22nd Annual Boulder Creek Hometown Festival
EXHIBITOR INFO & APPLICATION
Labor Day Weekend • Sept. 5 - 7, 2020

Boulder Creek Events is proud to announce the dates for the 22nd Annual Boulder Creek Hometown Festival over Labor Day weekend 2020! Featuring arts & crafts exhibitors, a juried art show, live performances at the Bandshell, a food court & beer garden, The Great Zucchini Race, StarLite Classic Car & Motorcycle Show, Rocky Mountain Beer Festival, The Great Boulder Duck Race, and much more, it’s a great time to come out and be a part of one of Boulder County’s most popular events!

HOW TO APPLY

To apply to the 2020 Boulder Creek Hometown Festival, please complete and sign the Exhibitor Application & Agreement, include all required materials and fees, and mail by July 10, 2020 to avoid late fees. (Applications will not be considered late if they are postmarked by 7/10/20.) Applications will be considered only when they are accompanied by full payment—discounts will not be honored to applications mailed early with no payment. Acceptance letters and information packets—which will include your booth space and map, info about set up, etc.—will be emailed by the week of 7/20/20 to applicants who applied prior to the deadline. (Note: Late applicants should allow for at least 2 weeks past application submission date to receive acceptance packets).

Mail BCHF Application & Agreement, Zero Waste Agreement, materials & fees to:

Boulder Creek Events
P.O. Box 108
Boulder, CO 80306

Fax applications to: (303) 604-0203
Email applications to: info@bouldercreekevents.com
**Payment:** Fees may be paid with any major credit card, check, or money order. *Cards will be processed and checks will be deposited upon receipt of application.* There will be a $35 charge added to any returned checks. Please make checks payable to “Boulder Creek Events.”

**Discounts:** While the official application deadline is not until 7/10/20, we are offering the following discount ONLY when applications are submitted with full payment:

- *Applications & payment submitted on or before 4/17/20 = $25 discount*

**Late Fees:** Any application postmarked, faxed, emailed, or delivered after the official deadline of July 10th must be accompanied by a nonrefundable late fee.

- *Applications submitted/postmarked on or after 7/11/20 = $25 late fee*

**Cancellations:** All cancellations must be made in writing and must be postmarked, emailed, or faxed by no later than August 7, 2020. Processing fees and late fees are nonrefundable; refunds will be mailed after the 2020 BCHF.

**EVENT AREAS**

**Central Park Commons:** This event area consists of a varied assortment of exhibitors situated between the Bandshell and the creek in Boulder’s favorite park. This beautiful and popular section of the Festival offers something for everyone! Please see the “Premium Booths & Sponsor Booths” paragraph on page 5 for more information on reserving a corner booth.

**CPC South:** A variety of vendors line the sidewalks just south of the creek from Central Park Commons. There will also be inflatables and other family-type attractions in this event area, including The Great Zucchini Race, as well as the juried Art Show tent.

**The Art Show:** Fine artists from across the nation are invited to showcase their creations in this juried event area which takes place within the CPC South section of the Festival. In the Art Show, artists of all media must be selected by the Festival jury, which will take place in mid-July; if an artist is not chosen to be in the Art Show, he or she automatically has the option of being placed in one of the other two event areas. *Only original artists* may apply, and no commercially mass-produced items or imports are allowed. The Art Show is held under a 40’ x 100’ tent at the Festival, so artists need not bring their own tents (unless they wish to do so). The electricity fee is included in the artists’ booth fee so each artist will receive access to power in their booth space; the tents have reflective lighting, but artists are strongly encouraged to bring additional lighting.
APPLICATION FEES

**ARTISTS** (applicants for the Art Show):

$400 + $50 mandatory electricity fee + $25 nonrefundable processing fee = $475

Fees Include:
- 10’ x 10’ space inside the Art Show (if juried in). Please note that tables & chairs are NOT provided
- Electricity (110 volts - 2000 watts)

Rules:
- You must be the original artist. Commercially or mass-produced works or imports are NOT acceptable.
- Please submit four color photos as well as detailed information about the artwork you plan to display/sell. The photos must represent the work to be displayed/sold at the Festival.
- Please include a price list for the products you will be displaying/selling.
- If you wish to have your materials returned to you after the Festival, please enclose a self-addressed, stamped envelope and they will be returned to you after the BCHF.
- Jurying for the Art Show will take place in mid-July, so please be sure to submit all materials by this time in order to be eligible.
- Each artist will be juried independently. If you intend to share a booth space, please note that each artist must be accepted separately (see “Sharing a Booth” on the bottom of page 4).

