

Greetings,

I have attached the application for 2023 Chile & Frijoles Festival and the application for the Health Department if you are a food vendor.

Just a few things to know:

Applications will not be accepted without the following:

- Please note no payment will go thru unless you have been accepted.
- Payment is due in full by July 14, 2023 for Early Registration.
- **ALL FOOD VENDORS MUST TARP THEIR WHOLE SPACE**
- If you are a food vendor the Health Department Application must be returned to: [TempEvents@pueblocounty.us](mailto:TempEvents@pueblocounty.us) (NOT TO THE CHAMBER)
- Completely filled out application
- Liability Insurance (see pg. 6)
- 2022 Pueblo City sales tax must be paid before application will be accepted. ( if Applicable)

Due to the changes on Union Ave in 2023 vendor space will be greatly limited this year. Our plan will be to limit the number of vendors that we will accept as well as the number of vendors selling the same products or food items. The city has built parklets for the restaurants and we have lost some normally used space for vendors. Also, Union Ave. is getting very full with merchants. Our Union merchants are given the space in front of their businesses to use. This is a heads up when you are applying.

- **Parking: If your vehicle is found in an unauthorized area in the festival foot print during festival hours, we will tow your vehicle at no charge to the Chamber of Commerce's parking lot at 302 N. Santa Fe Ave.**

Space Request:

- **There are no guarantees that your previous space will be available. Please make sure on the bottom of pg. 4 you fill out your space request.**

Concealed carry is accepted with Colorado Credentials no out of state. Open carry is forbidden. No selling of weapons by vendor of any kind which includes: knives, nunchucks, brass knuckles or pepper spray. Colorado liquor laws does not allow vendors to have liquor anywhere outside of the Chile Festival's liquor tents.

Thank you for your application for the 2023 Chile & Frijoles Festival. We will be back in touch with you when we have made our decision on acceptance to the festival.



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Dear Vendor,

Enclosed you will find information on this year's 29th Annual Chile & Frijoles Festival. The packet includes: a fact sheet with guidelines, insurance information, rules and regulations, vendor application, and inserts from the Pueblo Regional Building Department, the Pueblo Fire Department, The City of Pueblo Sales Tax and the City of Pueblo Stormwater Utility.

Please read all pages carefully and thoroughly. You must fill out all the appropriate forms and submit them with payment **by July 14, 2023** for **EARLY REGISTRATION**. **An additional \$100 per booth space will be required after July 14, 2023 for LATE REGISTRATION based on space available. All Applications must be submitted by July 21<sup>st</sup>. Any applications submitted after the 21<sup>st</sup> will be put on a waiting list.**

If you are a food vendor, you must fill out the Pueblo City/County Health Department form. **Even if you have already completed this packet for a previous event, please make copies and send it in directly to the Health Department.**

Vendor packets will be **emailed** out by September 1, 2023. Please be patient in awaiting the arrival of your information until then. Below is a list of numbers and contacts for questions.

Greater Pueblo Chamber of Commerce – Terri 719-406-2675  
Pueblo City/County Health Department – Shyanne Urdiales-719 583 4333  
Pueblo Regional Building Department - 719-543-0002  
City of Pueblo Fire Department – Erik Duran – 719-553-2830  
City of Pueblo Sales Tax – Nancy Baker -719-553-2653

Sincerely,  
Terri Kallish  
Event Coordinator



- THE FACTS:** 29th Annual Chile & Frijoles Festival  
Friday, September 22, 2023 | 3:00 pm – Midnight  
Saturday, September 23, 2023 | 10:00 am – Midnight  
Sunday, September 24, 2023 | 10:00 am – 5:00 pm
- LOCATION:** Union Avenue Historic District/Historic Arkansas Riverwalk of Pueblo  
Open to the public
- ADMISSION:** \$6 Daily Single Admission
- PROMOTED BY:** The Greater Pueblo Chamber of Commerce
- ACTIVITIES:** Food Competition, Chile Roasting, Jalapeno Eating Contest, Farmer’s Market, Live Entertainment, Children’s Activities, Art Shows and much more...

