



CITY OF LONE TREE

2016 Event Vendor/Booth Application Form
Wag N' Romp Dog Event
Saturday, September 10th
Cook Creek Pool (10am - 2pm)

APPLICANT INFORMATION

Form with fields for Business Name, Federal ID#, Website, Contact Person, Business Phone, Address, City, State, Zip, DBA, State ID #, Lone Tree Sales Tax ID#, Email, 2nd Contact, Cell.

SALES INFORMATION

Please provide an itemized list of products you would like to sell. You must list all items or attach product list.

Table with 8 columns: Item, Price, Item, Price, Item, Price, Item, Price.

ACTIVITY/ANIMATION

Please provide a brief description of what will be at your booth and any special details regarding your set-up.

Empty text area for activity/animation details.

Form with sections: Water Requirements\*, Time Needed, Sustainability, Other.

\* Power may not be available, if you are needing to plug in you will need to provide your own extension cords.

APPLICATIONS FOR EVENTS ARE DUE ASAP. Submission of an application does not guarantee the vendor will be offered an opportunity to participate as a vendor at a City event.

If the applicant wishes to proceed, the following items will be due within 30 days of the event:

- Completed Vendor Checklist, Electrical Use and Agreement.
\$35.00 application fee payable to South Suburban Parks and Recreation or SSPR and \$25 application fee, payable to the City of Lone Tree.
Copy of Certificate of Insurance Liability (events held at South Suburban Parks will be required to list SSPR as additionally insured).
Copy of Lone Tree Sales Tax License (\$10 registration fee), if selling products on site.
Copy of Tri-County Health Department License or Proof of exempt status, if selling food products on site.

SUBMIT APPLICATION TO: Lone Tree Arts Center, Attention: Allissa Dailey, 10075 Commons Street, Lone Tree, CO 80124.

For more information regarding becoming an Event Vendor with the City of Lone Tree contact:

Events Manager, Allissa Dailey

Allissa.Dailey@cityoflonetree.com or 720.509.1011.