*Note for artists applying to the Art Show:*
Applicants not accepted into this event area (but accepted into one of the other event areas) will receive a refund for any fee discrepancies, which will be mailed after the 2020 BCHF.

**MERCHANTS & SERVICES** (applicants for Central Park Commons or CPC South):

$550 + $25 nonrefundable processing fee = $575

Fees Include:
- 10’ x 10’ booth space (tents/canopies, tables, and chairs are NOT provided)
- Electricity is not included, but may be purchased for an additional $100

Rules:
- Please submit detailed information about the products you plan to display/sell (this may include photos, brochures, etc.)
- If you would like to share a booth space with another merchant/service, please note that each merchant must be accepted separately (see “Sharing a Booth” on the bottom of page 4).
**NON-PROFIT ORGANIZATIONS** (may only apply to Central Park Commons or CPC South and NOT the Art Show):

$275 + $25 nonrefundable processing fee = $300

Fees Include:

- 10’ x 10’ booth space (tents/canopies, tables, and chairs are NOT provided)
- Electricity is not included, but may be purchased for an additional $100

Rules:

- Please submit a 501(c)(3) letter, a mission statement outlining your goals and objectives, and a description of what your group plans to do at the Festival (ex: recruiting volunteers, fundraising, distributing info, etc.).
- If you plan on doing fundraising, please detail your means for raising money, including any products you plan on selling. All items must be approved by Festival management. Please note that the distribution or sale of food items is restricted to Food Vendors or Samplers only.
- If you would like to share a booth space with another non-profit organization, please note that each non-profit must be accepted separately (see “Sharing a Booth”, below).

**SHARING A BOOTH**

*Artists*: If two artists wish to share a booth, each must submit a separate application, materials, processing fee, and shared booth fee. Each artist will be juried independently and must be accepted separately.

*Merchants & Services*: If two merchants/services wish to share a booth, each must submit a separate application, materials, processing fee, and shared booth fee. Each merchant/service will be accepted separately.

*Non-Profit Organizations*: If two non-profits wish to share a booth, each must submit a separate application, 501(c)(3) letter, mission statement, booth description, processing fee, and shared booth fee.

**REQUESTING A SPECIFIC BOOTH SPACE**

Applicants are welcome to request booth spaces; however, while BCE will try to accommodate booth requests, we cannot guarantee that all requests will be met. It will also be important to note whether the booth you are requesting is a Premium Booth Space or Event Area Sponsor Booth on page 5.

**Please note that there may be changes to the maps in 2020 due to construction, limitations put in place by the City of Boulder, or other unforeseen circumstances.**

Note: The 2020 BCHF site map can be found on page 12.
PREMIUM BOOTH SPACES & EVENT AREA SPONSORS

Premium Booths and/or Sponsor Booths are located in more high-traffic areas within the event areas (ex: corner booths along the sidewalk in the Central Park Commons event area). Premium Booths are the peach-colored booths on the online maps; Sponsor Booths are light blue in color (please refer to the website link above). If you are interested in obtaining a list of the Premium Booths and/or Sponsor Booths still available at the time of your application submittal, please contact the BCE office.

Premium Booth Fee (10’ x 10’): $825

Event Area Sponsor Booths: Start at $1,200 (contact the BCE office for more info)

ACTIVITY VENDORS

Any vendors who are offering a participatory-type attraction (i.e. rides, climbing walls, fencing, inflatables, etc.) are considered “Activity Vendors” and not “Merchants & Services”. Any Activity Vendor interested in participating in the BCHF must first contact the BCE office to receive an Activity Vendor application. Activity Vendors will also be required to pay 5% of gross proceeds to BCE after the event.

