



Civic Center EATS

2012 Vendor Application
Tuesdays & Thursdays, June 5 – September 27
(excluding 7/3, 8/30, & 9/4)
Downtown Denver's Civic Center Park * 11 am - 2 pm

www.CivicCenterConservancy.org

Visit us on Facebook: *Denver's Civic Center Park*

The Civic Center Conservancy is a 501(c)(3) nonprofit organization focused on helping the City and County of Denver restore, enhance and activate Downtown Denver's historic Civic Center Park. Entering its 7th year, Civic Center EATS attracts people and positive activity to Civic Center, engages the community in its future and generates revenues to support the Conservancy's revitalization efforts. While all eligible vendors may apply, space is limited so applications will be evaluated based upon the following criteria: (a) visual appeal and self-contained nature of the mobile food facility (i.e.: preference for food trucks and carts), (b) proven quality and demand as demonstrated by sales volume at previous Civic Center EATS or other events, (c) vendor fan base and demonstrated willingness and ability to market/promote, and (d) product diversity minimizing menu overlap and ensuring availability of options.

Please Print or Type

BUSINESS INFORMATION

Business Name _____

Mailing Address _____ City _____ Zip _____

Business Phone _____

Primary Contact _____ Cell Phone _____

E-mail _____

Contact Name/Info for Scheduling Matters _____

ON-SITE CONTACT INFORMATION

On-Site Contact Name _____ Cell Phone _____

E-Mail _____

Names of others operating your mobile facility: _____

ONLINE MARKETING/SOCIAL NETWORKING

Web Site Address: _____

Facebook Page: _____ Twitter Account: _____

Any other social networking platforms or marketing tools used:

In order to avoid conflicts, please list all items you want to sell and their price or attach a current menu. If you wish to bring additional or new products that are not on your original event application, you must get approval from Event Coordinator before bringing these products (continue on other side of paper if necessary):

Rank Your 2012 Civic Center EATS Date Preferences

(LIST 1st, 2nd, 3rd CHOICES)

Rank

- _____ Tuesdays only: June 5 thru September 25, 2012 (no July 3 or September 4)
 - _____ Thursdays only: June 7 thru September 27, 2012 (no August 30)
 - _____ Tuesdays and Thursdays: June 5 thru September 27, 2012 (no July 3, August 30, or Sept 4)
 - _____ I prefer to attend on the dates circled below
- June:** 5 7 12 14 19 21 26 28 **July:** 5 10 12 17 19 24 26 31
August: 2 7 9 14 16 21 23 28 **September:** 6 11 13 18 20 25 27

Vendor Categories/Fees (check one):

Vendor Full Season of Tuesdays OR Thursdays (15/16 days):

- Cart/10x10 Tent: \$250 season fee plus 10% of daily gross sales
- Food Truck: \$315 season fee plus 10% of daily gross sales

Vendor Full Season of Tuesdays AND Thursdays (31 days):

- Cart/10x10 Tent: \$470 season fee plus 10% of daily gross sales
- Food Truck: \$595 season fee plus 10% of daily gross sales

Drop-In Fee: \$35.00/day plus 10% of daily gross sales

(Circle dates you would like to attend above).

OPERATIONS

Please note that parking for vendors **will not be provided** by the Civic Center Conservancy for the 2012 Civic Center EATS season. Vendors will be responsible for their own parking arrangements.

Please attach a photo of your mobile food set-up (truck, cart, etc.).

Please List Additional Requests, Needs or Questions Here:

Civic Center EATS Policies & Procedures

Vendor applications will be reviewed based on need and appropriateness and applicant will then be advised of acceptance into Civic Center EATS. Civic Center EATS and the Event Coordinator reserve the right to prohibit anyone from selling at EATS.

CCE Attendance: If you cannot attend on a day you have committed to, you **must** contact Event Coordinator by **9 a.m. the preceding day**. If you are unable to attend please call or (*preferable*) text Nicole at 303.242.1032 or Marilyn at 520.395.7878. No-call, no-show vendors may incur a charge of \$50 per missed day. Late arrivals (after 10:30 am) will be subject to a charge of \$20. If vendor is charged, they must pay fee prior to being allowed to participate in EATS. Please be considerate of your fellow vendors and event organizers – empty spaces hurt the flow and look of the event. Event Coordinator may reassign spaces not used consistently.

