

39th Annual...

CHUN Capitol Hill People's Fair

Dear Food Vendor:

Thank you for your interest in the 2010 CHUN Capitol Hill People's Fair! CHUN (Capitol Hill United Neighborhoods, Inc.), the producers of the People's Fair, would like to thank the many arts and crafts, sundry, and non-profit exhibitors, food vendors, musicians and volunteers who have helped make our event such a great success for the past 38 years.



The CHUN Capitol Hill People's Fair is one of the largest two-day festivals in the country with over 250,000 fairgoers, and is one of Colorado's longest running outdoor urban festivals featuring handmade arts & crafts, food from local and regional restaurants and live local entertainment. Every year, we set goals to expand and upgrade many areas of the fair such as arts & crafts programming and the kids and family area, and this year, we are continuing our efforts of GREENING the festival through large scale recycling initiatives and environmental education programs. Each year we review and evaluate the festival and look at new ideas and opportunities to keep the People's Fair fun, entertaining and for the "People."

Our location in downtown Denver's Civic Center Park serves as a great meeting place for the thousands who attend from all around the Denver Metro region, Colorado and the West. Our unique blend of urban dwellers, suburbanites, and people from around the mountainous front range come to the CHUN Capitol Hill People's Fair to explore and purchase the great variety of arts and crafts, enjoy the delicious food and great entertainment, and to share the many experiences the Fair has to offer.

Be sure to visit our new website for more information concerning the 2010 CHUN Capitol Hill People's Fair: www.peoplesfair.com You may download an application from our website. However, you still must print, sign and mail the application along with all the required items to us.



If you have any questions, you may reach us via mail, telephone or e-mail. Our information is below and we will be more than happy to answer your question(s).

Regards,
Roger Armstrong
People's Fair Director

Andrea Furness
Assistant Director

Application DEADLINE: April 16, 2010

Contact Information

Capitol Hill United Neighborhoods, Inc.
1290 Williams St Ste 102
Denver CO 80218-2657

303-830-1651 local
888-580-1651 toll-free
andreafulness@chundenver.org



Please help us protect the environment and save postage.
If you would like to be removed from our mailing list please contact us.





Please read all of the information in this guide carefully and in its entirety.



Each year the CHUN Capitol Hill People's Fair attracts food vendors from around the country. We strive to serve a variety of foods to our 250,000+ attendees and to make the event economically fulfilling for our food vendors. Join us and serve up your fare with flair at the 39th Annual CHUN Capitol Hill People's Fair!

APPLICATION INFORMATION

A complete application **MUST** include:

- ▶ A completed and signed application form (see insert) acknowledging that all policies and rules have been read and are understood.
- ▶ Check(s), money order or completed credit card information made payable to "CHUN". If you wish to take advantage of the split payment option, you must submit two (2) checks each equal to half of the *Total Fees Due*. Any other type of split will result in your application being returned to you. Money order and credit card payments must be submitted with payment in full of the *Total Fees Due*.
- ▶ A copy of your \$1 million liability insurance binder
- ▶ A copy of your Temporary Retail Food Establishment License
- ▶ A completed and signed Denver Fire Department Fire Permit application and fee, if applicable
- ▶ A diagram of your booth setup including location of all critical items like the hand washing area, cooking area, etc.

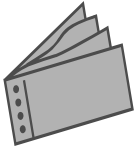
Failure to include the above items at the time of application will result in the application being returned to the applicant.

PERMITS, LICENSES, SPECIAL EVENT FEES



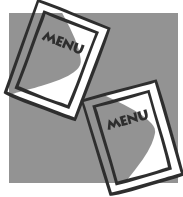
- ▶ All food vendors must obtain a **Temporary Retail Food Establishment License** from the City and County of Denver. Vendors must contact the Denver Department of Environmental Health (DDEH) at **720-865-5391** to learn about all requirements necessary to obtain the Temporary Retail Food Establishment License. Please contact the City in order to schedule your **required** menu review. Reviews are done by appointment only, on select Thursdays.
- ▶ Food vendors must have a valid **Fire Permit** from the Denver Fire Department to do any type of cooking. A Special Events Permit Application from the Denver Fire Department will be sent to those food vendors invited to vend at the Fair and must be returned to us with the appropriate fee. Call the Denver Fire Department at **720-913-3474** with any questions. Vendors who have already obtained their fire permit or have an Annual Fire Permit must submit a copy. If you do not use a fuel source to cook with, please indicate this on your application.
- ▶ **\$10 per day will be withheld from each food vendor's proceeds at the time of ticket redemption.** This is required by the City and County of Denver of all special events producers.