SAMPLERS

A “Sampler” is any vendor who wishes to distribute samples of food or non-alcoholic drink, nutritional supplements, or other perishable items at their booth. Any exhibitor intending to provide samples at the Festival must pay a $250 sampling fee and must first be approved by BCE. Bottled water is NOT permitted for sale or distribution at the event. If you are interested in sampling at the Festival, please make a note on your application and BCE will contact you if there are any issues.

TENT & EQUIPMENT RENTAL

Tents and/or canopies are not provided with your booth space. You may either bring your own 10’ x 10’ pop-up tent or rent one. Once you have been accepted into the Festival, you may contact RC Special Events at (303) 527-2905 if you need to rent a tent/canopy, sidewalls, table(s), etc. More info about this will be included in your acceptance packet.

CITY OF BOULDER BUSINESS LICENSE REQUIRED

ALL vendors and exhibitors (including non-profit organizations and demonstrators) at Hometown Fest MUST have a City of Boulder Business License. Please be aware that obtaining a license can take several weeks, so plan accordingly when applying as you should not submit your BCHF application without a valid Boulder business license number. Questions about this may be directed to City of Boulder Tax & Special Projects Manager Joel Wagner: 303-441-3053, wagnerj@bouldercolorado.gov. For information on obtaining a license: https://bouldercolorado.gov/finance/business-licensing-form
ELECTRICITY
Power is available in many booths for an additional fee (except for the Art Show, where the electricity fee is included in the booth fee). In the space provided on the application, please give a detailed description of everything you are planning to plug in. Please note that every vendor is responsible for bringing their own 100’ extension cord and covering all cables and wires in and around the immediate vicinity of his or her booth by using mats or cord covers.

Electricity Fee for Merchants/Services & Non-Profits (110 volts- 2000 watts): $100

OVERNIGHT SECURITY
Boulder Police will be patrolling the event during the day and a private security company will be on the grounds overnight. However, each exhibitor is responsible for securing his/her own booth and merchandise and carrying their own insurance, and BCE cannot be held responsible for any loss. (While carrying insurance is not required, it is HIGHLY recommended.)

RESTRICTIONS
Please note that vendors are not permitted to...

• **Distribute Bottled Water or Edible Products**: No distributing/selling of bottled water or ANY edible product unless previously approved by BCE.

• **Sell Alcohol**: Any vendor who wishes to sell alcohol of any kind at the event (i.e. bottles of wine) must first contact the BCE office.

• **Walk Around the Event to Pass Out Flyers, Product, etc**: Vendors are not permitted to roam the event to distribute flyers or product of any kind unless they are an event sponsor. If you are interested in obtaining roaming rights, please contact BCE to learn more about sponsorship opportunities. Otherwise, please be aware that vendors are only allowed to distribute items from within the parameters of their booth.

• **Have Open or Exposed Flames In/Near Your Booth**: Boulder Fire Code 3104.7 reads: “Open flame or other devices emitting flame, fire or heat... or any other unapproved devices shall not be permitted inside or located with 20’ of tent or membrane structures.” This includes candles, grills, hurricane lamps, etc.

• **Damage Trees**: Please do not plan on hanging signs, hammocks, etc. from ANY trees. This includes using push pins/nails, ropes, zip ties, duct tape, etc.

• **Drive on Grass or Sidewalks/Block Any Roads**: A reoccurring problem over the years is vendors driving through the event grounds on the grass and/or sidewalks to get to their booths spaces OR stopping in the middle of Broadway (State Hwy 93), Canyon (State Hwy 119), or Arapahoe to unload their vehicles. It is AGAINST THE LAW and you will likely be ticketed by on-site police officers.
2020 Boulder Creek Hometown Festival

Labor Day Weekend
Boulder, Colorado
Saturday, Sept. 5th
Sunday, Sept. 6th
Monday, Sept. 7th

Produced by Boulder Creek Events

DATES TO REMEMBER

Application Deadlines:
Friday, April 17 ($25 discount)
Friday, July 10 (to avoid paying late fees)
Cancellation Deadline: Friday, Aug. 7

