vendor needs to list South Fork, Rio Grande County and 81154 for line 2 – event location. (see example)
On the bottom of the form, they need to mark multiple events, period of the event will be 07/15 to 12/15 and the cost is \$4.00 (see example)
The sales tax return should be turned in before the end of the month and much of the same information is similar to the application form.
- If vendors have any questions regarding either the application or return they can contact Norman Townley at (303) 866-5643 and he can help them out. This includes after the event for help filling out the tax return.
- The event coordinator needs to get a list of all the vendors names, Tax ID or social security number, address, phone number, email. This information will be used to track to see if they did pay state sales tax or not and/or turned into DOR for action if needed. If vendors do not follow this procedure and/or do not remit sales tax for these events, the Town of South Fork will provide information to DOR and DOR will contact them regarding proper sales tax payment.
- It is the event coordinator’s responsibility to notify the Town prior to their event so we can notify the Special Events Section at the DOR about the Special Event, so DOR can track the event and also list the special event on their web site. It does not matter if the Vendor has a typical sales tax account for their business or brick and mortar store, if they sell products at a special event they must obtain a Special Event License and file a tax return to the State Dept. of Revenue on a monthly basis to remit sales tax associated with their sales at special event(s).



AFFIDAVIT - RESTRICTIONS ON PUBLIC BENEFITS

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- I am a United States citizen.
- I am not a United States citizen but I am a Permanent Resident of the United States.
- I am not a United States citizen but I am lawfully present in the United States pursuant to Federal law.
- I am a foreign national not physically present in the United States.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date