TICKETS



▶ The CCHPF sells tickets to the public who use them to purchase food and beverages. **Under no circumstances may food vendors accept cash for any of their products for sale.** The CCHPF reimburses food vendors 50 cents for each valid CCHPF ticket turned into the People's Fair. Tickets are redeemed within 72 hours of the end of the event. Applicable sales taxes and the \$10 per day City fee will be withheld and paid by CCHPF. **The CCHPF does NOT withhold a percentage of your earnings.**

MENUS

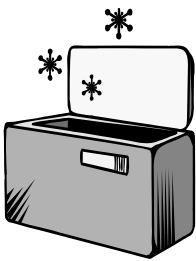


▶ Vendors must submit with their application a proposed menu with prices in number of 50 cent tickets for items they wish to sell at the Fair. The proposed menu will be reviewed on an individual basis by the Fair's Food Coordinator and the Fair management. Menu adjustments may be requested by Fair management.

▶ If accepted, all vendors must post a list of menu items with the number of tickets each item costs. This should be visible at the front of your booth.

▶ The CCHPF reserves the right to limit the number of food vendors and the number of food vendors selling the same menu item(s).

REFRIGERATION/FREEZING



▶ The CCHPF will supply a truck with refrigeration and freezer accommodations. The truck will run continuously from 8 PM Friday through 8 PM Sunday. Access to the truck will be from 8 PM to 10 PM Friday, 6 AM to 9 PM Saturday and 8 AM to 8 PM Sunday. Any items left after 8 PM Sunday will become the property of the CCHPF. **No other refrigerated trucks will be allowed on site.** The fee for use of the refrigeration truck is an additional \$100 for the duration of the Fair.

▶ Bags of ice will be available for sale on site. Ice representatives will be on site both days making deliveries in carts.

GREENING/RECYCLE PROGRAM

The CCHPF is continuing its endeavor to green the People's Fair! We are asking our food vendors to participate in the following ways:

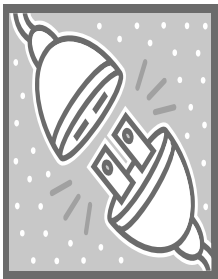


▶ **NO STYROFOAM** will be allowed at the People's Fair for food vessels. We are asking for your help and participation. As you know, Styrofoam does not ever decompose and is therefore very detrimental to the environment. Please see our insert for vendors who sell bio-degradable food vessels—if you use a biodegradable foam it must state that on the container.

▶ Consider participating as a GREEN Vendor, and receive on-site recognition! Please see our Greening Program insert on how you can be recognized as a green vendor!

▶ Break down all boxes and stack them behind your booth; our cleaning crew will pick them up for recycle!

ELECTRICITY



▶ Vendors requesting electricity must supply their own **12awg heavy duty 100-foot grounded extension cord** adequate for the amperage and voltage needed to adequately power their appliances. A licensed electrician will be onsite to handle all electrical needs for the Fair. Electricity will be available Saturday from 8 AM to 8 PM and Sunday from 8 AM to 7 PM. There are no exceptions to these times.

▶ Food vendors may NOT bring their own generators onsite.

▶ Electricity will be charged at **\$200 per drop** for 120 volts, maximum 1,600 watts, 20 amps and \$300 for 200 volts, maximum 2,000 watts, 50 amps. Please ensure you have ordered the electricity that is required in the fee schedule box and have completed and attached the electrical needs form. The cost of electricity in excess of 20 amps will be handled individually with the Fair's management.

PROPANE



▶ All vendors wishing to utilize propane for a fuel source must contact **Tammy Glover at AAA Propane—303-425-7623 or 303-210-3095.** They are the only designated propane supplier for the CCHPF. No vendor will be permitted to bring propane onto the site per the City and County of Denver's Fire Department regulations for special events.

