

# Please Read!!!!!!

## VENDOR INFORMATION FOR SANTA FE TRAIL FESTIVAL 2019

### Official hours of the event:

Friday, June 28, 2019-4:00 p.m. to 12:00 a.m.

Saturday, June 29, 2019-10:00 a.m. to 12:00 a.m.

### Set-Up and Vendor Guidelines:

1. All vendors will receive confirmation by phone, email or letter no later than 10 days before the show. If you do not receive one, please contact the Chamber at 719.846.9285.
2. Vendors may not park vehicles in the festival site during the event. You may drive in and load or unload items it, but will need to pull out before the show starts at 3:00PM on Friday. Saturday setup hours are from 7-9:30 AM.
3. All vendors must stay within their rented booth space. Encroaching is not allowed; if you go over your designated space you will be charged for an additional space.
4. If your booth cart or trailer serves from the side, we encourage you to note this information on your vendor application so that we can place your booth in an appropriate area. If you do not indicate this information on your application you may be encroaching into the vendor space next to you, which could result in the loss of your space.
5. **All vendors are responsible for disposing of their own trash, gray water, and grease in the provided receptacles. The Chamber of Commerce or the City of Trinidad is not responsible for removing your trash. All non-food vendors requesting electrical are required to complete the ELECTRICAL USAGE DETAIL INFORMATION SHEET.**
6. Vendors must be able to cover, close, and secure their space after hours.
7. Contact the City of Trinidad Clerk's office to confirm documentation and for the appropriate fees and taxes. Questions please call Audra at 719.846.9843 ext. 0.
8. The Trinidad & Las Animas County Chamber of Commerce reserves the right to limit the number of vendors selling specific products or services based on the date the application is received. This applies to all vendors.
9. **All vendors need to be set up by 11:30 am on Friday.**

### Move Out Guidelines:

1. **Beginning at 11:00 p.m. on Saturday, June 29, 2019, you may remove your booth items. Out of courtesy for the other vendors and the festival, you may not breakdown before 11:00 p.m. on Saturday, (unless otherwise approved by festival producers)**
2. **Out of courtesy, all vendors are responsible for their own trash removal. Trash receptacles, grease barrels and gray water receptacles will be placed in various spots around the festival.**
3. **Failure to abide by either of these rules will result in blacklisting and forfeit of deposit.**

### FOOD VENDORS please comply with the requirements listed below:

1. Residential type freezers will be accepted if in good condition.
2. You must be able to cover, close, and secure your space after hours.
3. **Wastewater must be collected by you (the vendor) in an enclosed gray-water receptacle and disposed of in the appropriate containers. If you are caught disposing of grease or gray water in any other way you will be fined \$100 for each instance and be expelled from the show.**
4. Provide your own equipment necessary to promote your product.
5. Vendors must display their Health Certificate in your booth.
6. **Please list all electrical appliances that you will be using during the event, and how many will be used, with total amperage. We need you list information in order to accommodate all power needs. It is also important to indicate these items in order to avoid any power outages during the event, (see attached ELECTRICAL USAGE DETAIL INFORMATION SHEET)**
7. Food vendors requesting close proximity to the entertainment tent are required to stay open until the festival closes. We encourage food vendors to stay open after dark. All other vendors are encouraged to stay open, but it is not mandatory. (Lighting is not provided-Streetlight only available).
8. Any questions regarding food service or licensing, please contact the Las Animas County Health Department at 719-846-2213.
10. Any questions regarding city sales tax call Audra Garret, Trinidad City Clerk at 719.846.9843 ext 135.