



2024 VENDOR WELCOME PACKET



Town of Minturn
301 Boulder St #309
Minturn, CO 81645

(970) 827-5645 x5
market@minturn.org
www.minturnmarket.org

Greetings and welcome to the Minturn Market, now in it's 27th year! We have done our best to map out historic downtown Minturn in the same way it has been done in years past. Where possible, we will try to keep returning vendors in a location consistent with past years and in spaces that make the most sense for the flow of the Market. Also, please be aware that the 2024 Market Map is a DRAFT. There are several logistical factors that might impact the overall layout and placement of vendor booths. This will be updated as the market approaches. All vendors must acknowledge and agree that specific booth space cannot be guaranteed. Before we get started, here are a few of the basics to help you prepare for this summer:

PLEASE READ THE RULES & REGULATIONS INCLUDED IN THIS WELCOME PACKET AS YOU WILL BE RESPONSIBLE FOR ITS CONTENT. A SEPARATE COVID-19 VENDOR GUIDELINES DOCUMENT (IF APPLICABLE THIS SEASON) WILL ALSO BE PROVIDED TO YOU.

DATES AND HOURS OF OPERATION:

The Minturn Market 2024 season is Saturday, June 22nd through Saturday, September 7th. The Market is open to the public from 9 am to 2 pm, rain or shine.

It is very important for vendors to arrive early and be completely set up by 8:30 a.m. All vendor vehicles must be removed from the market area by 8:15am. For those vendors that have larger vehicles or trailers, or have booths in tight areas, please note that you will need to have your vehicles in and out of the way by 7:30 a.m. to ensure easier load in for all vendors.

PAYMENTS

No Vendor will be allowed to set up a booth without first paying the booth fee in full. All payments should be made online, via the Manage My Market site. Checks (if necessary) should be payable to the Minturn Market (prior approval required to pay by check).

VENDOR BOOTHS:

Full time vendors will be accepted first. Once it's determined if (and how many) part-time vendors can be accommodated (and on what dates), then part-time vendors may apply.

Part-time slots are based on availability and the Market will dictate which dates are available. Part-time vendors may request specific dates, but they cannot be guaranteed.

Most vendors are assigned to a 10' x 10' space, which can change locations over the course of the Market season. We require that you bring your own tent, tent weights and all necessary items to operate and clean up. You should also have signage for your booth letting customers know who you are. You may only sell items specifically approved in advance. **Reminder, if you did not apply under the jewelry category, then you are NOT PERMITTED TO SELL ANY JEWELRY AT THE MARKET, PERIOD.**

SALES TAX:

Please call the State of Colorado at: (303) 866-5643 for all sales tax questions. Sales tax is submitted through the state. Sales tax breakdown is as follows:

State = 2.9%, County = 1.5%, Local (Minturn) = 4%, RTA = 0.5%. TOTAL SALES TAX = 8.9%

FOOD VENDORS:

All food vendors are required to post a current State of Colorado Retail Food Service License in their tent. The Eagle County Department of Public Health will be conducting inspections before the first Market opens and periodically thereafter. Please contact the Eagle County Health Department at (970) 328-8755 (or via email at environment@eaglecounty.us) to ensure that you are in compliance with all Colorado and local laws, including temperature and hand-washing station requirements. Any food vendors who are cooking at their booth will also be inspected by Eagle River Fire Protection District, and must follow all guidelines / instructions provided by ERFPD.

Cottage Foods Vendors must follow all Cottage Foods licensing requirements and guidelines. Please see the Cottage Foods section on the website for more information, and please contact the Eagle County Health Department with any questions related to this.

PARKING:

As with previous years there is **no vendor parking anywhere other than Minturn Rd** (County Road-see included map) unless you have paid for a parking permit to park in the Municipal Parking Lot. Or unless you have permission to park at your booth (there are a very limited number of booths that allows for this). The off-market vendor parking is necessary so that our customers have a quick and easy time parking and getting to our wonderful Market. If they have a positive experience, then they will come back! If they can't find parking, they won't come! A parking map has been included for reference, please review it in full. If you need to park closer due to health or injury, you may park at Town Hall.

Thank you again for being a part of the 2024 Minturn Market. We are very excited to have you this year! I have included a copy of the Market Rules & Regulations for complete review, as you will be expected to abide by these outlines. These rules and regulations will be enforced, so please become familiar with the expectations prior to the start of the Market.

Again, please feel free to contact me if you have any questions or concerns.

market@minturn.org, or events@minturn.org. Please include your company / vendor name in all email correspondence.

Kind regards,

Cindy Krieg
Market Manager
Town of Minturn
market@minturn.org

THE MINTURN MARKET

Hosted by the Town of Minturn, this free, family-friendly market takes place every Saturday, June 22nd to September 7th. The Minturn Market showcases local artisans, crafts, businesses, prepared foods, farmers, and provides an opportunity for Eagle County visitors, residents and business owners to partake in locally produced goods and foods of the region. Anchored in the heart of Historic Downtown Minturn, the market serves as a lively and fun gathering place where people can come together to shop and enjoy the community with neighbors and visitors alike. The market has become the **Local's Favorite** market of Eagle County and proudly appreciates its regular visitors season after season.

ABOUT THE MINTURN MARKET

Entering its 27th season and the original outdoor market to the Vail Valley, the Minturn Market's mission is to encourage, support, and promote the entrepreneurial efforts of local, independent, and small-scale business owners seeking to sell products directly to the consumer. Inherent in this mission is the enhancement and enrichment of the community and culture in Minturn.

EVENT DETAILS

Title: Minturn Market

Date: Every Saturday, June 22nd to September 7th, rain or shine!

Time: 9:00 AM - 2:00 PM

Location: Main St. and Williams St, Minturn, CO 81645

CUSTOMER PROFILE

CHECK OUT THE PROFILE DETAILS BELOW TO SEE THE CUSTOMERS

YOU'LL BE REACHING AT THE MINTURN MARKET:

- **Estimated Attendance:** 25,000 per summer
Estimated Revenue Generated: \$1.4M (+/- 20% error level)
- **Overall Visitor Satisfaction:** 4.7 out of 5
Average Age of Respondents: 49
- **Respondents Income over \$100K:** 62%
- **Intent to Return:** 92% of respondents are "very" or "extremely likely" to return in the future
- **Favorite Summertime Hobbies:** Hiking, mountain biking & kayaking/rafting/boating
- **Lifestyle Categories:** Outdoor enthusiast, Sports enthusiast, and Traveler
- **Minturn Involvement:** 43% planned to shop and/or dine in Minturn
- **Pet Friendly:** 13% of market visitors attended with a dog
- **Visitor Base**
 - **Locals (Primary Residence):** 54%
 - **2nd Homeowners:** 22%
 - **Paid Lodging:** 16%
 - **Timeshare/Other:** 8%



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MINTURN MARKET RULES & REGULATIONS

By receiving this information you are considered notified of the market expectations.

ASSIGNMENT, SUBLETTING, SUBLICENSING OF SPACE IS PROHIBITED

Vendors MAY NOT assign any interest in this Contract, or assign, sublet or sublicense any Vendor space allotted herein unless given express written permission from the Minturn Market Manager. Any attempt to do so will constitute default by Vendor and will result in fines, suspension and potential elimination from the Market.

