



Dear Prospective Food Vendors,

This letter includes information for the LC Fair held at The Ranch, Larimer County Events Complex during the summer/fall of 2017. Please fill out the Vendor Application and return it by **June 1, 2017** to be considered for a spot at the LC Fair.

Booth fees for 2017 LC Fair will be based on location (Please see map).

½ of the fee will be due as your deposit. The remainder will be due during the event.

Electrical needs, potable water, and grey water disposal will all be provided to you free of charge.

Schedule of Events & Vendor Fees:

Larimer County Fair – Friday, August 4 – Tuesday, August 8, 2017

Estimated attendance is 100,000 over 5 days

Vendor Fees:

General Fair Location (Statue, etc.) - \$800

Central Location (Driveway) - \$1200

Prime Location (Corral) - \$2000

The following guidelines will be required for each food vendor that attends events at The Ranch:

1. Each vendor will be required to sell only Pepsi products, if you are selling soda/bottled water. You may sell 12 oz cans/bottles of Pepsi products. All vendors that sell soda and water must sell it for the price Spectra sets (price will be sent out prior to the event) to ensure consistency for the event. Please bring your own cart to haul products, keep in mind the location may be on gravel.
2. Spectra will not be your distributor for bagged ice. If you require bagged ice, you will be responsible for purchasing and bringing in what you need. We also will not be able to store your extra bags of ice. Please make the appropriate plans to store bagged ice.
3. Each vendor will need to be self contained and must be approved and licensed by the State of Colorado and/or possess a license from a non-Denver County. This is your responsibility as a vendor. The Larimer County Health Department may be on site and could inspect your unit.
4. Spectra will have potable water on site via a hose or a water trailer. Grey water disposal will be available on premises and must be dumped before the event starts for the day. You will be responsible for transporting your grey water to the proper location at The Ranch.
5. Each vendor will be responsible for supplying trash containers at each location for your own use. Trash will be picked up periodically.
6. Electrical outlets will be in the vicinity of your set up; however, you will be responsible for having the necessary extension cords to get to the power.

Spectra will need the following from you in order to be considered for a food vendor spot at The Ranch:

1. Complete and accurate application.
 2. List, descriptions and selling price of all menu items.
 3. List of electrical needs (voltage, amps, quantity. Please be *very specific* as electricity is limited).
 4. List of water needs (continual water hook-up, periodic water fill-up, etc.)
 5. The front footage (in feet) that you require.
 6. Certificate of liability insurance. (Naming **Ovations Food Services, LP d/b/a Spectra Food Services & Hospitality and The Ranch Events Complex** as additional insured for the duration of the event. Minimum requirements are \$600,000 single occurrence, \$1,000,000 total occurrence coverage)
 7. Larimer County Department of Health License Certificate or State of Colorado Health Certificate or a non-Denver County license.
 8. Colorado State Sales Tax License
 9. Picture of your cart, trailer or setup as it will look at our events.
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- *There are a limited number of spaces available at the LC Fair.*
 - *On your application, let us know which location you are interested in and once we review all applications, we will confirm which location we are able to put you. Please request which location you would prefer when filling out the application. We will do our best to accommodate you; if your requested location is not available we will work with you to figure out an agreeable alternative.*
 - *Set up will be the day before the LC Fair starts unless otherwise stated*

A few friendly reminders:

- During the course of the day, the Spectra cash room staff will come to give you change if needed.
- Vendors will be allowed to use Credit Card Machines. There will still be ATMs located throughout the grounds for patrons to use as well.
- **AT NO TIME WHILE YOU ARE WORKING THE LC FAIR ARE YOU PERMITTED TO CONSUME ALCOHOL. Spectra employees aren't permitted to do this and therefore vendors are not permitted to do so either. If you are seen consuming alcohol during the LC Fair and you are working, you will be asked to dump the cup out and may not be permitted to work another Ranch event.**

If you have any questions or concerns, please feel free to contact me directly.

