



# FOOD BOOTH APPLICATION

**Food booth applications are due March 1.**  
**Late applications will only be considered if more booths are needed.**

BOOTH NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

I HAVE A: \_\_\_\_\_ Booth w/ tent \_\_\_\_\_ Food truck \_\_\_\_\_ Trailer

SPACE NEEDED (*including storage trailers*): Length (frontage space): \_\_\_\_\_ Depth: \_\_\_\_\_

TOTAL POWER OUTLETS NEEDED: \_\_\_\_\_

FOOD ITEMS TO BE SOLD (include all main courses and specialty sides/drinks): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BOOTH SETUP (Ex. bumper pull, canopy only, which side you serve on, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER NEEDS/REQUESTS: \_\_\_\_\_

\_\_\_\_\_

*Please attach to the Gilpin County Fair Booth Application (different from this form).*

I agree to abide by all the rules and regulations of the Gilpin County Fair as explained on the Food Booth Rules & Regulations attached to this form. I understand that, should I not obey these rules, I may be required to leave the event immediately upon discovery of my violation, with no refund. I agree to release Gilpin County and the Event representative(s) from all responsibility for damage or injury to my person or property during the event. I have read and understand the above information. The Gilpin County Fair Coordinator reserves the right to accept or reject any application received. **I understand booth fees are only refunded if the space is able to be resold. Cancellations received less than 10 days before the event will not be eligible for a refund.**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **FOOD BOOTH RULES & REGULATIONS**

- 1. Booth Acceptance.** Applications are due March 1. Late applications will only be considered if more booths are needed. Applications will be juried and the number of booths limited to what the event can handle.
- 2. All booths are also required to complete the basic Booth Application. Please be sure that application is attached to this document when submitting your request for a booth space.**
- 3. Booth Space.** All equipment is the responsibility of the vendor. There will be close-by parking for loading and unloading but all vehicles must be parked in the public parking lot during the open hours of the event. NO VEHICLES will be allowed on the grounds during the operating hours of the event with the exception of loading or unloading and then that vehicle is **immediately** required to move into the designated parking area.
- 4. Food & Drink Items.** No glass bottled beverages allowed. Vendors may only vend beverages in cans, plastic bottles or plastic cups.  
NOTE: The Fair Coordinator cannot force other vendors to change the prices of their items because they are selling them for a lower price. This is an open venue and all vendors are allowed to vend their items for whatever price they wish to.
- 5. Food Voucher Coupons.** In an effort to create even more business for you, Gilpin County Fair will be supporting its volunteers with food voucher coupons to use at your booth. Each coupon is worth \$10. Please give the coupon holder a discount of up to \$10 per ticket and then collect the coupon. To be compensated, please return the coupons you've collected to the Fair Coordinator by 4:00pm on Sunday, July 14, 2019. The Fair Coordinator will then pay you for the coupons within 3 weeks. **YOU WILL ONLY BE COMPENSATED FOR THE NUMBER OF COUPONS YOU RETURN TO THE COORDINATOR BEFORE THE ABOVE STATED TIME AND FOR ONLY UP TO \$10 PER TICKET.**
- 6. Electricity.** The electrical fee covers ONE 110V outlet. If your booth requires more than one outlet, you must ask and pay for all outlets you require. DO NOT put an extension cord on a surge strip and then plug multiple appliances into the surge strip. Please be exact in your power needs so power can be distributed accurately to avoid any power problems.
- 7. Trash/Cleanup.** All vendors must bring trash bags and clean up their areas before leaving EACH NIGHT. At the end of each day, you may place your trash in the dumpsters located on the east side of the Exhibit Barn. All trash associated with your booth must be disposed of in the dumpster before you leave for the day. Any vendor found putting their booth trash in the public trash cans, or not cleaning their booth area, may be fined up to \$25 or denied space in the following year's fair; please take your trash to the dumpster. Food vendors are encouraged to bring their own trash cans as well.  
**Cooking oil cannot be put in the dumpster and must be taken with you.**

**8. Camping & trailer parking.** Camping is generally not allowed on grounds unless approved by the Fair Coordinator. A campground is located directly across the highway. If a storage trailer is needed close to the booth area, please make arrangements with the Fair Coordinator prior to the event.

**9. Insurance or Certification Requirements.** All commercial food vendors will be required to show proof of liability insurance for \$1,000,000.00 (One Million Dollars) per incident, \$2,000,000.00 (Two Million Dollars) aggregate, and Gilpin County shall be listed as an additional insured. Proof of such insurance shall be provided to Gilpin County at least 10 days prior to the start date of the event. You may obtain this coverage either through your own insurance company or through the Tenant Users Liability Insurance Program (TULIP). Information about the TULIP program and quotes may be obtained from Arthur J. Gallagher Risk Management Services, Inc. at 1-800-333-3231.

- **Non-profit and non-commercial vendors** have the option of completing the **Food Handler Certification Course**. See details below.
  - Non-profit and non-commercial food vendors may apply to take the Online Food Handler Certification Course. In effort to assist local, non-profit and non-commercial vendors with the new liability insurance requirements, a Certification Program, en lieu of carrying such insurance, was accepted by Gilpin County in conjunction with the Colorado Department of Public Health and Environment (CDPHE). In order to have your liability insurance waived for the event, EVERY person who will be handling and serving food in the food booth must take and provide a certificate for this course. Not until every expected food handler can demonstrate certification will the requirement for insurance be waived for your booth. **Please realize that you will still be liable in the event a claim is filed.** The County's insurance does not protect the liability of other persons selling food items during any county event
  - The State Food Safety Program has been adopted by Jefferson County and Gilpin County to provide a basic food safety course for retail food operators, which will cover critical food safety items of public health significance including information on cook/hot hold/cold hold temperatures; employee hygiene; hand washing and glove use; sick employee policies; equipment/utensil washing; and toxic item use and storage. You may do the certification at any time, but a certificate **MUST BE PRESENTED** to the Coordinator for every person that will be handling food or you will not be allowed to set up your booth. If any food handler is found working in the booth without this certification, you risk the booth being immediately closed down. **Certification must be done per requirements on the website if you don't have insurance!** To sign up for this class or get more information, please go online to [www.StateFoodSafety.com](http://www.StateFoodSafety.com) and register for the class. It is also understood that the organization will remain fully responsible for its own actions in the preparation and sale of food at Gilpin County Events and that the County of Gilpin by offering this program assumes no responsibility of any kind in the event of any claim relating to preparation and sale of food in which your organization has participated.
  - No person under the age of 16 will be allowed to take the course, and as such, if you have someone under the age of 16 working in your booth, they may NOT handle food. They are allowed to handle money, non-food items like napkins, plates or factory sealed items like soda or bottled water.
  - Upon completion of the course and no later than 10 days prior to the event, the food handler must send a copy of the completion certificate to the Event Coordinator. Once a copy is received by the Coordinator, a badge or pin will be sent to the participant to wear during the Event. Please wear the badge or pin at all times when working in the food booth. The inspector will be looking for these on all food handlers. Food handlers found working any food booth without the pin or a copy of their certification will be asked to leave the booth immediately.