Vendor may only offer for sale merchandise for which Vendor is the bona fide representative. Substantiation of representation is the responsibility of the Vendor. Vendors are assigned to a booth space of specific size and cannot move from assigned booth space or beyond space size without permission from the Market Organizer. All requests or complaints must be submitted in writing.

GOOD FAITH: Every vendor is required to make a good faith effort to get along, be cordial, and act in a respectful manner to customers, fellow vendors, market management, market staff and local businesses. A vendor may be permanently removed from the market if, at the sole discretion of the market manager, it is determined a vendor is not making a good faith effort to be respectful toward others. Should a vendor be permanently removed, there will be no refund of booth fees or claimed revenues lost.

COMPLAINTS:

All complaints, requests or concerns made to the Market staff or management must be made in writing.

DEFINITION OF FULL AND PART TIME VENDORS:

A Vendor who attends all ten (12) regular season Market dates is considered full time. Up to 2 absences may be permitted with advance notice, depending on the circumstances. However, cancellation fees may apply if the spot cannot be filled. Any vendor attending few than ten (10) Market dates is considered part time. **Notice of absences must be received a minimum of 72 hours in advance** of the Market date missed, or a \$50 fee will be imposed. Such fee must be paid before return to the market is allowed. If unexcused absences persist, the vendor may be removed from the remainder of the market at the sole expense of the vendor.

PAYMENTS, DEADLINES & FEES

Checks should be payable to the Minturn Market. A check that is returned for non-sufficient funds, or any other reasons, is ground for immediate cancellation of booth space reservation. A \$30.00 NSF fee will be assessed to all returned checks. No postdated checks accepted. Our preferred payment method is via ManageMyMarket / Paypal (all invoices will be emailed).

BOOTH FEES - A full-time booth is \$600 (12 markets). The part-time / drop-in vendor rate is \$75 per date. A \$50 non-refundable application fee is due with each application, in addition to the booth fees. The \$50 application fee invoice will be emailed upon vendor acceptance.

CANCELLATIONS AND ABSENCES

Upon acceptance, the Market becomes non-refundable. If a vendor must fully cancel, a written notice of cancellation must be received by the Town of Minturn **prior to April 1, 2024**, and a refund of the space rental fee will be considered (less the application fee, which is not refundable).

After April 1, 2024 the entire amount will be retained by the Town of Minturn and will not result in a refund, credit or transfer of exhibit space. The Minturn Market may cancel this contract without refund to Vendor, and may reassign any exhibit space previously assigned to Vendor, upon failure of vendor 1) to make payment required hereby, 2) to abide by these rules and policies provided herein or, 3) to claim its assigned exhibit space prior to the opening of the Market day. Vendors are required to give notice of absence 3 days in advance of the opening time of the Minturn Market they will be absent from. No refunds will be given for absences. Emergencies are handled on a case-by-case basis by the Market Organizer.

NO-SHOWS ARE NEVER EXCUSED, AND WILL BE CHARGED A \$50 NO-SHOW FEE PER OCCURENCE. REPEAT OFFENSES WILL RESULT IN REMOVAL FROM THE MARKET ON A PERMANENT BASIS.

SET-UP 6:30 a.m. - 8:30 a.m. / TAKE-DOWN 2:05 p.m. - 2:45 p.m.

Vendors arriving and setting up after the noted setup times are considered late. Late arrivals will **not** be allowed to drive their vehicles into the market. A fee, or elimination from the market, will be imposed on all vendors arriving after designated setup time. All vehicles must be removed immediately following the unloading of merchandise & materials. Vendors with vehicles blocking the progress of other vendors during set up and break down process will risk being permanently removed from the market.

Vendors will not take down their booths before 2:05 pm. If the removal process occurs before these times, Vendors will be in violation and will incur a fine or elimination from the market. Second violation will result in elimination for the Market season, with no refund. All vendors must be completely out of the market area by 4:00 p.m. or elimination from the market may become necessary. In order to keep Vendor costs down, all vendors are responsible for and expected to set-up and take down of their own booth(s) and product displays, as assistance in this area has become too expensive to maintain.

As a required safety precaution, a minimum of 25-pound weights are required for all tent legs. Vendors not maintaining proper weights for their tents will be warned and then removed from the market due to safety concerns and insurance liability.

CLEAN-UP

Vendors are responsible for cleaning up their booth space and disposing of waste properly. Any vendor area not cleaned following the market will result in fines and penalties determined by the Market. If the problem persists, vendors may be removed from the market for the remainder of the season with no refund. The Market dumpster / compactor (located next to Magustos) is not available to vendors until after the close of the market. Do not bring trash to the dumpster area before 2:00 p.m. *Absolutely no grease or waste is to be poured on the ground or on the parking lot asphalt.*

Do NOT use the dumpster located by the Bunkhouse. This is a private dumpster, not for market use.

Walking Mountains Zero Waste Staff will assist with collection of recycling from vendor booths during teardown.

PARKING

There is no unauthorized parking allowed in the market area from 6:00 a.m. to 3:00 p.m. on Market days. Vehicles parked in the market area after 6:00 a.m. on market days will be towed at the owner's expense. It is the responsibility of the business or property owner to notify their tenants and visitors of this regulation.

Vendors are required to park on Minturn Road (County road). Absolutely NO Vendor parking is permitted anywhere other than Minturn Road unless you have paid the fee to park your vehicle behind your booth at the Market. A fee or even removal from the market will be imposed to vendors parking anywhere other than Minturn Rd or behind their booth (with approval and payment).

LICENSES

All vendors (unless verified as tax exempt) are required to have a Colorado Sales Tax License from the state of Colorado. Proof of licensure must be provided to the Market no later than the first day of participation. A copy of the Single or Multiple Sales Tax application has been included in the welcome packet. For vendors who have applied for the single or multiple event license, but have not received it from the state, a copy of the pending application form may be submitted as temporary proof of licensure. Food vendors are required to have a Special Event Retail Food License provided to the Town of Minturn prior to participation. *If licenses are not provided on time or are invalid, a \$500 fine may be imposed or vendors may face elimination from the market.*

Please see attached for information regarding taxable and exempt food sales guidelines.