Thanks,

Phil Hossler

General Manager
Spectra Food Services & Hospitality
The Ranch Events Complex/Budweiser Events Center

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SPECTRA FOOD SERVICES & HOSPITALITY AT THE RANCH

2017 LC FAIR FOOD VENDOR APPLICATION

(Please print clearly)

Company Name _____

Individual's Name _____

Street Address _____

City, State, Zip _____

Phone ____ - ____ - ____ (Home) ____ - ____ - ____ (Work) ____ - ____ - ____ (Cell)

Fax ____ - ____ - ____ Email _____

Events you want to participate in preferred location, check all that apply:

- General Fair Location - \$800 Central Fair Location - \$1200 Prime Fair Location - \$2000

Please send in the following information with your application:

____ List, description and selling price of all menu items

____ List of electrical needs (voltage, amps, quantity – please be *very specific* as electricity is limited)

____ List of water needs (continual water hook-up, periodic water fill-up)

____ Front footage (in feet) that you require.

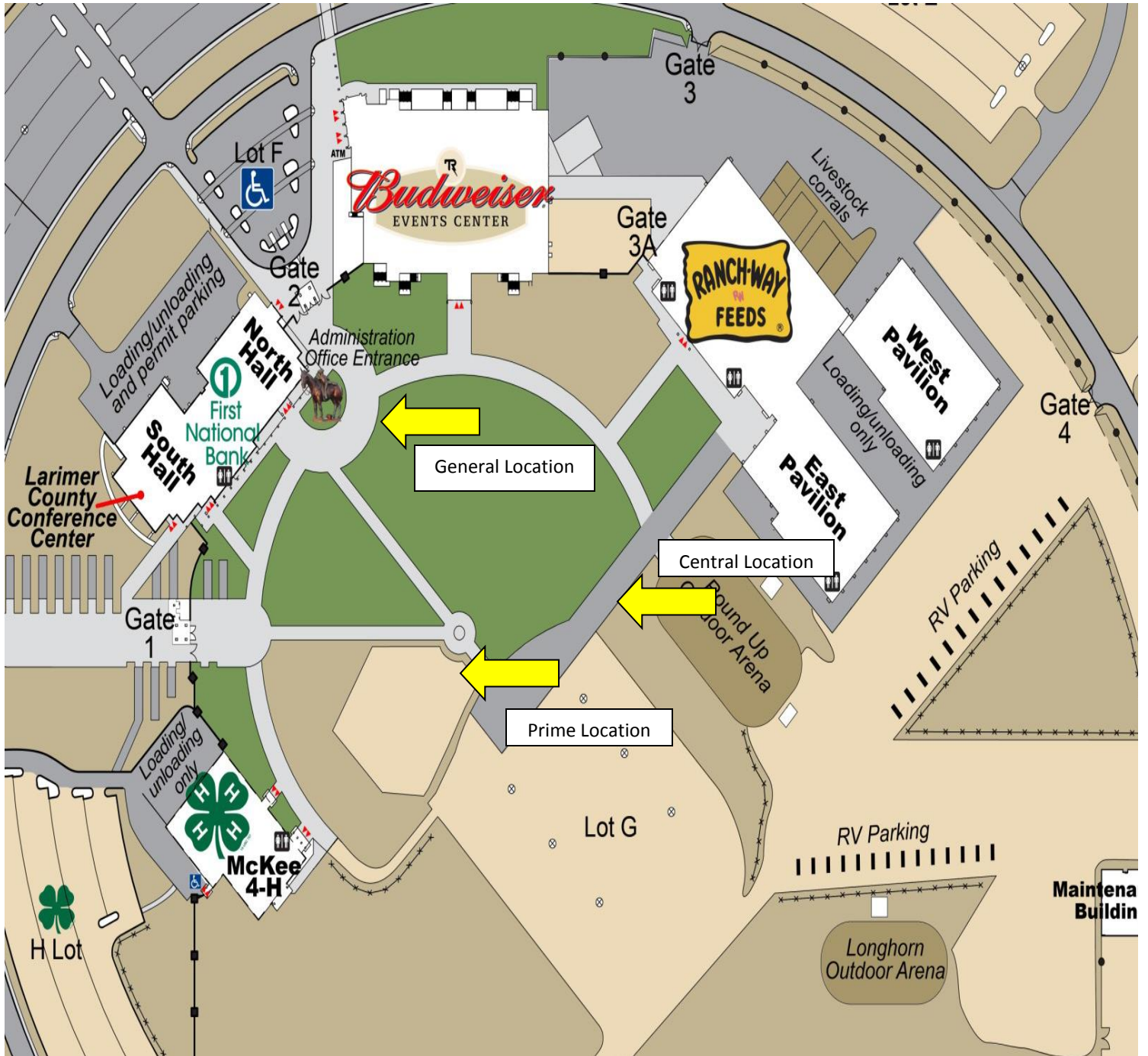
____ Certificate of liability insurance (**Naming *Ovations Food Services, LP d/b/a Spectra Food Services & Hospitality and The Ranch Events Complex***) as additional insured for the duration of the event. Minimum requirements are \$600,000 single occurrence, \$1,000,000 total occurrence coverage)

____ The proper Dept. of Health License Certificate

____ Colorado State Sales Tax License

____ Picture of cart, trailer or set-up as it will look at our event

Please be complete and specific with all required information. We will not approve any vendor that does not have completed information.