HOURS OF THE EVENT

Saturday 9/5: 10am - 7pm (Food Court & Bandshell close at 9pm)
Sunday 9/6: 10am - 7pm (Food Court & Bandshell close at 9pm)
Monday 9/7: 10am - 5pm (Food Court & Bandshell close at 7pm)

CONTACT US

BCE Office: (303) 449-3137
Fax: (303) 604-0203
Email: info@bouldercreekevents.com
2020 Boulder Creek Hometown Festival Exhibitor Application

Applicant Name

Business Name

Mailing Address

City, State, Zip

Cell Phone (onsite contact)

Alt. Phone

Email Address of Weekend Booth Manager (to whom info packet should be sent)

Web Site / Social Media Account

Intended use for BCHF booth (i.e. sell products, promote business/attract customers, recruit volunteers, provide a service, etc.)

Will you be selling anything at the BCHF? □ YES □ NO (If YES, please list the products here):

Boulder Business License # (required) ________________________________

To pay by credit card (Visa, MasterCard, American Express, Discover) $______________ Amount to Charge

Credit Card Number ___________ / / CVC Code

Notes:


**Event Areas (please select one):**

- [ ] Central Park Commons  
- [ ] CPC South  
- [ ] Art Show

**If applicable:** I request Booth #__________

Are you willing to move to another area if space is limited in your 1st choice?

- [ ] Yes, here are my second/third choice area(s):

  __________________________________________

- [ ] No, if I can’t be accepted into my 1st choice I’d like to cancel my application.

### Electricity Request for Merchants or Non-Profits (NOT Artists)

- [ ] 110 volts, up to 2000 watts: **$100**

Please list all the equipment & required VOLTS and AMPS that you will be plugging in:

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<th>EQUIPMENT</th>
<th>VOLTS</th>
<th>AMPS</th>
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### Check List

Before you mail in your application, be sure you have included everything!

- [ ] Exhibitor Application & Agreement (pages 9-11): Completed and signed
- [ ] City of Boulder Sales Tax Number (on page 9)
- [ ] Zero Waste Participation Agreement Form (pg. 12): Completed & signed
- [ ] Booth Fee: Artist ($450) • Merchant/Service ($550) • Non-Profit ($275)  
  Premium ($825) • Event Area Sponsor ($1,200)
- [ ] Processing Fee (for all applicants): $25
- [ ] Late Fee (applicants applying on or after 7/20/20): $25
- [ ] Artists & Merchants/Services: Photos/brochure & booth information  
  Non-Profits: 501(c)(3) letter, mission statement & booth description

**If Applicable:**

- [ ] Electricity Fee (excluding Art Show): **$100**
- [ ] Shared Booth Fee: $25 per applicant
- [ ] Sampling Fee: **$250**
2020 Boulder Creek Hometown Festival Exhibitor Agreement

Boulder Creek Events (BCE) believes in equal opportunities for all artists, merchants, and organizations and will actively seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration, and we will pursue an equal balance of portraying each side of any issue, topic, or concern. In selecting participants, criteria may include past history, the promptness of application arrival, and event area accommodations. BCE reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion.

As a participant of the 2020 Boulder Creek Hometown Festival (BCHF), I fully agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the BCHF. Furthermore, I understand that I should carry my own insurance and that I store my products overnight at my own risk. I agree to waive and relinquish all claims I may have against BCE and all associated sponsors and staff of the BCHF and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the BCHF.

I agree to provide photos and a specified list of all things I plan to distribute, sell, or display, and I acknowledge that I may not be permitted to exhibit each of the items I submit. I understand that all photos and other materials I submit will become the property of BCE; if I wish to have any of my materials returned to me after the BCHF, I have specified this in my application and have enclosed a self-addressed, stamped envelope. I understand that while I may request a specific booth location, there are no guarantees that I will necessarily receive the booth space that I request. I agree to pay all the necessary fees set forth in this application. I understand that my credit card will be run and/or checks deposited upon application arrival, although I may not be selected to exhibit at the 2020 BCHF. I further understand that if I am not accepted into the BCHF, or if I cancel my application, I will receive a refund for my booth fee (processing fees and late fees are not refundable) which will be mailed after the 2020 BCHF. I understand that all cancellations must be made in writing and must be postmarked, emailed, or faxed by no later than Aug. 7, 2020. I understand that, in the very unlikely event of BCHF cancellation due to weather and/or other unforeseen issues, exhibitor fees will not be refunded. I agree to be present for all three days of the BCHF: 9/5/20 – 9/7/20. I agree that if I have not arrived and set up by 12pm on Saturday, Sept. 5, or if I leave the BCHF early, I forfeit my booth space and all fees. If I intend to be late on any of the three days, I must acknowledge this to BCE or I may forfeit my booth space. I agree that all demonstrations and exhibits may be photographed for publicity purposes.