VENDOR LOCATION

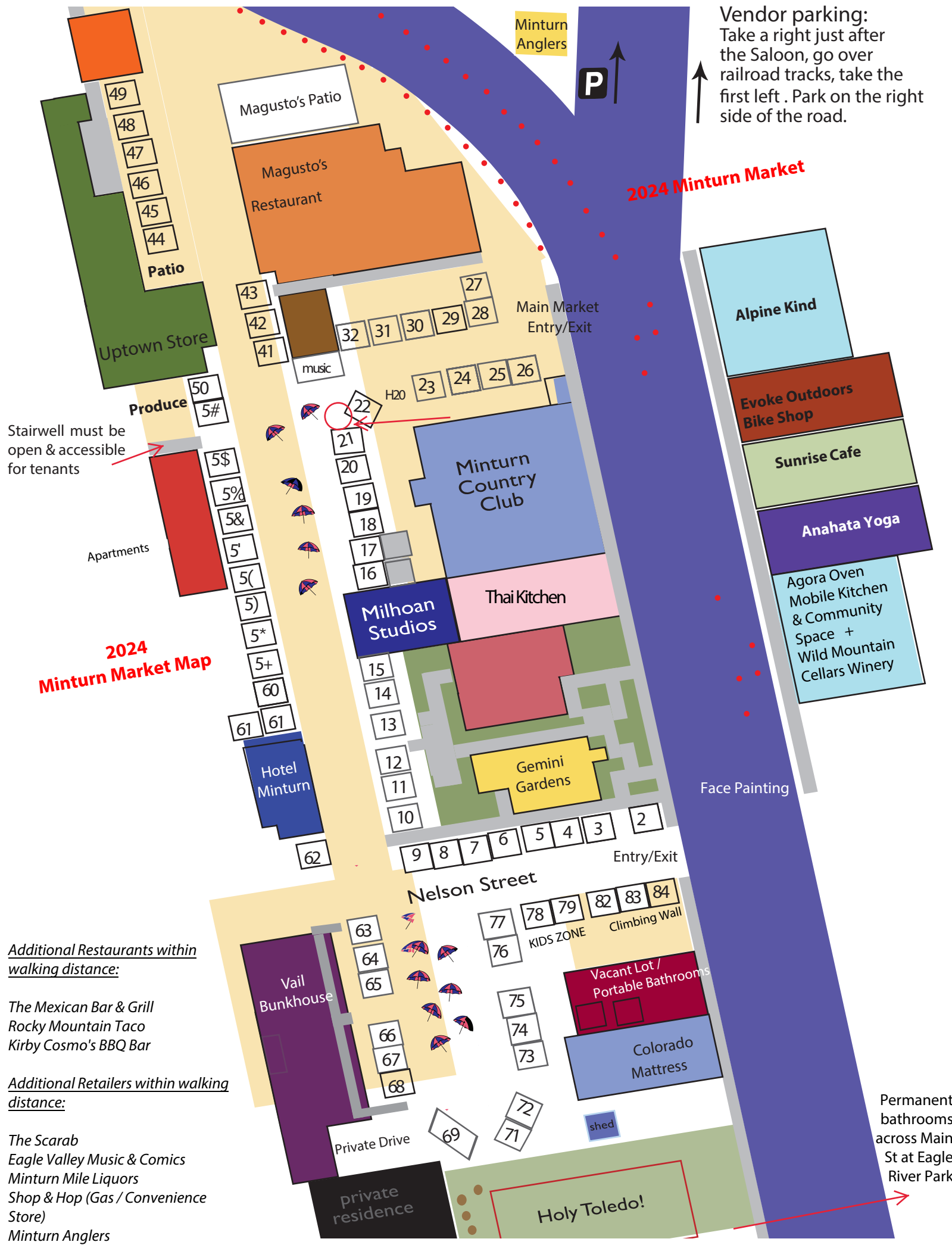
The Minturn Market and the Town of Minturn do not provide guarantees including but not limited to: booth location, provision of water for booth use, provision of electricity, use of market supplies, amount of sun or shade available, weather, and exclusive rights on any products or services. No vendor is ever guaranteed a booth location at any time during the market season. In order for the Market manager to effectively manage, booth locations may need to be changed at any time. Vendors should never expect, nor is it appropriate to ask, for exclusive rights to products or services. All market management decisions are based on what is best for the market.

- **VENDORS ARE RESPONSIBLE FOR BRINGING:**

- Tent (sidewalls strongly recommended, in case of inclement weather)
- Tent weights for every tent leg
- Signage denoting business / vendor name with contact information
- Tables
- Chairs, if needed
- Display items
- Business cards
- Trash Bags AND Bags for recycling (OR own recycle bin), composting
- Clean-up supplies (broom & dust pan, etc.)
- Single or Multiple event licenses
- Retail food service license, if applicable
- Hand washing station (food vendors)
- Sun block, Rain gear
- Extension cords (as necessary)
- Retail customer bags (please use reusable bags, plastic bags are not permitted).

- **ZERO WASTE EFFORTS / SUSTAINABILITY GUIDELINES:**

We are working with Walking Mountains and the Climate Action Collaborative of Eagle County, to work toward a Zero Waste Market. We will have Zero Waste stations set up at the market this year (staffed, by Walking Mountains who will be educating customers on what is trash, what can be recycled / composted, etc). As part of our Zero Waste commitment, we are asking vendors to make every effort to adhere to the recommended vendor Zero Waste event guidelines. **We do not allow plastic bags, single-use plastics, single-use condiment packages, and styrofoam. Please review the Zero Waste vendor guidelines and contact us with any questions or concerns.**



Vendor parking:
Take a right just after
the Saloon, go over
railroad tracks, take the
first left . Park on the right
side of the road.

2024 Minturn Market

2024
Minturn Market Map

Additional Restaurants within
walking distance:

The Mexican Bar & Grill
Rocky Mountain Taco
Kirby Cosmo's BBQ Bar

Additional Retailers within walking
distance:

The Scarab
Eagle Valley Music & Comics
Minturn Mile Liquors
Shop & Hop (Gas / Convenience
Store)
Minturn Anglers

Permanent
bathrooms
across Main
St at Eagle
River Park

MINTURN MARKET 2024 PARKING LEGEND





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www.minturnmarket.org

Minturn Lodging Options:

Minturn Inn - 15% off nightly rates for vendors. Reach out directly to check current rates and availability.

(970) 827-9647, (970) 331-5461

info@minturninn.com www.minturninn.com

Hotel Minturn

(970) 331-5461

www.hotelminturn.com

hotelminturn@valbrunaitaly.com

The Vail Bunkhouse Boutique Hostel

See included promotional flyer for Market Vendors.

(970) 393-9003

www.vailbunkhouse.com

Other Cost-Effective Lodging Options, near Minturn:

Comfort Inn, Avon, (970) 949-5511

<https://www.choicehotels.com/colorado/avon/comfort-inn-hotels/co052?source=gyxt>

The Inn at Riverwalk, Edwards, (970) 926-0606

<https://www.choicehotels.com/colorado/edwards/ascend-hotels/co357?source=gyxt>

Best Western Plus, Eagle,

yo

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Eagle River Lodge, Eagle, (970) 328-8075

<http://www.eagleriverlodge.com/>

Cohabit Cube Hotel (Hostel), Avon (248-797-4290)

<https://cohabitavon.com/>



Vail Valley's only boutique hostel!

Located in The Mollie G building in Minturn, the Minturn Market happens on our front doorstep!



Minturn Market Vendors

Take an extra 15% off our regular rates. Just use the code GOMINTURN in the code box.