Event Day Arrival/Departure Procedures: Vendors must arrive and be ready to sell by 10:30 a.m. and remain open until the close of CCE at 2 p.m. The Event Coordinator will check vendors in and assign space; staggered load-in times may be required. Please advise the Event Coordinator of any special parking requirements; no vehicles (except participating food trucks) will be allowed on the promenade after 10:30am and **all vehicles must be off the promenade by 10:30 a.m.** in order to allow CCE set up to be completed. **Vehicles are not allowed back on the promenade before 2:15 p.m.** Please be respectful of patrons finishing their lunch.

Event Day Fee Calculation and Collection: All Vendors will remit daily fees to the Event Coordinator at the close of each EATS day. To determine your fee, tally your daily gross sales, deposit 10% of your daily gross sales amount by cash or check in the provided CCE Fee envelope, record that figure on the envelope, and return it to the Event Coordinator. Your honesty is greatly appreciated and counted on for a continuation of successful event.

Event Weather Policy: CCE will open rain or shine, please prepare accordingly. Questions regarding day of – please contact the Event Coordinator to confirm.

Space Clean Up: Vendors must maintain their spaces in a clean and sanitary condition and remove all waste and refuse before leaving CCE. Vendor must clean/sweep their area at the end of the day. Please have a separate container for any food trimmings. No grease, cooking oils or leftover food will be dumped in the trashcans – see Event Coordinator for dumpster locations or carry these items out with you. On-site trash receptacles are for patron use only. **Vendors MUST have a protective barrier or receptacle under working areas to catch any grease/oils spills.**

Generators: Generators **cannot** be placed on the Park's soft surfaces (grass, flower beds). Please advise us if your generator operates at a volume that is audible to the public so we may assign your space accordingly. Generators should not operate at a sound level above 60 decibels.

Music: Musicians have been hired to perform at EATS. We ask that if you play music inside your truck that you not compete with the weekly musicians or the other trucks.

All vendors/members must observe the rules and regulations of Civic Center EATS. All food vendors must meet City and County of Denver Health regulations and fire safety codes.

Vendor acknowledges and understands that Civic Center EATS is providing space and general publicity only about the event, and makes no promises or representations concerning expected sales or profits.

Please review the Civic Center EATS policies and procedures prior to completing the application process.

BY SIGNING BELOW, THE VENDOR AND HIS/HER EMPLOYEE(S) AGREE TO THE POLICIES AND PROCEDURES AS LISTED ABOVE AND AGREE NOT TO HOLD CIVIC CENTER CONSERVANCY, EVENT COORDINATORS, THE CITY AND COUNTY OF DENVER, OR ANY OF ITS AGENTS LIABLE FOR INJURIES OR LOSSES OR EXPENSES ARISING OUT OF THE PERMITTED ACTIVITY OR ANY ACTIVITY ASSOCIATED WITH THE CONDUCT OF THE APPLICANT'S OPERATION ASSOCIATED WITH THIS EVENT.

Vendor Name (Please print) _____ **Date** _____

Vendor Signature _____

Business Name _____

★ Please attach copies of State & City Sales Tax Licenses, Fire Permits (if needed), Temporary Restaurant Permits and Liability Insurance at this time. Thank you for your participation.

Please keep a copy of this signed agreement for your records. Submit application along with with the season fee for your first-ranked schedule choice** to:

Make checks payable to:

Civic Center Conservancy
c/o Nicole Jarman
970 South Pearl Street
Denver, CO 80209
303.734.0718 Office
303.242.1032 Cell
303.733.4552 Fax
E-mail: Nicole@HobNobEvents.com

Returned checks are subject to a \$25 charge

Applications are due by February 15th, 2012

Notification of acceptance will be by e-mail by March 15, 2012

**If you are not selected – or are selected for a reduced schedule than your deposit reflects – you will receive a corresponding refund.

Thank you! Looking forward to a great season!



In addition to Civic Center EATS on Tuesdays and Thursdays, the Civic Center Conservancy may continue to separately manage a much smaller-scale daily vending program on summer Mondays, Wednesdays and Fridays featuring a rotating array of up to four vendors at a time. If you are interested in receiving more information when it is available about 2012 daily vending opportunities, please initial here: