



Sheridan Celebrates

4101 S. Federal Blvd. * Sheridan, CO 80110-4316 * Hotline: 303-438-3321

2018 EXHIBITOR BOOTH APPLICATION

Sheridan Celebrates Trikes, Trains & Automobiles

Saturday, September 29, 2018

Name of Organization: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Biz Phone #: _____

Contact Person: _____ Email: _____

Event Day

Contact Person: _____ Email: _____

Type of Product: Check appropriate category

Food Craft Information/Resources

Political Merchandise Alcoholic Beverages

Detailed description of items to be sold or information distributed:

All items sold are subject to sales tax remittance.

Please provide sales license #: _____

Booth # Selection(s) _____ Standard Booth _____ Extra Large Booth _____**

Non-Profit

*Electricity will be provided for an additional \$20 fee Electricity: Yes ___ No ___

Booths with a # plus E have electricity. ONLY choose these locations if you pay for electricity.

Postmarked 6/14/18-9/7/18

Non-Profit: \$30/Standard Booth(10'X10') \$40/Extra Large Booth(2 adjacent spaces)*

MUST provide 501c3 or tax exempt status

Small Biz: \$50/Standard Booth(10'X10') \$90/Extra Large Booth(2 adjacent spaces)*

MUST employ 5 workers or less

Large Biz: \$100/Standard Booth(10'X10') \$175/Extra Large Booth (2 adjacent spaces)*

Postmarked AFTER 9/7/18 application deadline if space is available

All Participants: \$100 per space Extra Large Booth(2 adjacent spaces): \$175*

Please note that the Sheridan Celebrates Festival completed exhibitor application and payment is for booth(s) ONLY and electricity as applicable. It does not include table(s), chair(s) and/or tent(s).

Exhibitors must supply all needed table(s), chair(s) and/or tent(s).

Festival booth space access is controlled and staged in a manner to limit damage to city property. Please describe the type of vehicle that you will be using to transport your booth materials:

Release to Sheridan Celebrates/City of Sheridan: I/we _____
Hereby knowingly and voluntarily release and agree to indemnify and hold harmless Sheridan Celebrates/City of Sheridan from and for any and all liability, damages and losses, whether or not foreseeable, which may occur as a direct or proximate result for my/our participation in activities sponsored by Sheridan Celebrates/City of Sheridan. **Reservation of rights:** Sheridan Celebrates/City of Sheridan reserves the right to refuse participation to any group, groups, individuals, an individual, association, business or any other entity of any nature or type that Sheridan Celebrates/City of Sheridan feels in its sole discretion would not further the goals of the organization, would not be appropriate considering circumstances, or might reflect negatively on Sheridan Celebrate/City of Sheridan, an individual or group. **Weather:** Be advised that Sheridan Celebrates has specific event dates and they are not cancelled due to inclement weather. **No refunds are given.** However, if weather creates a safety hazard Sheridan Celebrates reserves the right to terminate or postpone the event. The undersigned applicant accepts and agrees to this reservation of rights.

Applicant Signature: _____

Date: _____

Make checks payable to: City of Sheridan

Applications must be postmarked no later than Friday, September 7, 2018, and returned to:

Sheridan Celebrates
Attention: Exhibitor Coordinator
4101 S. Federal Blvd.
Sheridan, CO 80110-4316

Applications must be postmarked by Friday, September 7, 2018. Applications postmarked after this date will be processed as space allows and charged a substantially higher fee. **Please get your application in early and benefit from the discount.**

You will receive a confirmation if your booth application is approved. If you do not receive a confirmation by Friday, September 14, 2018, or if you have any questions please contact the Sheridan Celebrates Hotline at 303-438-3321 or email Jean Ray at jray@ci.sheridan.co.us .

Please note that the Sheridan Celebrates Festival is a TOBACCO-FREE event.

See you at the Celebration!



Sheridan Celebrates

4101 S. Federal Blvd. * Sheridan, CO 80110-4316 * Hotline: 303-438-3321

Exhibitor Booth Payment Information 2018

Completed applications must accompany all payments. **Please get your payment and completed application in early and benefit from the discount.**

Mailed payments and completed applications must be postmarked by Friday, September 7, 2018. Applications postmarked after this date will be processed as space allows and charged a substantially higher fee. **Mailed payments can be made by check or credit card.**

ALL CREDIT CARD PAYMENTS MUST INCLUDE THE COMPLETED FORM BELOW.