- ✓ Starting at \$49.99 per night/person
- ✓ Complimentary WI-FI, coffee, linens, and self-service kitchen
- ✓ Private bunk beds with lamps, electrical outlets, USB charging stations, memory foam luxury mattresses
- ✓ Craft beer and wine service
- ✓ 24 hour staffing
- ✓ Fire pit, patio furniture, and more
- ✓ Community living room with cable TV



175 Williams Street, Minturn CO 81645 vailbunkhouse.com 970-393-9003

OPEN A COLORADO TAX ACCOUNT ONLINE USING YOUR COMPUTER OR MOBILE DEVICE

New businesses can apply for Colorado sales and withholding tax accounts online through a consolidated, online service called **Colorado Business Express (CBE)** at www.colorado.gov/cbe

Any required fees may be paid online through Colorado Business Express. Businesses can immediately obtain a tax account number, without the need to visit a tax service center.

CBE reduces business registration processing time from hours or days to just minutes. In one transaction, apply or register with multiple Colorado government departments (Department of Revenue, Department of Labor and Employment, and the Secretary of State). This service eliminates the need for new business owners to use paper forms to register with different state agencies.

Sales Tax License Holder Responsibilities. Check out the Education Web page at www.TaxColorado.com to review License Compliance requirements, register for a sales tax class, sign up to receive tax news by email, or view helpful videos.



COLORADO
Department of Revenue
Taxation Division

September 2015

VENDOR SPECIAL EVENT LICENSE APPLICATION FOR SINGLE OR MULTIPLE EVENTS

If you need assistance with the completion of this form call (303) 866-5643.

*If you are a vendor who will be providing service only, it is not necessary to obtain a special event sales tax license.

Mail White Copy of License Application To:

Colorado Department of Revenue, Attn: Special Events Coordinator, **P. O. Box 13200**, Denver, CO 80201

Keep copy of license: This is your temporary license.

For Walk In Service, Bring Two Copies To:

Colorado Department of Revenue, 1375 Sherman Street, Room 112, Denver CO 80261

Colorado Springs Service Center, 4420 Austin Bluffs Parkway, Colorado Springs CO 80918

Fort Collins Regional Service Center, 1121 W. Prospect Rd, Bldg D, Fort Collins CO 80526

Grand Junction Service Center, 222 S. Sixth Street, Room 208, Grand Junction CO 81501

Pueblo Service Center, 827 W. 4th St., Suite A, Pueblo CO 81003

A temporary sales tax license may be obtained when the application and appropriate fees are presented at one of the locations listed above.

All walk-in business and individual applicants for a Business Registration **must** provide valid **proof of identification** at time of application.

Free tax classes are available. (These classes do not cover how to complete forms). Visit our Web site at www.TaxColorado.com and click on "Tax Classes."

INSTRUCTIONS

SECTION A

Box 1. Do you have a Colorado state sales tax license? If answer is yes, list your Colorado state sales tax license number here.

Box 2. City In Which Your Event Is Being Held, County, Zip. Single Event license—list the location where your event is to be held. **Multiple Event** License—list the location of your **first** event.

Box 3. Type of Organization. Check the box that indicates the legal structure for your business/organization.

****Note**** Married couples must register as a general partnership if both spouses are owners of the business

SECTION B

Line 1. Taxpayer Name. The name should be typed/printed as follows:

- * **Individual (sole proprietorship).** Last name, first name, the middle name or initial.
- * **General Partnership, Association or Joint Venture.** The last name, first name, and middle initial of two principal partners. If there are additional partners, attach a separate sheet.
- * **Corporation Limited Partnership, or Limited Liability Company.** The legal name of the business must be the same as filed with the Colorado Secretary of State.

Trade name registration must be done with the Colorado Secretary of State.

Line 3a. through 3b. City In Which Your Business Is Located, State, County, Zip. List the location of your business.

Line 4. Mailing address. Please enter your mailing address here.

Line 5. Brief Description of Business/What do you sell? A brief description of products, services and/or function of the person/business.

SECTION C

Lines 1a. through 2a. Owner/Partner Name. ALL ORGANIZATIONS, INCLUDING SOLE PROPRIETORS, MUST COMPLETE THESE LINES. Type/print the name, title, social security number, and home address of each individual, partner, corporate officer or member. If there are more than two owners, attach a separate sheet and provide the same information for additional owners.

SECTION D

Line 1. Indicate Which Applies To You.

Single Event—A single event license is required if you make retail sales at a single special event. The exact date(s) and location of the event must be noted under “Event Location” in Section A when you apply for the license.

Multiple Event—The license is for a person or entity engaging in more than one special event in any two-year period. Any person or entity holding a wholesale or retail license which make sales at these events must have a separate multiple events license and complete a separate application.

SECTION E—FEES

Period Of Event. Indicate duration of event, from beginning to end for a single special event license. For a multiple special event license, see the fee schedule below for the event period.

Single Special Event License fee is \$8 for each event. The license must be obtained for each sales event where you make retail sales if the event is at a location other than your business (if any). There is no fee for a person or entity that has a regular Colorado state sales tax license.

Multiple Special Events License fee is \$16 for a two-year period. There is no fee for a person or entity that has a regular Colorado state sales tax license.

The fee schedule is as follows:

If first day of sales is:

January to June even-numbered years 2010, 2012, 2014	\$16.00
July to December even-numbered years , 2010, 2012, 2014	\$12.00
January to June odd-numbered years 2009, 2011, 2013	\$8.00
July to December odd-numbered years 2009, 2011, 2013	\$4.00

- * There is no charge for a multiple or single event license IF a person or entity has a current wholesale or retail sales tax license.
- * The multiple event license is valid through December 31 of each odd-numbered year.

SECTION F—SIGNATURE

A SIGNATURE MUST BE ON THIS DOCUMENT OR IT WILL NOT BE PROCESSED.

***** NOTE—SALES TAX IS DUE THE TWENTIETH DAY OF THE MONTH FOLLOWING THE MONTH IN WHICH THE SPECIAL EVENT *BEGAN*.**

- * As of 7/1/09 the STATE sales tax service fee is .0000
- * As of 10/1/09 the RTD/CD/FD sales tax service fee is .0000



SALES TAX SPECIAL EVENT APPLICATION

REGISTRATION/ACCOUNT NUMBER

PURPOSE		OWNERSHIP	
1. Do you have a sales tax account in Colorado? <input type="checkbox"/> Yes <input type="checkbox"/> No		3. <input type="checkbox"/> Individual	
IF YES, Registration Account # _____		<input type="checkbox"/> Limited Partnership	
2. Event Location (City in which your event is being held)		<input type="checkbox"/> General Partnership	
_____		<input type="checkbox"/> Association	
County in which your event is being held		<input type="checkbox"/> Corporation, Incorporation Date: _____	
ZIP		<input type="checkbox"/> Other	
BUSINESS INFORMATION			
1. Taxpayer Name (owner, partners or other business organization) (last, first, middle)			

2. Trade Name/Doing Business As (if applicable)			

3a. City in which your business is located		State	ZIP
3b. County in which your business is located		Telephone ()	
4. Mailing Address (residence address, include unit #)	City	State	ZIP
County	Telephone ()	Social Security # (Fed. Emp. # if applicable)	
5. Brief Description of Business/What do you sell?			

