

City of Craig Parks and Recreation & Rhema Music & Clothing Co. Presents

22ND ANNUAL



**WOOD CARVING COMPETITION
ARTS & CRAFTS, FOOD, MUSIC & BEER GARDEN**

**JUNE 22 - 25, 2022
LOUDY-SIMPSON PARK
CRAIG, COLORADO**

ARTS & CRAFTS / FOOD VENDOR BROCHURE

ABOUT

This is the 22nd year for our woodcarving competition, Whittle the Wood Rendezvous! The 4-day event is held at Loudy Simpson Park located at 600 S. Ranney Street. The park includes a frisbee golf course, a playground, fishing pond, easy access to the Yampa River and is close to an 18-hole golf course. We typically have 40 arts/crafts vendors with 8-10 food vendors. The entire event, combined with woodcarving, music, entertainment, food, and vendor booths along with an aggressive advertising campaign draws a large crowd year after year. We hope you will join us this year!

SET-UP HOURS - ALL VENDORS

Event schedule will be similar to 2021 but has not been finalized for 2022. All vendors must strictly adhere to the designated set-up times listed below. **Absolutely NO set-up will be allowed on Saturday, June 25.**

Wednesday, June 22 from 8am-8pm

Thursday, June 23 from 8am-5pm

Friday, June 24 from 8am-Noon

ARTS & CRAFTS BOOTH GUIDELINES AND INFORMATION

All art & crafts booths are 15-feet by 15-feet in size and no trailers are allowed. Booth spaces are laid out in advance and are first come first served. Unloading directly from vehicles will be determined upon arrival to the park pending field conditions. **NEW:** Booths will be located in the **northeast** corner of the park (see map).

ELECTRICITY IS NOT AVAILABLE FOR ARTS & CRAFT VENDORS.

Each vendor must provide their own display equipment and are responsible for set-up and then clean-up of their booth space at the end of the event. Vendors should be prepared to put up their own sunshade, wind & rain protection and should be prepared for possible adverse weather conditions. Only tape, string weights and proper tent stakes may be used. No other types of stakes or nails may be driven into the ground for booth display. All materials used to secure the tent must be within your allotted booth space area. Unloading needs to happen in a timely fashion and vehicles parked in the designated parking area as soon as possible. **Vehicles are not allowed on the grass.** Event security will monitor the park each night.

NO PETS OF ANY KIND ARE ALLOWED IN THE PARK DURING THE EVENT!
Service animals that are clearly marked/identified are acceptable.

You must collect and pay your own State and County sales tax of 4.9% however, you do not need to collect City sales tax since the venue is outside City limits.

EACH ARTS AND CRAFTS BOOTH WILL RECEIVE TWO FREE ADMISSION WRISTBANDS FOR CONCERTS ON BOTH FRIDAY AND SATURDAY NIGHT. ALL ADDITIONAL WORKERS FOR YOUR BOOTH WILL BE REQUIRED TO PURCHASE ADMISSION WRISTBANDS. PRICES FOR CONCERTS TBD, PLEASE VISIT OUR WEBSITE: WWW.WHITTLETHEWOOD.COM FOR UPDATED TICKET INFORMATION. YOUR BOOTH WILL RECEIVE ONLY ONE PARKING PASS FOR THE EVENT AND SHOULD BE DISPLAYED ON YOUR DASH. NO OTHER VEHICLES WILL BE ALLOWED INTO THE EVENT.

FOOD BOOTH GUIDELINES AND INFORMATION

Food booth sizes are negotiable. Please indicate the size of your set-up or trailer on this application. The food vendor area will be laid out in advance and spaces are first come first served (see map).

ELECTRICITY IS AVAILABLE FOR FULL-SERVICE FOOD VENDORS ONLY, ON A FIRST COME FIRST SERVED BASIS.

Each vendor must provide their own display equipment and are responsible for set-up and clean-up of their booth space at the end of the event. Vendors should be prepared to put up their own sunshade, wind & rain protection and should be prepared for possible adverse weather conditions. Only tape, string weights and proper tent stakes may be used. No other types of stakes or nails may be driven into the ground for booth display. All materials used to secure the tent must be within your allotted booth space area. Vendors that need to drive their vehicle on the turf to unload must do so no later than noon on Friday, June 24. Unloading from your vehicle needs to happen in a timely fashion and vehicle moved off the turf as soon as possible. **Vehicles are not allowed to stay next your booth.** Anyone arriving after 12pm will have to carry supplies to their space. Event security will monitor the park each night.