The Ranch Campus Wide Events

SPECTRA FOOD SERVICES & HOSPITALITY

2017 Food Vendor Information

The Ranch, Larimer County Fairgrounds and Events Complex has an exclusive food and beverage contract with Spectra Food Services & Hospitality. All applications for events at The Ranch will originate from Spectra's Office. Spectra will coordinate placement and other logistics concerning food booths during the event. Self contained booths for the serving of food are required.

Insurance: Food Vendors will be required to provide a certificate of liability insurance naming **Ovations Food Services, LP d/b/a Spectra Food Services & Hospitality and The Ranch Events Complex** as additional insured for the duration of the event. Minimum requirements are \$600,000 single occurrence, \$1,000,000 total occurrence coverage. All insurance certificates must be received with your application no later than April 1, 2015.

Set-up and Takedown: Food booths will be required to be set up the day prior to the event start date. Exact set up details will be sent to you upon confirmation of your vendor space.

Electricity: Please include all electrical needs with this application (i.e voltage, amps, quantity, etc). Electrical outlets are limited; therefore we have to know your exact requirements prior to the event. **You will only be guaranteed the exact amount you request, so make sure you include as many outlets as you need of each power source.** It will be important for you to be as self sufficient as possible. Be prepared by having your own extension cords, as Spectra will not supply them.

Cost and Payment Schedule: Vendor booth fees may vary by event and by location. Once you are approved for an event, 50% of the fee for that event will be due as a deposit. The remaining 50% of the fee will be due the day of the event.

Parking: There will be no parking of personal vehicles or supply vehicles close to vending service areas. All parking for vendors will take place in normal parking areas. Parking passes will be provided to vendors for events that require them.

SECURITY: Security will be provided 24 hours each day of the event and every effort will be made to keep the grounds secure and your equipment safe. The Ranch and its management are not responsible for any theft, damage, etc. that may occur during this event.

SPECIAL RULES AND REGULATIONS:

1. Each booth is required to keep its immediate area cleaned.
2. All vendors selling retail at the event are required to have a Colorado State Sales Tax License or a Special Event Sales Tax Number as assigned by the Colorado Department of Revenue. For more information on sales taxes, contact the nearest Colorado Department of Revenue Sales Tax Division. The amount of tax to be collected by food and retail booths is 6.55%. You can and may be contacted by local sales tax representatives during the event you are attending. Each vendor is responsible for collecting and reporting their sales tax.
3. The Larimer County Health Department monitors health regulations during all events on the complex. All food vendors will be required to have a current Colorado Retail Food License or a Larimer County Retail Mobile Food License. You must refer to the Larimer County Health Department to obtain your license if you don't have one or are needing to get one. If you do not have a current Colorado Retail or Larimer County Food License you will not be allowed to operate at the event. **Larimer County does NOT recognize Denver County's license as an approved license for events in Larimer County.**
4. All questions on the application must be answered completely. Be sure the information you give is accurate, as it will be the sole representation of your business for the selection process.
5. If a contract is issued, management will determine the location of your booth; locations are subject to change from year to year.
6. Each vendor will be required to sell only Pepsi products, if you are selling soda/bottled water.
7. Spectra will not be your distributor for bagged ice. If you require bagged ice, you will be responsible for purchasing and bringing in what you need. We also will not be able to store your extra bags of ice. Please make the appropriate plans to store bagged ice.
 - ALL booths will be considerate of other booths concerning sound levels.
 - Vendor spaces will be assigned after applications are received, subject to availability, special needs, and compatibility of vendors.
 - All measurements and booth layouts are as accurate as possible, but management reserves the right to make such modifications and change booth assignments as may be necessary to meet the needs of the management.

Signed _____

Date _____

Print Name _____

Please remit to:

Spectra Food Services at The Ranch

Food Vendor Application

5290 Arena Circle

Loveland, Colorado 80538

phil_hossler@comcastspectacor.com