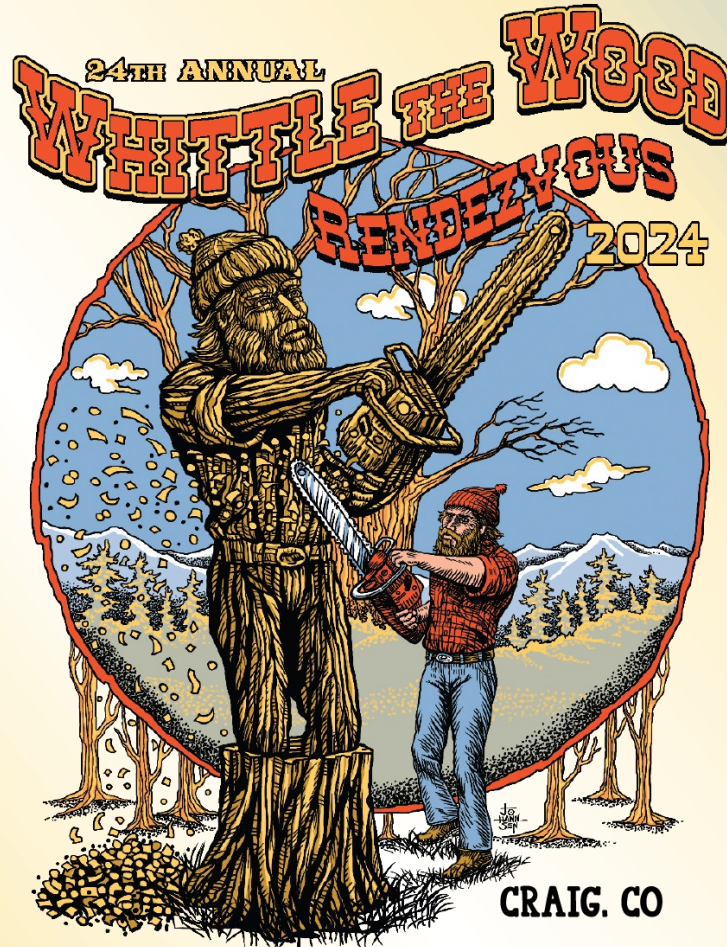


CITY OF CRAIG PARKS AND RECREATION

RHEMA MUSIC & CLOTHING Co.

PRESENTS



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

JUNE 20 - 22, 2024

LOUDY-SIMPSON PARK

CRAIG, COLORADO

FOOD VENDOR BROCHURE

ABOUT

Welcome to the 24th Annual Whittle the Wood Rendezvous! Our event runs June 20 – 22, 2024. This 3-day woodcarving event will be held at Loudy-Simpson Park located at 600 S. Ranney Street. The park includes a playground, fishing pond, easy access to the Yampa River and is close to an 18-hole golf course. 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 food vendors must strictly adhere to the designated set-up times listed below:

Thursday, June 20 from 8am-5pm

Friday, June 21 from 8am-Noon

Absolutely NO set-up will be allowed on Saturday, June 22.

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 attached map). 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 show. 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 21. Unloading from your vehicle needs to happen in a timely fashion and vehicle moved off the turf as soon as possible. Each food vendor is allowed (1) vehicle behind their booth. Event security will monitor the park each night. Event staff does not dictate your hours of operation for the sale of food. Vendors decide when to open, when to close and when to leave the event. Typically, high foot traffic starts Friday afternoon/evening and continues all day on Saturday. In the coming months a schedule of events will be posted on our website at www.whittlethewood.com.

IMPORTANT: You do not need to collect City sales tax since the venue is outside City limits. However, you must collect and pay your own State and County sales tax of 4.9%. The City of Craig will supply a list of vendors to the State of Colorado to comply with our Special Events License. Additionally, you will be required to submit with your application a copy of your Special Events License or letter from the State indicating you've applied for a license prior to attending our event.

ELECTRICITY IS AVAILABLE FOR FULL-SERVICE FOOD VENDORS ONLY, ON A FIRST COME FIRST SERVED BASIS. PLEASE BE PREPARED IF ELECTRICITY IS UNAVAILABLE FOR USE.

EACH BOOTH SPACE WILL RECEIVE ONE PARKING PASS FOR THE EVENT AND SHOULD BE DISPLAYED ON YOUR DASH. NO OTHER VEHICLES WILL BE PERMITTED BEHIND THE VENDOR AREA.

SELECTION AND DEADLINE

Craig Parks and Recreation will strive to pick vendors equally and with minimal duplication (if possible). Vendors will be selected based on the number of applicants that apply to the event, types of food they are selling and if they meet all the requirements set forth in this application. With the combination of food vendors and arts and crafts booths in the same area the actual number of food vendors that will be accepted for this year's event is still being considered. All vendor applications are due by **Friday, April 19**. Late applications are placed on a waiting list with no guarantee of acceptance. You will be notified if a space becomes available. Applicants will be notified of selection or non-selection by Friday, April 26, 2024.

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 the 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

FULL-SERVICE FOOD BOOTH - \$200

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

Please do not send payment with your application. You will receive notification by email when your application has been received. Further notification will be sent by email once vendor selection and non-selection has taken place. If accepted, payment in full will be required immediately.

Completed applications can be mailed or emailed to:

Craig Parks and Recreation Dept.
Attn: Alicia Baker
300 W. 4th Street
Craig, CO 81625

abaker@cityofcraig.org

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

Please visit our website: www.whittlethewood.com

2024 APPLICATION FOR FOOD VENDORS

Name _____ Company Name _____

Mailing Address _____ City _____ State _____ Zip _____

Cell Phone _____ Alternate Phone _____

E-mail _____ *(required)*

Booth Requested: *(check one)*

- ☐ FULL-SERVICE FOOD BOOTH \$200
- ☐ LIMITED FOOD BOOTH \$100 *(no more than two items/no electricity)*

Provide description of food for sale: _____

Date of arrival for set-up: _____ Size of your trailer/set-up: _____

Make sure to include with your application the General Liability Insurance Certificate listing the City of Craig as additionally insured and your State of Colorado Special Events License.

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 the 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 set forth herein.

Signature: _____

Date: _____

Office Use Only

Date Received: _____ Vendor Accepted/Denied: _____

Special Events License Received: _____ Insurance Certificate Received: _____

Date Payment Received: _____

Date Vendor Packet Mailed or Picked Up: _____

