



Old Town Square Vendor Information & Application

General Information:

Applications are being accepting from qualified vendors for outdoor vending services in Old Town Square.

Questions regarding applications or process should be directed to:

Downtown Development Authority
19 Old Town Square, Suite 230
Fort Collins, CO 80524
Phone: (970) 484-2020

Vendor Requirements and Regulations:

Cart Requirements

Vendors for locations in Old Town Square will be required to have a mobile cart. Vendors will be provided with a space measuring five (5) feet wide by nine (9) feet long. The vendor cart and all items (including trailer hitch, coolers, etc.) must be wholly contained within this 5'x 9' space. Vendor cart height may not exceed 8 feet (including any umbrellas, signage or other items attached to the cart). Vendor carts must be of an attractive design and in a state of good condition and repair. Please see the available handout for examples of vendor carts that are acceptable for use in Old Town Square.

Vendors must submit photographs, blueprints, or design specifications of the mobile cart to be used which clearly show the design and quality of the cart. Please include a description detailing the type of materials used to make the cart and a diagram of how the proposed set up fits within the vending space

There may be some availability of tent vending areas measuring 10 feet wide by 10 feet long. These vending sites do not require the use of a mobile cart. Please talk with DDA staff about options and special conditions for tent vending.

Description, Quality and Suitability

The application must include a description of the products for sale. Quality comparison statements, pictures and/or brochures are requested to review the quality and suitability of products. The DDA requires that Old Town Square vendors not sell any merchandise or products that conflict with existing Old Town Square businesses. Therefore merchandise or products that directly compete with Old Town Square merchants will not be accepted. The DDA discourages applications for retail concession items that are not hand-crafted or artisan produced.

Dates and Hours of Operation

Vendors may request either a daytime (10:00 a.m. – 5:00 p.m.) or evening (6:00 p.m. – 2:00 a.m.) operational schedule. If alternate hours are requested, they must be stated in your application form and agreed to by the DDA. Vendors must set up for business a minimum of eight (8) days per month for a minimum of four (4) hours per day.

Blackout Dates

Vendors will not be allowed to operate at the vending site during the following special events in the Downtown area: Bohemian Nights. The DDA reserves the right to temporarily reassign a vendor to another approved area if displaced by an event or performance not previously identified. The DDA further reserves the right to modify the blackout dates.

Insurance Requirements

Vendors are required to maintain general liability insurance naming the Downtown Development Authority as an additionally insured party. The amount of coverage will be \$1,000,000, naming the Downtown Development Authority as an additionally insured party.

Not Transferable

An unexpired vendor agreement may not be transferred to a new vendor. The purchase of an existing vendor business does not include transfer of a vendor agreement with the DDA.

Mats (Food Vendors Only)

Food vendors are required to have clean mats in front of each food cart to capture spilled food and waste. Mats must cover all food preparation areas and extend into the customer area a minimum of 3 feet. No exceptions. Additional mats may be required if DDA staff, in its discretion, determines that such additional mats are necessary or advisable for the protection of Old Town Square or for the safety of the general public. Recommended mats include 90 lb. barrier mats or barrier spill mats. Tarpaulins will not be accepted.

Trash

Vendors are required to supply a trash receptacle of appropriate size for use by the vendor and its customers. Vendors are required to keep their vending space clean and are further required to clean all trash generated by their vending activities within a 100 foot radius of their vending site. Trash receptacles must be maintained and emptied regularly and all trash generated by vendors must be removed from Old Town Square on a daily basis. Vendor-generated trash may not be deposited in public trash receptacles or in private dumpsters located in adjacent alleys or elsewhere.

Electrical Power Source

Arrangements to supply electrical power will be reviewed upon acceptance of an application. Portable generators will not be permitted under any circumstance. Electrical cords or strings of lights may not be strung over or placed within the pedestrian zone (See Old Town Square map).