## **SCHEDULE OF GENERAL EVENTS**

- 3:00pm – Midnight** **FRIDAY, September 22**  
4 Tents Featuring Live Entertainment  
Farmers Market & Chile Roasting  
Street Vendors  
“Chili & Salsa Showdown” Competition Awards at the Credit Union of Colorado Stage
- 10:00am – Midnight** **SATURDAY, September 23**  
4 Tents Featuring Live Entertainment  
Chili & Salsa Showdown” Food Competition Results  
Farmers Market & Chile Roasting  
Street Vendors
- 10:00am- 5:00pm** **SUNDAY, September 24**  
4 Tents Featuring Live Entertainment  
Jalapeno Eating Contest  
Chihuahua Parade  
Farmers Market & Chile Roasting  
Street Vendors

## **OFFICIAL VENDOR HOURS**

- FRIDAY, SEPTEMBER 22, 2023 – 3PM to Midnight**  
**SATURDAY, SEPTEMBER 23, 2023 - 10AM to Midnight**  
**SUNDAY, SEPTEMBER 24, 2023 - 10AM to 5PM**

## VENDOR INFORMATION

Please see attached forms and comply appropriately.

### Booth requirements:

The layout will be an open format with no draping or sidewalls dividing the booths. The tables and your decor will create the distinction between booths. We encourage vendors to feature items that reflect the theme of the festival, i.e. Chile peppers, hot & spicy, etc. We also require the use of pop-up tents to provide uniformity throughout the festival and also weights.

### Set-Up & Vendor Guidelines:

1. Please report to CHECK IN Friday morning, September 22, 2023, between 6:00am and 12:00pm (unless directed to set up at an alternative time). CHECK IN will be indicated on the site map that will be enclosed in your vendor confirmation pack. All vendors will receive confirmation packs by email on September 1, 2023. **MUST PROVIDE EMAIL.**
2. Vendors **may not** park vehicles in the festival site during set-up. You may drive in and drop off items, but will be required to pull out immediately.
3. All vendors must stay within rented booth space, no encroaching will be allowed.
4. If your booth cart or trailer serves from the side, we encourage you to indicate this information on your vendor application so that we can place your booth in an appropriate area. If you do not indicate this information on your application, you may be encroaching into the vendor space next to you, which could result in the loss of your space.
5. **All vendors are responsible for disposing of their own trash in the provided roll-off dumpsters.** The festival committee is not responsible for removing your trash. **YOU MUST REMOVE THE WEIGHTS YOU ARE USING FOR YOUR TENTS.**
6. **Vendor set-up must be complete by 1 pm on Friday.** The festival will open to the public at 3:00pm on Friday and close at midnight. Crafts, art, and miscellaneous vendors may close at dark, although food vendors are encouraged to stay open until midnight on Friday and Saturday nights.
7. All vendors will receive a City Sales Tax form in your check in packet. You may mail in your tax form with the appropriate funds made payable to the City of Pueblo. **Vendors with unpaid past taxes will not be accepted.**
8. **Pepsi** will be the exclusive soft drink sponsor. Vendors will be required to purchase products from the sponsor at the festival. **No** soft drink products may be brought in for sale at the festival. The Greater Pueblo Chamber of Commerce has the exclusive rights for the sale of beer/spirits, bottled water, and energy drinks. All non-profits planning to sell soft drinks or water will have to comply with the rules as well.
9. **The Greater Pueblo Chamber of Commerce reserves the right to limit the number of vendors selling specific products or services based on the date the application is received. This applies to all vendors. Exclusive products are available with sponsorship. Contact the Chamber if interested in exclusivity. The Greater Pueblo Chamber of Commerce reserves the right to deny exclusivity.**
10. Food vendors must comply with Pueblo County Health Department rules and regulations. The attached Pueblo County Health Department packet needs to be filled out and **returned to the Health Department by July 14, 2023** to be included in Festival. **Even if you have already completed this packet for a previous event, please make copies and send it in.**
11. **Booths do not have potable water; food vendors need to provide their own or transport in approved container from approved location.**
12. **No selling of weapons by vendor of any kind to including: knives, nunchucks, brass knuckles or pepper spray.**
13. Uniformed Security is provided from 6am September 21 to 7pm September 25. The Chamber is NOT responsible for any loss, damage, or injury. Vendors are encouraged to move merchandise to the middle of the booth & use the sidewalk.
14. **The festival does not allow for petitions to be circulated or made available for signature in Booths or in the foot print of the festival.**