OWNERSHIP		FEES	
(1) Owner/Partner Name (last, first, middle) If Corporation, give Corporation name		Social Security # (Fed. Emp. # if applicable)	
1a. _____		_____	
Address (residence or P.O. Box, street, city, state, ZIP)		Telephone ()	
1b. _____		_____	
(2) Owner/Partner Name (last, first, middle) If Corporation, give Corporation name		Social Security # (Fed. Emp. # if applicable)	
2a. _____		_____	
Address (residence or P.O. Box, street, city, state, ZIP)		Telephone ()	
2b. _____		_____	
If there are other partners, list on separate sheet using the same format.			
SALES		PERIOD OF EVENT	
Indicate which applies to you		FROM	TO
<input type="checkbox"/> Single Event <input type="checkbox"/> Multiple Event			
I Declare under penalty of perjury in the second degree that the statements made in this application are true and complete to the best of my knowledge. (Signature required below)			
Signature of Owner, Partner or Corporate Officer		TOTAL	
		AMOUNT DUE \$.00	
Title		Date	

SPECIAL SALES EVENT SALES TAX RETURN INSTRUCTIONS

A "Special Sales Event" means an event where retail sales are made by more than three persons (vendors). **A standard sales tax license is required if you participate in the same event that occurs more than three times at the same location during any calendar year.**

State sales tax, and if applicable, RTD/CD/FD, RTA, MHA, PSI or state-collected local tax must be collected on the gross selling price of items sold with the exception of sales to another licensed dealer. In the special districts column, check the box for the district, or districts, for which tax was collected. RTD (Regional Transportation district), CD (Scientific and Cultural District), FD (Football District) use taxes must be paid if the sales are made to businesses located within the boundaries of the Districts. The Districts are Denver, Jefferson, Boulder and parts of Adams, Douglas and Arapahoe counties. The FD also includes an area in Douglas County that includes Park Meadows Mall. Do not remit tax to the state for home-rule cities which administer their own tax. The applicable taxes, tax rates and service fee information can be obtained from the event organizer.

How to file: The return, together with remittance by check, draft, or money order, must be filed with the Department of Revenue, Attn: Special Event Coordinator, P.O. Box 13200 Denver, CO 80201, on or before the 20th day of the month following the month in which such special sales event began. A separate return must be filed for each special event. Please include your account number and/or telephone number on your remittance.

- All entries of state and local taxes must be rounded to the nearest dollar. Round amounts under 50 cents down to 0 cents, increase amounts from 50 to 99 cents to the next dollar. Books, records and statements or invoices to buyers must reflect actual tax amounts and only the totals appearing on this tax return are rounded. You will still collect and keep track of exact amounts of sales tax. It is only when you fill out this return that you round the numbers you are reporting. Your sales tax remittance must not differ from the exact amount of tax collected by more than 50 cents.
- A service fee is a deduction allowed for timely filed returns. It is not allowed on a delinquent return. If this rate is not shown, see Colorado Sales/Use Tax Rates (DR 1002) to determine appropriate rate. **Effective 7/1/09 the state sales tax vendor fee rate is reduced to 0.00% for all filers. Effective 10/1/09 the RTD/CD/FD Service fee rate is reduced to 0.00%.**
- Penalties and interest are due on a late payment. Failure to file the return by the due date or pay the tax by the due date subjects the vendor to a penalty of 10% plus 1/2% for each additional month not to exceed 18% of the tax due.

Any questions regarding the preparation of your return may be directed to Taxpayer Service by telephone: 303-238-SERV (7378).

Refer to Form DR 1002 on the Web at www.TaxColorado.com for all sales tax rates.

DETACH FORM
ON THIS LINE

▼ RETURN ONLY THE LOWER PORTION OF THIS PAGE WITH YOUR PAYMENT ▼

DR 0098 (09/23/09) COLORADO DEPARTMENT OF REVENUE				SPECIAL EVENT		RETAIL SALES TAX	
SIGNED UNDER PENALTY OF PERJURY IN THE SECOND DEGREE		Date	Phone ()		Signature		
Name				20-100		17	
Due Date		CO-CI Code		1. Gross Sales ● (1-4)		.00	
Acct. No.		Event Period		2. Sales to other licensed dealers for resale ● (2-4)		.00	
3. Line 1 less line 2 (Enter this amount on line 4 in all applicable columns)							
4. Net Taxable Sales for each Tax ● (4-1)		.00		(4-2)		.00	
5. Name of Event		County of Event		City of Event		<input type="checkbox"/> RTD <input type="checkbox"/> CD <input type="checkbox"/> FD <input type="checkbox"/> RTA <input type="checkbox"/> MHA <input type="checkbox"/> PSI	
6. Tax Rate		County Sales Tax Rate		City Sales Tax Rate		Special Dist Sales Tax Rate State Sales Tax Rate .029	
7. Total tax (line 4 x line 6)		.00		.00		.00	
8. Service fee rate						0.000	
9. Service fee allowed vendor (line 7 x line 8) If paid on or before due date ● (8-1)		.00		(8-2)		.00	
10. Sales Tax Due (line 7 minus line 9) (100)		(11-1)		(11-2)		(11-3)	
		.00		.00		.00	
11. Penalty (see instructions) (200)		(12-1)		(12-2)		(12-3)	
		.00		.00		.00	
12. Interest % per Month (300)		(13-1)		(13-2)		(13-3)	
		.00		.00		.00	
13. Total Each Tax (add lines 10, 11 & 12)		.00		.00		.00	
14. Make check payable to Colorado Department of Revenue.		The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.		AMOUNT PAID (355) \$.00	



COLORADO
Department of Revenue
Taxation Division

How to Apply for a Colorado Sales Tax License

The Colorado sales tax license (in other parts of the country, may be called a reseller's license, a vendor's license or a resale certificate) is for state sales tax and any state-collected county, city and special district taxes that the Colorado Department of Revenue collects and distributes back to local governments. Sometimes taxpayers refer to this as a business registration, but it is an application for a Colorado sales tax account or sales tax designation.

In Colorado, services are not taxable. "Tangible Personal Property" is taxable in Colorado. For reference, see [C.R.S. 39-26-102\(15\)\(a\)\(I\)](#).

Please Note: These licenses will only cover state and state-collected tax jurisdictions. If you are in a home-rule (home rule) city, contact that city for their license requirements. [Find out which cities are home-rule](#).

Most Colorado sales tax license types are valid for a two-year period and expire at the end of each odd-numbered year. Below are the types of licenses you can obtain from the Colorado Department of Revenue:

Businesses Inside Colorado

Standard Retail License (Sales Tax License)

For businesses that make retail sales in Colorado: if your business makes both retail sales and wholesale sales, then the Retail Sales Tax License allows you to do both. You do not need to obtain a Wholesale License in addition to the Retail Sales Tax License.

1 Business Location	2+ Business Locations
You have one business location where you will make retail and wholesale sales. To apply for the Colorado Sales Tax License use MyBizColorado or the Sales Tax / Wage Withholding Account Application (CR 0100) .	You have more than one business location where you will make retail and wholesale sales. Apply for the Colorado Sales Tax License with the Sales Tax / Wage Withholding Account Application (CR 0100) . NOTE: Businesses that plan to purchase items for resale without paying sales tax should obtain a Colorado sales tax account/license by completing the CR 0100. The sales tax license enables the business to collect sales tax when they resell the items.