I understand and agree to abide by the rules of this agreement.

Applicant Name: _______________________________________ Date: ________________________
Applicant Signature: ________________________________________________________________

If Applicable:

Vendors who wish to share a booth: I have reviewed and fully understand the requirements to share a booth at the 2020 BCHF. I have submitted my Shared Booth Fee ($25) and processing fee ($25) and have made arrangements to pay my portion of the full application fees with the exhibitor with whom I plan to share a booth.

I plan to share a booth with: ___________________________________________ (Applicant Name)
Boulder Creek Hometown Festival Zero Waste Participation Agreement

As a vendor participating in the 2020 BCHF, I agree to distribute only locally recyclable or compostable materials as stated on the 2020 Exhibitor Information sheet (below.) It is my responsibility to purchase appropriate Zero Waste materials for the event and I will use the Zero Waste Coordinator as a reference if I have any questions. I also agree to properly sort my discards and make use of Zero Waste stations during the event.

Business Name: ____________________________________________________________

Representative Signature: ___________________________________________________

Phone Number & E-mail address: _____________________________________________

**ZERO WASTE** *(section copied from 2020 BCHF Exhibitor Information packet)*

BCE is proud of our continued efforts to make the BCHF a Zero Waste event! The goal at a Zero Waste event is to only distribute materials that are locally recyclable or compostable and to sort as much of our generated waste into the compost and recycle collection bins as possible. As a vendor at this event, you are the key to the success of our Zero Waste efforts and will be held to the following guidelines when distributing information about your business or organization. Please note that merchants sampling food and drink products must first be approved by the BCE office to ensure compliance of your materials.

<table>
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<tr>
<th>ACCEPTABLE</th>
<th>NOT ACCEPTABLE</th>
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<tbody>
<tr>
<td>Office paper, including flyers, brochures, programs, etc. A minimum of 30% post-consumer recycled content is suggested.</td>
<td>Neon, fluorescent, goldenrod and dark colored paper or Kraft (orange-brownish) envelopes. These are not recyclable due to deep &amp; dark dyes.</td>
</tr>
<tr>
<td>Portion cups, sample cups, plates and bowls must be paper-based without a plastic lining. <em>The manufacturer box must be present to prove the compostability of the product.</em></td>
<td>Styrofoam containers, paper containers with a plastic liner, compostable corn-based cups or plastic containers.</td>
</tr>
<tr>
<td>Unwrapped samples distributed with a paper napkin, paper cupcake wrapper, wooden stir stick, toothpick or compostable utensil (<em>must prove compostability of utensils by having manufacturer box present</em>).</td>
<td>Individually packaged foods (energy bar wrappers, candy wrappers, cellophane, etc), plastic utensils or aluminum foil.</td>
</tr>
<tr>
<td>Aluminum cans, aseptic containers (like juice boxes), drink cartons and plastic narrow-neck bottles greater than 6oz. <em>Smaller plastic containers are not locally recyclable.</em></td>
<td>Glass containers, plastic bottles less than 6oz., plastic tubs, aluminum foil or juice pouches.</td>
</tr>
<tr>
<td>Unpackaged promotional materials that are reusable (pens, key chains, etc.).</td>
<td>Plastic bags, plastic packaging, cellophane or Mylar packaging.</td>
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</table>
2020 Hometown Fest Map

Booths 1 – 64: Central Park Commons

Booths 201 – 217: Art Show

Booths 301 – 330: CPC South