VENDOR INFORMATION

- ▶ All food vendors are given a 20' wide by 15' deep space for \$1,400. The booth space fee includes accessibility to water and the removal of wastewater and grease. All food vendors must utilize 10'x10' tents unless otherwise approved by the Fair Director.
- ▶ The CCHPF reserves the right to limit the number of food vendors and the number of food vendors selling the same products.
- ▶ Food vendors will be distributed among two food courts located at opposite ends of the fairgrounds in accordance with the best interests of fairgoers and the CCHPF.
- ▶ Exhibitors who are accepted into the 2010 CHUN Capitol Hill People's Fair will receive, via mail, a "Countdown Packet" in early May. The Countdown Packet provides detailed information regarding space assignments, Fair policies, load-in/out times, and other important information.
- ▶ No delivery of cooked food items will be allowed during the hours of the Fair.
- ▶ Minimal security will be provided Friday and Saturday nights, but all items of value should be removed from booths overnight.
- ▶ Under NO circumstances may food vendors accept cash for any of their products. Violation of this rule will result in immediate ejection from the CHUN Capitol Hill People's Fair.
- ▶ There is no rain date and no refunds will be given for weather-related issues.
- ▶ Food vendors will NOT be allowed to sell or distribute any beverages and/or shaved ice.
- ▶ The CCHPF reserves the rights to the sale and distribution of all ice cream, frozen yogurt and ALL beverages including coffee, water, sports and energy drinks, lemonade and teas.
- ▶ Vendors wishing to sell coffee exclusively may be accepted into the Fair. Please contact the Fair Director for coffee vending information.
- ▶ Non-profit groups selected by the CCHPF management will sell soft drink products and alcoholic beverages throughout the fairgrounds. Fair management reserves the right to place these booths on the food courts and in other areas of the Fair as deemed appropriate. Fair management also reserves the right to place carts or booths selling ice cream, shaved ice, frozen yogurt and all beverages in any part of the Fair deemed appropriate.
- ▶ Food vendors may not bring cans, bottles or other containers with alcoholic beverages to the People's Fair. This policy is to adhere to state and local liquor enforcement policies and Denver Parks and Recreation rules.
- ▶ NO STYROFOAM will be allowed at the People's Fair for food vessels. We are asking for your help and participation. As you know, Styrofoam does not ever decompose and is therefore very detrimental to the environment. Please see our insert for vendors who sell biodegradable food vessels—if you use a biodegradable foam it must state that on the container.

To download the application online, visit www.peoplesfair.com

For more information contact us at:

303-830-1651 local
888-580-1651 toll-free
andreaurness@chundenver.org

FOR YOUR RECORDS

Application sent _____

Payment method _____

Payment amount _____



Earn Free Promotion for being GREEN!

Dear Food Vendors,

The CHUN Capitol Hill People's Fair is counting on you to make this year's fair a great success. You can do so by providing fairgoers with delicious foods, and by taking a few easy steps to minimize your environmental impacts. Events at Denver's Civic Center Park generate a large amount of waste, and the People's Fair staff is committed to minimizing the amount going into landfills. We ask that you support our efforts to be an environmentally sensitive event. **PLEASE NOTE: You will not be allowed to use Styrofoam this year, whether or not you participate as a GREEN vendor—if you use a biodegradable foam it must state that on the container.**

2009 People's Fair Recycling Accomplishments

2009 was a successful year for the progression of greening the People's Fair. We had a wonderful group of volunteers comprising the People's Fair Green Team, who helped educate the fairgoers as to what they could recycle, and helped work with our vendors on recycling as well as recognizing the efforts made by YOU! We expanded our greening efforts by continuing to provide the pick-up of back of the house recyclable materials such as broken down boxes, glass, recyclable plastics, and aluminum from our vendors. This effort was successful with most vendors taking advantage of the service and providing more recyclable material than in previous years. We will again be offering this service, but have decided to take further actions in making the People's Fair an environmentally sustainable event.

GREEN Rewards

As you may have noticed in recent years, GREENING has become an extraordinary marketing tool for companies around the world. The People's Fair recognizes this trend and would like to see our vendors enjoying its benefits while simultaneously helping sustain our environment.

