



Old Town Square Vendor Information & Application

General Information:

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

Questions regarding applications or the 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 the 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 good condition and repair. Please see the available handout for examples of acceptable vendor carts for use in Old Town Square.

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

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 that conflicts 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 & Events in the Square

Vendors will not be allowed to operate at vending sites during special events in Old Town Square. area. Scheduled Events in the square take priority over vending hours. The Book an Event Calendar on the DDA's website can give an overview of scheduled events. The DDA will also strive to communicate blackout dates or the need to delay scheduled hours with licensed vendors. 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 blackout as needed.

Insurance Requirements

Vendors are required to maintain general liability insurance naming the Downtown Development Authority as an additionally insured party. Three documents will be required: for the DDA, the City of Fort Collins, and Progressive Old Town Square, which will insure these agencies against liability for bodily injury or death of persons, or for loss or damage to property, occurring to, in or about the Licensed Area and Old Town Square as a whole. Such policy shall contain not less than One Million Dollars (\$1,000,000) combined single limit coverage for bodily injury, death and property damage. The three policies required are:

1. The Downtown Development Authority, 19 Old town Square, Suite 230, Fort Collins, CO 80524 as an additionally insured party.
2. A separate certificate is required for the owner of the buildings surrounding Old Town Square, naming the following as an additionally insured party: Progressive Old Town Square, LLC, 5 Old Town Square, Suite 216, Fort Collins, CO 80524.
3. A third certificate is required for the City of Fort Collins, naming the following as an additional insured party: The City of Fort Collins, P.O. Box 580, Fort Collins, CO 80522

These policies shall name the DDA, the City of Fort Collins, and Progressive Old Town Square as an additionally insured party and shall contain the following statement:

- "This policy shall not be modified or cancelled without ten (10) days' prior written notice to the Fort Collins, Colorado, Downtown Development Authority."

At least three (3) business days prior to commencing any Vending Activities under this Agreement, Vendor shall deliver to the DDA a certificate of insurance indicating that the insurance requirements contained herein have been satisfied. The DDA shall have the right to periodically request from Vendor a current certificate of insurance.

Not Transferable

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

Food Vending (Health Department Compliance)

Food vendors are required to provide a copy of their current Larimer County Health Department license. If the food qualifies for sale under the Cottage Food Act, an email from the Health Department confirming this fact is required in lieu of a license.

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 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 daily. 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 for electrical power supply will be reviewed upon acceptance of an application. Portable generators will not be permitted under any circumstances. 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 the vendor wishes to make to its signage after initial DDA approval. 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. The cart must be set up at the approved on-site location 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.

**Sample 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.DowntownFortCollins.org**

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