Wholesale License

For businesses that make sales to other licensed vendors for resale. Use [MyBizColorado](#) or the [Sales Tax / Wage Withholding Account Application \(CR 0100\)](#).

Single Special Event License

For a temporary location other than your regular business location and valid for one event only where there are three or more vendors. This is a two-year license which is free to all standard sales tax license holders. To apply for the Single Event License prior to the event, use the [Special Event Application \(DR 0589\)](#). If you are filing taxes after the event and do not have a license,

you may use [Revenue Online](#) to get the Single Event License and file the return. If you already have a license when you file the taxes through Revenue Online, you may by-pass paying for the license.

Multiple Special Event License

If you plan on attending more than one special event, it is recommended you apply for the multiple event license. This is a two-year license which is free to all standard sales tax license holders. It covers a two-year period when there are three or more vendors at the event. To apply for the [Multiple Events License use the Special Event Application \(DR 0589\)](#). If you are filing taxes after the event and do not have a license, you may use [Revenue Online](#) to get the Single Event License and file the return. If you already have a license when you file the taxes through Revenue Online, you may by-pass paying for the license.

Mobile Vendors

Mobile vendors (selling out of a truck or other vehicle) must have a sales tax license for their main office location. They should add jurisdiction "sites" to their sales tax license. There is no additional fee for these sites. Requests for non-physical sites (mobile vendors who sell in jurisdictions outside the one in which they have an account) can be made by writing. Visit our [instruction page](#) for more details.

Mobile business must inform the Department of Revenue (DOR) that they are making sales in specific local jurisdictions, even when the jurisdictions are home-rule (which collect their own taxes). Home-rule cities may have special district taxes collected by the Department of Revenue (Denver is an example, which has RTD and CD taxes collected by the state).

Exemption Certificates

Exempt Certificate for Non-profit, Charitable, School, Religious or Government Organizations

Issued by the Colorado Department of Revenue. An organization should first obtain income tax exempt status 501(c) (3) from the Internal Revenue Service (IRS) if necessary. To apply for this certificate with Colorado, use the [Application for Sales Tax Exemption for Colorado Organization \(DR 0715\)](#). No fee is required for this exemption certificate and it does not expire. All valid non-profit state exemption certificates start with the numbers 98 or 098.

Exempt License for Contractors

Used only for purchasing construction and building materials for tax-exempt organization projects. This license is issued only to the General Contractor. Sub-contractors must obtain a copy of the certificate from the General Contractor. For contractors who do not need a sales tax license, trade name registration and renewal is handled by the Colorado Secretary of State Business Center. To receive an exemption certificate for construction contracts with tax exempt organizations use the [Contractor Application for Exemption Certificate \(DR 0172\)](#). No fee is required for this exemption certificate. Certificates will be issued for maintenance contracts or non-construction projects.

Businesses Outside Colorado

An out-of-state retailer must apply for a Colorado Sales Tax License and collect Colorado sales tax if, in either the previous or current calendar year, the retailer has a \$100,000 or more of gross sales or services delivered in Colorado, including exempt sales. Qualifying out-of-state retailers must apply for a state of Colorado Sales Tax License by June 1, 2019. Online applications for a Sales Tax License for out-of-state retailers are available at [Revenue Online](#).



FYI Sales 4

Taxable and Tax Exempt Sales of Food and Related Items

The following guidelines should be used to determine whether a food item is exempt from sales tax. Colorado's principal sales tax exemption guideline is based upon what can be purchased for home consumption with food stamps [U.S.C. section 2012 (g)] and WIC vouchers (WIC is the federal supplemental food program for women, infants and children.) (42 U.S.C. section 1786). Colorado statute also imposes other criteria, in addition to the food stamp/WIC guidelines. [Reg. 39-26-102.4.5]

FOOD PURCHASES EXEMPT FROM COLORADO SALES TAX

Exempt items eligible for purchase with food stamps or WIC vouchers include:

1. Food purchased for human consumption at home.
2. Seeds and plants which produce food for human consumption.
3. Food purchased with food stamps or WIC vouchers. (§39-26-707, C.R.S.)

FOOD AND RELATED ITEMS NOT EXEMPT FROM COLORADO SALES TAX

The Department of Agriculture guidelines prohibit the use of food stamps or WIC vouchers for the purchase of the following items. These items are sales **taxable**:

1. Nonfood items such as soaps, paper products and household supplies, grooming items and cosmetics, and food not for human consumption, such as pet and bird food.
2. Alcoholic beverages. (cooking wine, wine vinegar and , alcohol-filled candies are exempt.)
3. Cigarettes, tobacco and tobacco products.
4. Food to be eaten in the store, hot foods ready to eat and food marketed to be heated in the store.
5. Food preservation equipment and items.
6. Vitamins, dietary supplements, and medicines. (Prescription drugs are exempt under [Reg. 39-26-717.1])
7. Ice used for refrigeration.

ITEMS EXEMPT FROM TAX IF PURCHASED WITH FOOD STAMPS OR WIC VOUCHERS -- BUT TAXABLE WHEN PAID WITH CASH

The following items, if purchased with food stamps or WIC vouchers/checks are exempt from the 2.9% state sales tax, but are taxable if purchased with cash:

1. Carbonated water marketed in containers.
2. Soft drinks.
3. Chewing gum.
4. Candy
5. Seeds and plants to produce food for human consumption.
6. Prepared salads and salad bar items.
7. Cold sandwiches.
8. Deli trays.

Sales and purchases of food sold through vending machines are exempt from Colorado sales tax. Sales of hot and cold beverages in unsealed containers sold by vending machine are not exempt. [39-26-102(4.5), C.R.S.]

NOTE: Food used by a business or commercial entity, such as coffee or bottled water served to customers or employees, is subject to state sales tax.

In addition, all food and drink sold by the following establishments are taxable: restaurants, snack shops, carryout shops, pushcarts and other sellers of food and drink as specified in §39-26-104 (1) (e), C.R.S. However, meals sold by colleges in dormitories, by assisted living facilities to its residents, by private clubs to its members, and by restaurants at no cost or reduced cost to employees of restaurants and other such establishments are exempt.

DETERMINING WHETHER LOCAL TAX AND SPECIAL DISTRICT TAXES ARE DUE ON FOOD

Cities and counties have the option of taxing food. However, if they exempt food from sales tax they must use the same criteria as the state in determining which items are taxable and which are exempt. This includes home-rule cities that administer their own sales tax. Localities that elect to tax food still must exempt purchases made with food stamps or WIC vouchers.

To find out whether a city or county taxes food, retailers should refer to Colorado Sales/Use Taxes (DR 1002). This publication lists tax rate information for Colorado cities and counties and indicates which counties and statutory cities have a sales tax exemption for food. The publication can be obtained on our Web site at www.TaxColorado.com or the rates can be found through the Business button on Revenue Online at www.Colorado.gov/RevenueOnline. Contact home-rule cities directly to find out if they exempt food from sales tax.

Regional Transportation District (RTD) tax, and Scientific and Cultural Facilities District (CD) taxes are due on any food item sold within RTD/CD boundaries and that is subject to the state sales tax. (The boundaries of these three special districts encompass most of the seven-county Denver metropolitan area.) The DR 1002 provides boundaries and tax rates. If the item is not subject to state sales tax, RTD/CD taxes are not due.