We will continue to recognize our environmentally conscious food vendors for their extra efforts. All vendors who can meet four of the six requirements below will receive additional promotion at the fair for no additional cost. Vendors who can meet the following GREENING goals will receive an "Official People's Fair GREEN Vendor" sign to display on their booth. Participants will also be highlighted with a "GREEN Vendor" logo placed next to their company name in the Official People's Fair Program and on our large directional signs positioned at the main entrances of the fairgrounds. (See reverse side for examples).

All checked actions must be performed throughout the entire event. All signage must be returned to People's Fair staff.

Please check the goals that you will be able to complete in 2010

- No Styrofoam** * (This material never decomposes!)
- Use Local Produce** (Help reduce the carbon footprint due to shipping food)
- No individual condiment packets** (This action can cut waste and costs!).....
- Biodegradable dish and cutlery** (See suppliers on back)
- Eco friendly cleaning supplies** (You can make your own for less).....
- Use 100% Recycled paper napkins**
- Use reusable table cloth or cover (Not plastic)**.....

* This requirement is mandatory for participation

Green Team

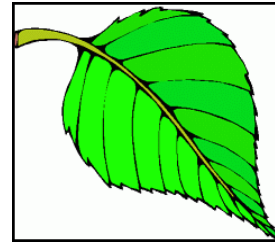
This year the People's Fair will again assemble a GREEN Team to assist in all recycling efforts. Members of this team will visit vendors to answer questions, provide assistance, and oversee and analyze the overall recycling efforts on the fairgrounds.

Promotional Tools

GREEN Vendor Sign



GREEN Vendor ID Logo



GREENING Resources

Please contact these organizations for information on today's competitive prices and distributors of biodegradable food service products.

Eco Products, Inc

Manufactures a full line of compostable food-service products including plates, food containers, cutlery, and straws.

303.449.1876

www.ecoproducts.com

The Biodegradable Products Institute

Organization committed to promoting the use of biodegradable products through education, standardization, and guidance.

www.bpiworld.org

888.274.5646

info@bpiworld.org

GREENING Tips

- Only provide customers with the necessary quantity of napkins unless otherwise requested.
- Try to use local/organic/seasonal products to minimize the gas emitted from transporting long distances.
- Try to set up an agreement with a local organization to take left over food so it doesn't go to waste.

2010 Greening Efforts

- The use of Styrofoam as serviceware will officially be banned from the People's Fair in 2010. Styrofoam is a material that never decomposes. Though currently the cheapest product, the use of styrofoam proves to be extremely costly to our environment. To learn more about the negative effects of Styrofoam, please visit: www.earthresource.org/campaignes/capp/capp-styrofoam.html
- The People's Fair is working on a food composting system that we hope to be in place this year, designed mainly with the food vendors in mind. This will permit the unsorted collection of all biodegradable waste: animal fats, unbleached paper, biodegradable serviceware, etc., without the need for sorting.
- The development of biodegradable serviceware (plates, cups, utensils) proceeds. As these become more aesthetic, market-ready and cost competitive, the People's Fair will move towards standardization of biodegradable serviceware at the Fair.



Food Application

Deadline: April 16, 2010

App # _____

ID # _____

FOR OFFICE USE



Contact name _____

Company name (if any) _____

Address _____

City _____ State _____ ZIP code _____

Telephone (home) _____

Telephone (work or mobile) _____

Email _____

Proposed* menu items (*Menu adjustments may be requested by Fair Management):

ITEM (Include sizes if applicable)	PRICE IN # OF \$.50 TICKETS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Liability Insurance

All food vendors are required to include with their application a copy of their liability insurance policy for the 2010 CHUN Capitol Hill People's Fair to be held June 5 and 6, 2010. This insurance policy must be for a minimum of one million dollars (\$1,000,000) coverage and must list the following information in the "Additional Insured" box:

CHUN and the CHUN Capitol Hill People's Fair (CCHPF), their Officers, Members, Staff and Agents, the City and County of Denver, the State of Colorado and the owners of any CCHPF related property as individual insured.

Payment Options and Refunds

PAYMENT OPTIONS

You have four payment options:

1. pay in full via **credit card**;
2. pay in full via **money order**;
3. pay in full via **check**; or
4. **split pay with two checks***
 - * Both checks must be sent with the application
 - * Each check must be made for one-half (1/2) the *Total Fees Due*
 - * The first check will be deposited upon receipt of your application
 - * The second check must be postdated for May 3, 2010 and will be deposited on that day.