NO PETS OF ANY KIND ARE ALLOWED IN THE PARK DURING THE EVENT! *Service animals that are clearly marked/identified are acceptable.*

You must collect and pay your own State and County sales tax of 4.9% however, you do not need to collect City sales tax since the venue is outside City limits. In addition, food vendors are required to have a Colorado Retail Food License and have insurance that lists the City of Craig as additionally insured (see “Liability” section on page 3).

FOOD COUPONS: Craig Parks and Recreation gives staff, volunteers, and carvers “Food Coupons” to use Friday and Saturday during the event. If you choose to accept food coupons you will be reimbursed \$10 for every coupon taken even if the item sold is less than \$10. No change is to be given on the difference. If the food item exceeds \$10 the staff, volunteer or carver using the food coupon must pay the difference. Coupons will be collected at the end of the event on Saturday. Coupons will be paid out the following week and a check will be mailed to you by our finance department.

YOUR BOOTH WILL RECEIVE ONLY ONE PARKING PASS FOR THE EVENT AND SHOULD BE DISPLAYED ON YOUR DASH. NO OTHER VEHICLES WILL BE ALLOWED INTO THE EVENT.

NON-PROFIT BOOTH GUIDELINES

Craig Parks and Recreation is happy to accommodate booth spaces for local non-profit organizations, but space is limited and is first come first served. Acceptance of non-profit booths is at the sole discretion of the Craig Parks and Recreation Department.

SELECTION

Craig Parks and Recreation strives to pick vendors equally and without duplication. For example, we do not want two booths selling the same variety of candles. This may or may not apply to food vendors. Applicants not selected for any reason will be notified immediately.

DEADLINE

All vendor applications are due by **May 6, 2022**. Late applications are placed on a waiting list with no guarantee of acceptance. You will be notified if a space becomes available.

LIABILITY

You the vendor do hereby agree and consent that the City of Craig, its Parks and Recreation Department and the officers, employees, volunteers, sponsors, and all representatives of the program(s) shall be released and forever acquitted from all or any claim or demand of disability or damages as a result of any injuries sustained by myself or my/our minor child while enrolled in the event sponsored by said program or department. Commercial or Personal For-Profit Food Vendors will be required to carry general liability insurance coverage in the amount of \$100,000 per person or \$300,000 per occurrence, listing the City of Craig as an additionally insured for the period of operation of the booth. Proof of Insurance must be provided at time of application submission. Participants may be photographed while utilizing any facilities, services or participating in a program of the Craig Parks and Recreation Department, and said photographs, or likeness of me, may be used to publicize activities as the department deems appropriate.

FEE

PAYMENT IS NOT REQUIRED AT TIME OF APPLICATION SUBMITTAL.

Once application is received you will be notified of acceptance/denial to the event.

After acceptance to the event, payment in full is required by [May 27, 2022](#).

FULL-SERVICE FOOD BOOTH - \$200

LIMITED FOOD BOOTH - \$100 (*no more than two items/no electricity*)

ARTS & CRAFTS BOOTH - \$75

NON-PROFIT - \$40 (*must be approved by Parks and Recreation*)

PLEASE RETURN APPLICATION TO: **Craig Parks and Recreation**
300 W. 4th Street
Craig, CO 81625

For questions or more information contact: Alicia Baker (970)826-2029

abaker@ci.craig.co.us



Please visit our website: www.whittlethewood.com

2022 APPLICATION FOR ARTS & CRAFTS / FOOD VENDORS

Name _____ Company Name _____

Mailing Address _____ City _____ State _____ Zip _____

Cell Phone _____ Alt. Phone _____

E-mail _____ (required)

Requesting (check one) ☐ **FULL-SERVICE FOOD BOOTH** **\$200**
☐ **LIMITED FOOD BOOTH** **\$100** (no more than two items/no electricity)
☐ **ARTS & CRAFTS BOOTH** **\$75**
☐ **NON-PROFIT BOOTH** **\$40** (must be approved by Parks & Recreation)

Provide description of merchandise/food for sale: _____

Estimated day and time of arrival for set-up: _____

For Food Vendors Only

Estimated size of your trailer/set-up: _____

Do you hold a Colorado Retail Food License? _____ *If yes please provide documentation.*

Do you hold General Liability Insurance? _____ *If yes please provide documentation.*

Will you accept Food Coupons? _____

Estimated workers needed Friday night? _____ Saturday night? _____

You the vendor do hereby agree and consent that the City of Craig, its Parks and Recreation Department and the officers, employees, volunteers, sponsors, and all representatives of the program(s) shall be released and forever acquitted from all or any claim or demand of disability or damages as a result of any injuries sustained by myself or my/our minor child while enrolled in the event sponsored by said program or department. Commercial or Personal For-Profit Food Vendors will be required to carry general liability insurance coverage in the amount of \$100,000 per person or \$300,000 per occurrence, listing the City of Craig as an additionally insured for the period of operation of the booth. Proof of Insurance must be provided at time of application submission. Participants may be photographed while utilizing any facilities, services or participating in a program of the Craig Parks and Recreation Department, and said photographs, or likeness of me, may be used to publicize activities as the department deems appropriate.