Signage

Vendor signage must include all of the following (as applicable): hours of operation; sales tax license; food and beverage license; and menus/services with a current price list. All signage must be attractive and clearly visible. All signage must be approved by the DDA prior to display by the vendor, including

any changes that vendor desires to make to its signage subsequent to initial approval by the DDA. All signage must be displayed on the vendor's cart.

Sound

Amplified sound and noise-making devices are prohibited. This includes portable radios.

Designated Locations and Boundaries

Vendors must stay within their designated vending site. Cart must be set-up in the approved location on-site and cannot impede pedestrian flow in Old Town Square. Surrounding trees or public property may not be utilized for display purposes or for the purpose of expanding the vending operation beyond its designated boundaries.

Licenses, Laws, Rules, and Regulations

Old Town Square is public property and subject to all laws applicable to such property. Vendors shall be required to comply with all applicable laws, rules, and regulations governing their activities and must obtain all applicable licenses or permits. This includes, but is not necessarily limited to, state and city sales and use tax licenses for any vending operation, and Larimer County Health Department licenses for food or beverage operation.

Fees:

Application Fee

A \$10 nonrefundable application fee will be assessed for all applications

Vending Fees

Food Vendors:

\$200/month; \$600/quarter; \$2,400/annual

Artisans/Flowers/Experiential (e.g., massage therapist):

\$100/month; \$300/quarter; \$1,200 annual

Electricity (if applicable)

\$25/month flat fee

Monthly Power Washing Fee (Food Vendors Only)

\$30/month flat fee

Short Term Vendors – up to 2 days every 6 months

\$10 application fee; \$20 per day food vendors; \$10 per day all others

Must show proof of insurance and appropriate licenses

Fee Payment Terms:

The initial monthly payment and damage/cleaning deposit shall be due upon signing of a vending agreement with the DDA. Subsequent monthly payments shall be due on the first (1) day of each month. Payments made past the fifth (5) day of the month are considered late. On the sixth (6) day, a \$30 late fee will be assessed. If payment is submitted late more than three (3) times in one (1) year, license termination may result.

Damage/Cleaning Deposit:

A deposit in the amount of \$250 for retail vendors and \$500 for food vendors is required and will be retained by the DDA through the term of the vending agreement to ensure the vendor's faithful performance of the terms and conditions of the vending agreement, including but not limited to, the timely payment of all vending fees and the care and upkeep of the vending site. Generally speaking, if your vending site is clean and undamaged upon conclusion of your vending agreement, the damage/cleaning deposit will be returned within fourteen (14) business days. If the damage deposit does not cover necessary cleaning or repairs, you will be invoiced for the additional amount.

Vending Agreement and Related Documents:

If your vending application is approved, you will be required to sign a vending agreement with the DDA in order to engage in vending in Old Town Square. The event agreement contains terms and conditions not detailed in this application. In addition to the vending agreement, you will also be required to follow all policies and procedures set forth in the Policies and Procedures for Events and Vending in Old Town Square. It is important that you read and understand these documents. Copies will be provided to you upon request.

**Old Town Square
OUTDOOR VENDING APPLICATION**

Application Type: New License Renewal Modification

Lease term Desired: Annual Other Short term

Name: _____

Business Name: _____

Applicant is: Individual, Partnership, Association, Corporation, LLC., other

Address: _____

Phone Number: _____

Alt. Phone Number: _____

Email: _____

Name and Phone Number of Manager or Supervisor during proposed period of operation (if different from applicant:

City Sales Tax; State Sales Tax; Larimer County Sales Tax; Larimer County Health Permit (if applicable): Attach copies

Type of services, goods, wares, or merchandise to be offered

List your hours/days of operation requested:

Electrical needs: none; 110v

Description of Products for Sale: (Food vendors please include a menu)

Attach color photography showing cart design.

Before signing, please understand the terms and conditions contained in this application. These terms and conditions will be a component of the vendor agreement that you will be required to sign in order to conduct vending operations on Old Town Square.