The Rural Transportation Authority (RTA) tax is due on any food item sold within the RTA boundary, and that is subject to the state sales or use taxes. The DR 1002 will list the various RTA boundaries and tax rates.

All state sales tax and, if applicable, state-collected local and RTD/CD, or RTA taxes must be reported and remitted with the Retail Sales Tax Return (DR 0100).

Effective March 1, 2010 sales and purchases of nonessential food items and packaging provided with purchased food and beverage items are taxable at the state sales and use tax rate of 2.9%.

Nonessential articles or containers furnished in connection with sale of taxable food. On or after March 1, 2010, a retailer of food, meals, or beverages who purchases nonessential food items or nonessential containers or bags and furnishes the article or container to a consumer in connection with a taxable retail sale of food, meals, or beverages, must pay sales or use tax on the purchase of the nonessential article or container.

Nonessential articles and containers. An article or container is nonessential if it is primarily used for the convenience of the consumer and is not necessary to effectuate the sale of food.

Examples of nonessential articles or containers include, but are not limited to, non-reusable:

- utensils
- skewers
- napkins and towelettes
- bibs
- serving trays, platters, and dome lid covers to plates or platters
- placemats, tray liners, and tablecloths
- sacks
- grocery bags
- bags and bag ties for bulk grocery produce or bread
- carryout containers for leftover food sold for immediate consumption
- straws
- toothpicks
- stirring sticks
- cup sleeves
- portion dividers
- single-use baking dishes
- condiments, including ketchup, mustard, relish, and spices that are not incorporated into a prepared meal at the time it is transferred to the consumer but, rather, are provided separately from the transfer of the meal to the consumer, such as at a convenience counter. Another example of condiments provided separately from the meal are packets of ketchup placed in a bag that are given to the customer. Condiments sold as food for domestic home consumption (for example, condiment sales sold in grocery stores) are exempt from state sales and use tax.

Examples of essential articles or containers include, but are not limited to, non-reusable:

- plates, cups, or bowls (and lids for such items) on, or in which, unwrapped or unpackaged hot or prepared food and beverages are served to the consumer;
- Cups used in vending machines dispensing beverages;
- Disposable containers or packaging material* on, or in which, food is transferred to the consumer, including pizza delivery box, sleeve for French fries, buckets, clamshells or other containers if the retailer cannot transfer the food to the consumer without such article or container. However, a carryout container used by a consumer to carry leftover meals from the restaurant is not essential.

*packaging material used in a non-essential manner would be taxable. Example: butcher paper used as a table liner would not be considered an essential use.

Articles or containers not furnished to consumer. A retailer is liable for sales or use tax for its purchase, use, storage, or consumption of an article or container, regardless of whether it is essential to the consumer, if the article or container is not transferred to the consumer. An article or container is treated as transferred to the consumer if the food retailer makes the article or container available to consumers on the food retailer's premises. Examples of non-transferred articles include, but are not limited to:

- Reusable articles such as glassware, ceramic plates, cloth napkins, and silverware;
- Non-reusable articles the retailer uses to cook or store food, such as plastic storage wrap for storage, aluminum foil used primarily for cooking, food labels, single use baking dish, and cooking tray liners.

Taxable Food. Articles or containers that are essential to the consumer and, therefore, otherwise exempt under this regulation, are taxable to the food retailer if the purchase of the food by the consumer is not subject to tax. For example, a food retailer must pay tax on free beverage samples furnished in disposable paper cups and free food furnished with napkins or with disposable utensils. In such cases, there is no retail sale from the food retailer to the consumer and there is no tax due on the transfer of the free article to the consumer. However, the retailer is responsible to pay the tax on both the food and the container.

Separate charge for essential article or container. Sales of an article or container by a food retailer to a consumer is subject to tax, regardless of whether the article or container is essential to the consumer, if the food retailer separately states on the consumer's invoice a charge for such article or container or if the food retailer separately sells the article or container for a charge and not as part of a retail sale of food.

Example 1: A theater sells a canned beverage and cup for a single charge. Prior to March 1, 2010, the theater could purchase the cup from suppliers as an exempt wholesale purchase for resale. After March 1, 2010, the theater must pay sales or use tax on its purchase of cups from suppliers.

Example 2: Same facts as Example No. 1, except the theater sells non-reusable cups to consumers who do not also purchase a beverage. Theater may purchase such cups as an exempt wholesale purchase and must collect sales tax on the charge for the cup.

Example 3: Airport food retailer separately charges for food and disposable utensils used by the consumer. Retailer may purchase the utensils from suppliers as an exempt wholesale purchase for resale to consumer and must collect sales tax on the sale of utensils to the consumer.

Example 4: Food retailer sells plastic bottles or cups with beverage for a single charge, but the plastic bottle is designed for reuse by the consumer. Retailer may purchase the reusable bottle or cup from the supplier as an exempt wholesale purchase and collect sales tax from the consumer.

Who collects and remits this tax? The vendor or supplier of the items known to be nonessential (forks, napkins, lids, straws) is responsible for charging and remitting the sales tax. For those items that may be essential (paper plates used in the restaurant), then become nonessential (paper plates provided along with food already in containers), the restaurant/retailer using or providing those items is responsible for remitting use tax on those items.

FYIs provide general information concerning a variety of Colorado tax topics in simple and straightforward language. Although the FYIs represent a good faith effort to provide accurate and complete tax information, the information is not binding on the Colorado Department of Revenue, nor does it replace, alter, or supersede Colorado law and regulations. The Executive Director, who by statute is the only person having the authority to bind the Department, has not formally reviewed and/or approved these FYIs.



Eagle County Department of Environmental Health
P.O. Box 179
500 Broadway
Eagle, Colorado 81631-0179
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Fax: (970) 328-8788
environment@eaglecounty.us

FOOD VENDOR APPLICATION FOR TEMPORARY EVENTS

All vendors must complete and submit this information to Environmental Health no less than 2 weeks prior to your event. Lack of a timely, complete plan review submittal can prevent you from operating in Eagle County.

If you are serving food at a **Temporary Event** in Eagle County for the first time this year, please complete the following **Temporary / Special Events Operational Plan Review Form**. **There is a \$100.00 fee payable to the Eagle County Treasurer upon submittal.**

*If you are already licensed in Colorado to participate in Temporary or Multiple Events, please attach a copy of your current temporary or multiple events license. If you were licensed in Eagle County last year, **and** there are no changes to your operation, please complete a **renewal affidavit**.*

Please write legibly and complete the following:

Temporary Retail Food Establishment Name:			Legal Owner's Name:		
Establishment Address(Street Address or P.O. Box):					
City:		State:		Zip Code:	
Telephone #:			Fax #:		
If you are already licensed, which county issued your license?			E-mail Address:		

List the events you plan to participate in

Name:	Date(s):
Name:	Date(s):
Name:	Date(s):
Name:	Date(s):
Name:	Date(s):

All vendors shall have the original Colorado Temporary or Multiple Event Food Establishment license on premise at all times

1. Are you (mark one):

Unlicensed: ☐ Non-Profit (provide documentation): ☐
Currently Licensed temporary vendor (provide copy): ☐ Licensed Mobile Unit (provide copy): ☐

2. How many people do you anticipate serving each day of the event?

FOR HEALTH DEPARTMENT USE

Approved:

Licensed: ☐
Needs License: ☐
Non-profit: ☐

Yes: ☐
No: ☐

EH Specialist Signature:

Date:

3. MENU *(Please attach additional sheets, as necessary)*

Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)

Be sure to include items such as toppings and condiments.