I have read, understood, and agree to the terms herein set forth.

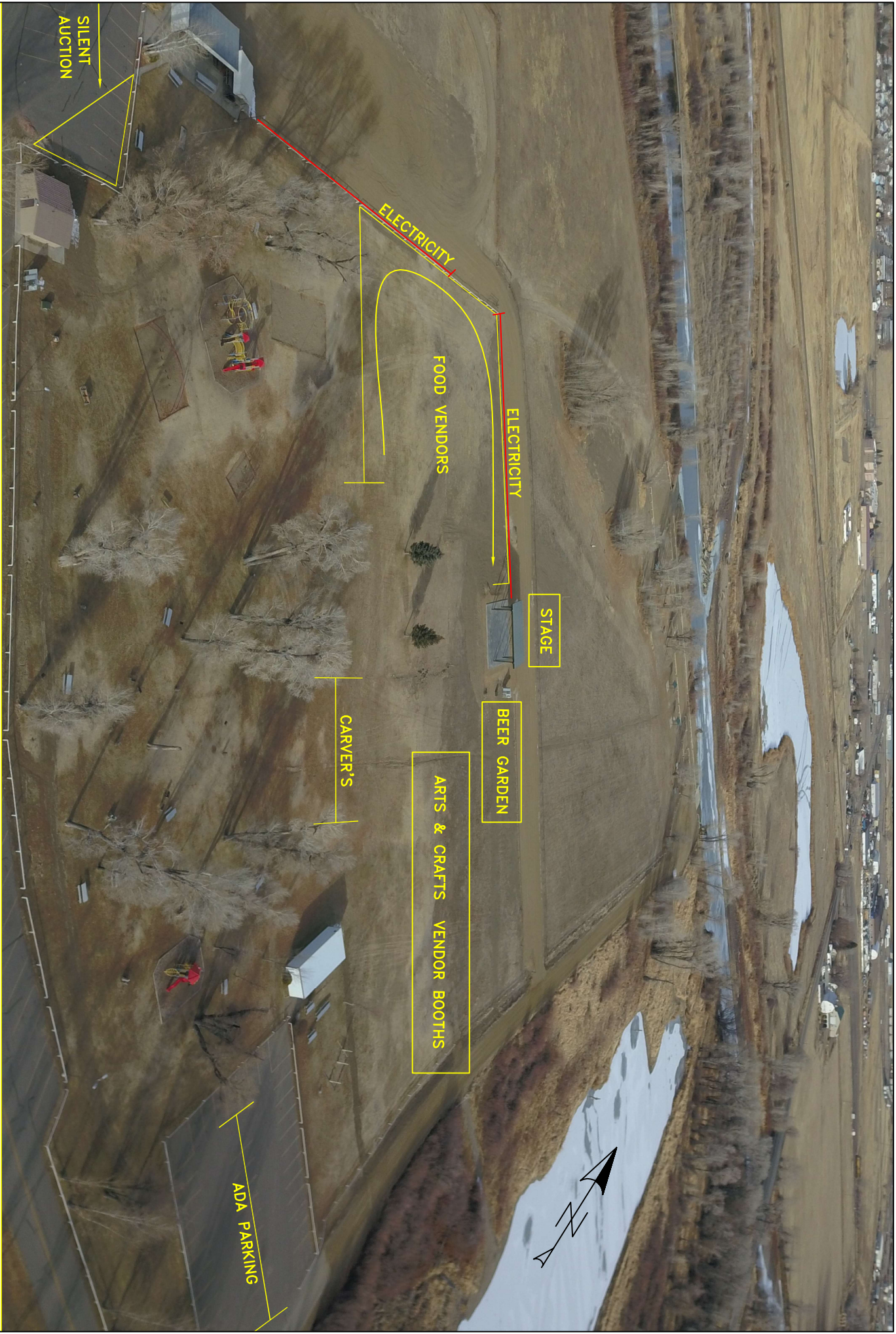
Signature: _____ Date: _____

Office Use Only

Date Received: _____ Vendor Accepted/Denied: _____

Retail Food License Provided: _____ Insurance Certificate Provided: _____

Date Wristbands and Parking Pass Mailed to Vendor: _____



Dept: PUBLIC WORKS
Drawn By: MJM

FILE: UTILITY_DRAW2.DWG
TITLE: White Tie Wood

SCALE: NO SCALE
DATE: 04/31/21

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| SHEET | 1 |
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