Signature

Date

Old Town Square Vending Application Approval _____ (initials) _____ date approved

**Downtown Development Authority #19 Old Town Square, Suite 230, Ft. Collins, Colorado 80524
(970) 484-2020 ~ www.DowntownFortCollin.org**

**Policies and Procedures for Events and Vending in
Old Town Square**

Welcome to Downtown Fort Collins! We are glad that Old Town Square is where you wish to have your event or conduct your vending! Here are the ground rules for using Old Town Square. If you have additional questions, please call the Downtown Development Authority office at 970-484-2020.

Please initial each section and sign at end of document. Signing of document without initials still acknowledges the coordinator understands and will abide by these policies and procedures.

- ___ 1. Any on-site mechanical, electrical, or plumbing issues, including no electricity or popped breakers, please call the DDA Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. If circuit breaker trips, it is up to vendor to contact the DDA, however the DDA makes no guarantees that the breaker will be reset the same day.
- ___ 2. **Do not drive or park any vehicles onto Old Town Square.** Please plan to bring your event or vending items (including vending carts) in by hand or by cart.
- ___ 3. Respect the grounds, flowers, plants, sculpture and structures that create Old Town Square.
- ___ 4. No booths, tables, chairs or other items of furniture may be set up without the prior written approval of the DDA. Approved booths, tables, chairs or other items of furniture may be placed only within designated areas. If you desire to have booths, tables, chairs or other furniture as part of your event, you **must** submit an event layout to the DDA no less than 10 days prior to the date of your event. **All tents must have tent weights for wind protection.**
- ___ 5. Do not block any business entrances and maintain pedestrian access to all parts of Old Town Square. This applies at all times, including during set up and removal.
- ___ 6. Public access to Old Town Square must be maintained at all times. Event areas must remain open to the general public at all times, and no admission fee may be charged to attend an event.
- ___ 7. Aesthetics are an important issue in Old Town Square. All proposed decorations and signage must be approved in advance by the DDA. No décor, signage, or installations may be tied, taped, nailed, pinned or otherwise attached to buildings, trees, light posts, furniture, and/or any other property in Old Town Square. All approved décor, signage, and installations must be removed without damage to any such property at the conclusion of an event.
- ___ 8. Marking of any type (i.e. chalk, paint, etc.) on hardscape in Old Town Square is prohibited. If any type of marking is desired, the event permit holder must contact the DDA 10 days in advance of the event to discuss viable options.
- ___ 9. Trash is your responsibility. Please pick up all litter created from your event and place it trash receptacles. Events with more than 250 attendees are required to provide supplemental trash and recycling receptacles.
- ___ 10. No candles are allowed in Old Town Square
- ___ 11. Sound booths are permitted only within designated areas.
- ___ 12. Respectful sound levels must be adhered to at all times. For events, amplified sound is allowed on Monday through Friday between 5:00 p.m. and 10:00 p.m., and on Saturday and Sunday between 7:00 a.m. and 10:00 p.m. This includes sound checks. Cord bridges that meet ASDA and Fire Department standards are required for any cord extending across a walking area

- ___ 13. Events must be in conformity with all applicable laws, rules and regulations, including municipal ordinances referenced in signage posted at entrances to Old Town Square. Event days are no exception.
- ___ 14. Portable generators are not permitted under any circumstances.
- ___ 15. Event and vending equipment must not be left unattended at any time, including overnight. This includes equipment for multi-day events, which must be removed at the end of the event day.
- ___ 16. Effective January 1, 2016, smoking is not permitted in Old Town Square.
- ___ 17. Any additional policies determined by DDA staff to be necessary or advisable to create a safe and enjoyable environment in Old Town Square, upon verbal or written notice of such policies by DDA staff.

Thank you for respecting our policies and procedures for use of Old Town Square

Signature – Event Coordinator