Make checks payable to: City of Sheridan

And return to:

Sheridan Celebrates
Attention: Exhibitor Coordinator
4101 S. Federal Blvd.
Sheridan, CO 80110-4316

Credit Card Payments require a 2.5% service charge

Faxed credit card payments and completed applications must be faxed by 4:30 pm, Friday, September 7, 2018. Applications faxed after this date will be processed as space allows and charged a substantially higher fee. **Fax: 303-438-3398**

Credit Card Payment Form

This form must accompany all credit card payments, mailed or faxed, and will be destroyed after processing. We ONLY accept MasterCard, Visa and Discover. Fax: 303-438-3398

Payment for: _____

Dollar Amount: _____ 2.5% Service Fee: _____

Customer Name on Card: _____

Street Address for Card: _____

City: _____ State: _____ Zip: _____

Card Number: _____

Security Code: _____ Expiration Date: _____



Sheridan Celebrates

4101 S. Federal Blvd. * Sheridan, CO 80110-4316 * Hotline: 303-438-3321

Exhibitor Booth Information 2018

Event Date: *Saturday, September 29*

Event Time: *7:30 am-3 pm*

Event Location: *Sheridan City Hall, 4101 S. Federal Blvd., south of Highway 285 on the southwest corner of Oxford Ave. and Federal Blvd.*

Theme: *Sheridan Celebrates Trikes, Trains & Automobiles*

Useful information regarding exhibitor booth operations:

- Exhibitor Booth set-up hours are from 7-9 am. Set up must be completed by 9 am to avoid conflict with parade traffic.
- Please select your top TWO (2) choices for exhibitor booth spaces by recording the numbers in the blank provided in the middle of the first page of the application on the left hand side. Review the lawn layout map and note the load-in times.
 - Booths 7-13E, 23-29, 37-80 & 89-95 load in at 7:15 am
 - Booths 1E-6E & 14-18 load in at 7:45 am
 - Booths 30-36, 44-71 load in at 8:15 am
 - Booths 81-88 load in at 8:30 am
- Extra-large booths are available in most locations. See application for fee.
- Electricity is available ONLY in booth spaces marked with a number (#) and an "E". Please only select this booth location if you need electricity AND you pay the additional fee.
- **In order to avoid a \$50 penalty, all exhibitors must notify the event coordinator 48 hours in advance if they will be unable to utilize their booth space on festival day.**

Reminders:

- All exhibitors must provide their own tents, tables and chairs.
- Please note that the Sheridan Celebrates Parade and Festival are **SMOKE-FREE** events. NO tobacco or electronic smoking is allowed.
- All exhibitors selling food items must be in compliance with Tri-County Health Department rules, regulations and procedures. See this link for more information. <http://www.tchd.org/restaurants.html> Click on documents under "Temporary Food Events Forms" in the lower left hand column.
- All exhibitors selling items, regardless of their non-profit status, must remit sales tax. See sales tax information below. Special Events Sales Tax Remittance form for City of Sheridan is available on the City web site at www.ci.sheridan.co.us. PLEASE PROVIDE SALES LICENSE NUMBER ON APPLICATION AS APPLICABLE.

Sheridan Celebrates Sales Tax Information 2018

<u>Taxing Area</u>	<u>Tax Rate</u>	<u>Phone Number</u>
Sheridan City Tax	3.5%	303-762-2200
State of Colorado Tax	2.9%	303-238-7378
RTD Tax*	1.0%	303-238-7378
Cultural Facilities Tax*	0.1%	303-238-7378
Arapahoe County Open Space Tax	0.25%	303-759-4620
Combined tax rate	7.75%	

Remittance of Sheridan sales tax should be remitted to:

City of Sheridan, 4101 S. Federal Blvd., Sheridan, CO 80110-4316

Remittance of all other sales taxes should be submitted to:

State of Colorado Department of Revenue, 1375 Sherman St., Denver, CO 80261