### Move Out:

1. Beginning at 5:00pm Sunday, September 24, 2023 (note: Out of courtesy for the festival and other vendors, we ask that you do not breakdown before 5:00p.m.). Tearing down, packing up or leaving prior to 5pm will result in loss of seniority and a possible \$100 penalty fine. Vehicles will NOT be allowed in the festival area until festival staff determines safety.
2. All vendors are responsible for their own trash removal. You must break down boxes! Trash dumpsters will be indicated on site map enclosed in vendor confirmation pack. **YOU MUST ALSO REMOVE THE WEIGHTS YOU HAVE USED ON YOUR TENT for example-sand bags, bricks..etc..**



# VENDOR APPLICATION

**Yes!** Count me in! I want to reserve a space at the 29th Annual Chile & Frijoles Festival

Food Product \_\_\_\_\_ Arts & Crafts \_\_\_\_\_ Other \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

NAME OF CONTACT FOR EVENT \_\_\_\_\_

CELL \_\_\_\_\_ PHONE \_\_\_\_\_ PLEASE PRINT

E-MAIL \_\_\_\_\_ (PLEASE WRITE NEATLY)

EMERGENCY NAME & NUMBER \_\_\_\_\_

Please describe product/menu \_\_\_\_\_

\_\_\_\_\_

**PLEASE LIST AND ENCLOSE ALL THE EQUIPMENT YOU WILL BE PLUGGING IN AND WHAT AMPS ARE REQUIRED. All food vendors must check the following and initial before your application can be considered.**

**Style of Unit (Mandatory...PLEASE BE SPECIFIC)**

- Trailer (Note: Specify length of trailer with hitch, which side the hitch is on, and which side you serve from) \_\_\_\_\_
- Food Truck (Note: Specify length of trailer with hitch, which side the hitch is on, and which side you serve from) \_\_\_\_\_
- Food Vendor with Canopy, tent, **must be screened in accordance to the health department rules and Regulations.**
- Canopy, tent, other
- Push Cart
- Other (Please specify) \_\_\_\_\_

Initial \_\_\_\_\_

**DEADLINE FOR RECEIPT OF APPLICATION AND ATTACHED PAYMENT IS July 14, 2023 5:00PM for EARLY REGISTRATION. THIS WILL BE A SELL-OUT! The Greater Pueblo Chamber of Commerce reserves the right to limit the number of vendors selling specific products or services based on the date the application is received. This applies to all vendors.**

Space Request: No guarantee that previous space is available every effort will be made





# VENDORS, CONTRACTORS, EXHIBITORES OR CONCESSIONAIRES

## INSURANCE REQUIREMENTS:

1. YOU MUST PROVIDE THE GREATER PUEBLO CHAMBER OF COMMERCE WITH A CERTIFICATE OF INSURANCE INCLUDING THE FOLLOWING COVERAGE AND LIMITS: **If not provided you will not be accepted into the festival.**
  - a. Commercial General Liability written on an "occurrence" basis
  - b. Limits:
    - i. \$1,000,000 each "occurrence"
    - ii. \$1,000,000 general aggregate
    - iii. \$2,000,000 Products-completed operations aggregate
  - c. You must have listed as an **"additional Insured", The Greater Pueblo Chamber of Commerce**, on this general liability policy for damages because of "bodily injury" "property damage", and "personal and advertising injury" arising out of or caused by any operations and completed operations by you.
2. You agree that by signing this document you have agreed to defend, indemnify, and hold harmless from any and all liability, loss, actions, costs, including attorney fees for any claim or lawsuit presented, arising from the negligent or intentional acts, errors or omissions by you.
3. If you do not have liability insurance, please follow the link

<https://securevendorinsurance.com/DeanTW/ApplicantInformation?GroupEventKey=ae5dce1a4a67>

Signed this day, \_\_\_\_\_, 2023

Vendor, Contractor, Exhibitor, or Concessionaire: Name \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_