

# SUGAR BEET DAYS

## RULES & REGULATIONS

- **Vendor booth size is 10' x 10'** and we try to generously measure an extra foot so you have breathing room. If your canopy is larger than the 10 x 10, your booth maybe moved to another space that will accommodate all vendors. It is recommended that vendors have a canopy due to possible weather conditions or heat.
- Setup times are Friday, starting at **3:00 pm** and continuing until dark. Saturday setup starts at 6:00 am or daylight. All booths must be set up by 9:00 am on Saturday and stay open during the Festival's official hours of 9:00 am to 6:00 pm on Saturday, and 10:00 am to 4:00 pm on Sunday. **FOOD VENDORS:** You will not be able to setup until the courthouse closes on Friday which is 5:00 pm.
- A limited amount of electrical outlets are available for regular vendors at an additional fee. Requesting electricity will determine your placement as only certain areas have electricity available. All electrical cords must be taped down for customer safety. No generators are allowed in the general vendor area. **FOOD VENDORS:** 50 & 30 amp electrical and water hookups are available. Generators are allowed in this area. At least a 100' cord will be needed and must be taped down for customer safety.
- No oversize RV's allowed in the parking lot.
- **NO Tree Trimming of any trees on the courthouse property. NO stakes are allowed in the courthouse lawn.** All canopies must be anchored using other methods such as sandbags, cement blocks, PVC pipe filled with sand or cement, etc. *All booths will be inspected before the show and if this rule is not followed you will be asked to change your booth tie-downs or leave the show without a refund of your fees.*
- We try to keep handcrafted wares separated from commercial wares, however; as space becomes limited this may not always be true.
- We will accept applications as long as we have space available. The festival fee is **\$125.00** if application and fee is received by **July 31st**. If received **August 1<sup>st</sup> and later**, fee will then be **\$150.00**. Cancellations must be made before **August 10th to receive a refund** of application fees. We would appreciate notification as late as the day of the show if you are unable to attend so we are able to adjust our spaces.

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- **TAXES: All Vendors are required to have a current Special Events Sales Tax License or Multi Event Sales Tax License. This needs to be submitted with your application. This application is available on the website.** You must pay taxes on your gross sales and we are required to send a list of vendors to the State Department of Revenue and the City of Sterling. Sales Tax is a total of 7% = State Sales Tax is 3%=Sterling Sales Tax is 3%=County & Transit tax is 1%. **We DO NOT pay your city sales tax. This is your responsibility.**

**FOOD VENDORS** you will have additional forms to fill out for the Health Department, these are required forms and they need to be turned in two weeks before the show. Health Department personnel will inspect your facility on Saturday morning, if you do not pass this inspection you will not be allowed to open and you will not receive a refund of your fees. You may go to our website [sugarbeetdays.com](http://sugarbeetdays.com) and print copies of the forms needed or you may go to [nchd.org](http://nchd.org) (Northeast Colorado Health Dept.) for forms and more information.

**Parking: We try to keep spaces around the curb of the courthouse open for your customers.** Parking at the curb on all sides of the courthouse should be used by vendors for unloading only. Your vehicle should then be moved so your customers have a place to park!!!! Double parked vehicles will be issued traffic tickets. There is parking available one block north of the West side of the Courthouse by the theatre. Parking on the East side of Wells Fargo Bank, also parking in the railroad area 2 blocks east of the Courthouse. We prefer you park down by the railroad tracks across from the Chamber's office. Any double parking will be ticketed by the police.

If you have questions on any of these rules please give us a call, **Marla – 970-520-9564** or **Chip – 970-580-8755**.

Thank you for following these rules; it will make for a much easier and better festival for all of us.

Sugar Beet Days is a non-profit organization contributing to youth groups. Go to [sugarbeetdays.com](http://sugarbeetdays.com) for an application to apply for sponsorship.