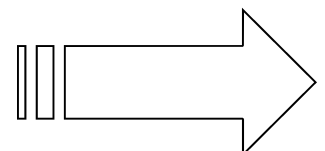
REFUNDS

If you receive an invitation to exhibit at the 2010 CHUN Capitol Hill People's Fair and you request to withdraw, you must do so via telephone or email by 5:00 pm Friday, May 7, 2010. By meeting this deadline, you will receive a refund of all fees with the exception of the *Application Fee*. There are no refunds for requests to withdraw after May 7, 2010. Refunds will be processed by check only.

This application is available to download online at:

www.peoplesfair.com

Please see other side for payment and release information.





Food Application

Deadline: April 16, 2010

App # _____

ID # _____

FOR OFFICE USE

FEE SCHEDULE

Application Fee (\$70) \$ _____

▶ **REQUIRED**

Booth Space—20' x 15' (\$1,400) \$ _____

▶ **REQUIRED**

2nd booth space—20' x 15' (\$1,400) \$ _____

▶ optional—subject to availability

Refrigeration/Freezing (\$100) \$ _____

▶ optional

Electricity (\$200) \$ _____

▶ optional—120 volts (1 outlet, max. 20 amps)

Electricity (\$300) \$ _____

▶ optional—220 volts (1 outlet, max. 20 amps)

*If you require additional electricity beyond what you have ordered, you will be charged accordingly. Additional electricity **cannot** be guaranteed.

Fire Permit (see fees below) \$ _____

▶ Annual permit—\$150 (multiple energy sources)

▶ Single event permit—\$50 (one energy source)

▶ Additional energy sources—\$12.50 (each additional source)

TOTAL FEES DUE \$ _____

CREDIT CARD PAYMENT

Please bill my: Visa Mastercard
 Diner's Club

Name as it appears on card: _____

Card number: _____ / _____ / _____ / _____

Authorization signature: _____

Expiration date: ____ / ____

FOR OFFICE USE

Name _____

CK/MO # _____ \$ _____

CK/MO # _____ \$ _____

Date Rec'd _____ Total Rec'd \$ _____

AP _____ REF _____

FOR OFFICE USE

LIABILITY RELEASE

All vendors agree to abide by all policies, procedures, guidelines, fee schedules and operations relating to the CHUN Capitol Hill People's Fair (CCHPF). Neither Capitol Hill United Neighborhoods, Inc. (CHUN) nor the CCHPF are responsible for any damages or loss.

Vendor hereby indemnifies and agrees to hold harmless CHUN and the CCHPF, their Officers, members, staff and agents, the City and County of Denver, the State of Colorado, and the owners of any CCHPF related property, against all claims, liabilities, damages and expenses (including expenses of litigation and attorneys' fees) asserted against or incurred by Vendor arising in whole or in part out of Vendor's activities hereunder.

Vendor understands that only minimal security will be provided overnight, so all goods of value should be removed from the grounds. CHUN is not responsible for lost or stolen items.

Vendor agrees that CHUN may revoke immediately all of the rights of the Vendor, his/her agents or his/her employees to exhibit space at the CCHPF for violation of any policy, rule or procedures or for sale of any menu item(s) not previously approved by CCHPF management.

CCHPF Management reserves the right to assign Vendor's space in accordance with the best interest of the CCHPF.

By signing below, Vendor represents that all information provided on the application for Vendor space is true and correct. Vendor also represents that they have read and understand all the policies and procedures outlined herein and in the CCHPF application and fee schedule, and it is agreed that all information included in this document is part of this contract and no other agreement shall be binding upon the parties unless in writing and signed by the President and CEO of the CCHPF.

Vendor Signature _____

Printed Name _____

Date _____

Returned checks will be assessed a \$25 fee.
 Refunds will be processed by check only.

CHECKLIST



- Completed and signed application
- Check(s) or money order made payable to "CHUN", or completed credit card information
- A copy of your \$1 million liability insurance binder
- A copy of your Temporary Restaurant Food Establishment License and Menu Review
- A diagram of your booth setup
- Electrical Needs Form
- Fire Permit Application
- Mail to: CHUN

Capitol Hill People's Fair
 1290 Williams St Ste 102
 Denver CO 80218-2657