Food and Drink Items**Location where obtained**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

4. FOOD PREPARATION**Please list all menu items requiring preparation. Also place a check in the box indicating where the preparation takes place.****C = Commissary/Commercial Kitchen****E = Event**

FOOD	Thaw		Cut/ Assemble		Cook/ Bake		Cool		Reheat		Cold Holding		Hot Holding	
	C	E	C	E	C	E	C	E	C	E	C	E	C	E
Sample: Chili	X		X		X		X			X				X
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. What is the name and location of your commissary? (Complete Commissary Agreement on page 6.)**Name:****Contact Person and Phone #:****FOOD HANDLING AT THE COMMISSARY****6. Cooling****How will foods be rapidly cooled to 41°F or below? (mark all that apply)**☐

Shallow Pans

☐

Using an ice-bath to cool the food product

☐

Ice paddle or wand

☐

Other (please specify)

7. Reheating

How will foods be re-heated to at least 165 degrees F? (mark all that apply)

- | | | |
|------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Oven | <input type="checkbox"/> Hot Plate |
| <input type="checkbox"/> Grill | <input type="checkbox"/> Other (please specify) _____ | |

8. Transport

Please provide the distance that you will be transporting food to the event:

What equipment will you use to control temperatures during transport?

- | | |
|---|---|
| <input type="checkbox"/> Coolers with ice | <input type="checkbox"/> Cambros for hot foods |
| <input type="checkbox"/> Cambros for cold foods | <input type="checkbox"/> Other (please specify) _____ |

AT THE EVENT

9. HANDWASHING

A hand-washing station WITHIN each booth or unit is REQUIRED unless only prepackaged foods requiring no preparation and/or cooking are to be served. Please mark the space below that applies to your booth / unit.

A. I will be serving only prepackaged foods that require no preparation and/or cooking. ☐

B. I will be serving foods that require preparation and/or cooking and will provide the following for hand-washing:

- ☐ A minimum of 2 gallons of warm potable water that must be refilled as needed in a container with a 'hands-free' spigot
- ☐ Soap
- ☐ Paper towels
- ☐ 5 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.

10. Where will wastewater be disposed?

- ☐ Commissary
- ☐ Approved on-site receptacle at event
- ☐ Other (please specify) _____

Wastewater CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from your event coordinator where this is located for each event.

11. Food Handling at the Booth (Please attach additional sheets, as necessary.)

A. Hot Food Items

I. How will foods be cooked at the site? (mark all that apply)

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Grill | <input type="checkbox"/> Hot plate |
| <input type="checkbox"/> Deep fat fryer | <input type="checkbox"/> Oven/Stove |
| <input type="checkbox"/> Microwave | |
| <input type="checkbox"/> Other (please specify) _____ | |

II. Reheating

How will hot foods be held at 135°F or above at the event? (Sterno burners are prohibited - mark all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Hot holding unit | <input type="checkbox"/> Crock-pot | <input type="checkbox"/> Steam table |
| <input type="checkbox"/> Held under heat lamps | <input type="checkbox"/> Held on grill until served | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Served immediately after cooking | | |
-

III. What utensils will you use to serve or dispense the hot items?

B. Cold Food Items

I. How will foods be held 41°F or below at the event? (mark all that apply)

- ☐ Refrigerator/Freezer
- ☐ Ice chest (*must be drainable and foods may not contact ice unless packaged and sealed*)
- ☐ Other (please specify) _____

II. What kind, and how many, food thermometers do you have?

- ☐ Metal Stem probe ☐ Digital
- ☐ Thermocouple

III. What utensils will you use to serve or dispense the cold items?

12. OPERATIONS

A. How will you prevent bare hand contact with ready to eat foods? (mark all that apply)

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Tongs | <input type="checkbox"/> Food grade disposable gloves |
| <input type="checkbox"/> Deli tissues | <input type="checkbox"/> Other (please specify) _____ |

B. Where will utensil washing take place?

- ☐ Commissary
- ☐ Commercial 3-compartment sink at event

C. What sanitizer will be used for wiping cloths?

- ☐ Chlorine ☐ Quaternary Ammonia
- ☐ Other (please specify) _____

What is your booth plan for flying insects and dust control, if applicable?

BOOTH LAYOUT AND MAP

Provide a drawing of the Temporary Food Establishment. Identify and describe all equipment.

The map shall include the following:

- | | |
|--|--|
| <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> Hot and Cold Holding equipment |
| <input type="checkbox"/> Hand Washing facilities | <input type="checkbox"/> Work surfaces |
| <input type="checkbox"/> Food and Single Service storage | <input type="checkbox"/> Garbage containers |
| <input type="checkbox"/> Customer Service area | <input type="checkbox"/> Personal item storage/ Break area |

Eagle County Environmental Health Department

COMMISSARY AGREEMENT

For temporary retail food operation or mobile unit

Date: _____

I, _____ of, _____
(Owner/Operator of commissary) (Establishment name)

, located at _____ do hereby give permission to _____

(Commissary Address)

(Temporary or mobile unit establishment name)

To utilize my kitchen facilities to perform the following:

- | | |
|--|--|
| <input type="checkbox"/> Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling and reheating. | <input type="checkbox"/> Dishwashing |
| <input type="checkbox"/> Storage of foods, single service items and cleaning agents | <input type="checkbox"/> Filling water tanks |
| <input type="checkbox"/> Service or cleaning of equipment | <input type="checkbox"/> Dumping waste water |
| <input type="checkbox"/> Other (please specify) _____ | |

Commissary water supply? Municipal: ☐ Well: ☐
Commissary sanitary sewer service? Municipal: ☐ Well: ☐

Hours commissary is available for booth operator use:

Monday			Tuesday			Wednesday			Thursday			Friday		
	To			To			To			To			To	
Saturday			Sunday											
	To			To										

Indicate the equipment available at the commissary for the proposed uses above:

- | | | | |
|---------------------------------------|--|-----------------------------------|--|
| <input type="checkbox"/> Hand sink | <input type="checkbox"/> Prep sink | <input type="checkbox"/> Mop sink | <input type="checkbox"/> Three bay sink |
| <input type="checkbox"/> Dish machine | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Freezer | <input type="checkbox"/> Cooling equipment |
| <input type="checkbox"/> Dry Storage | <input type="checkbox"/> Other (specify) _____ | | |

Signature, Owner/Operator of Commissary

Phone #

THIS COMMISSARY AGREEMENT IS VALID FOR THE CALENDAR YEAR ONLY.

Submit to:

Eagle County Environmental Health
PO Box 179, 500 Broadway
Eagle, CO 81631-0179

E-mail: environment@eaglecounty.us

Fax: (970) 328-8788