



**COMMONWHEEL ARTISTS
51st Annual Labor Day Art
Festival Food Vendor Application**

ENTRY DEADLINE: May 15, 2025

**2025 Calendar for Commonwheel
Artists Labor Day Art Festival**

Festival Dates:

- August 30, 31, & Sept. 1 • 10 am-5 pm

Deadlines:

- Entries Due: May 15, 2025
- Acceptance/Rejection Notices will be mailed by June 1st.
- Written Cancellations must be received by July 19, 2025 to get a refund.

Set-Up Times

- Friday, Aug. 29 (11 am-6 pm)
- Saturday, Aug. 30 (7am-10am)

CONTACT INFORMATION:

COMMONWHEEL FESTIVAL

PO BOX 42

MANITOU SPRINGS, CO 80829

festival@commonwheel.com

(719)-577-7700

www.commonwheel.com/festival

FOOD VENDOR FEES AND JURY NOTES

Mail the application to:

Commonwheel Festival

PO Box 42, Manitou Springs, CO 80829.

**Or it can be delivered to Commonwheel Artists Co-op
at 102 Cañon Ave.**

- 1. Fees for jury fee and booth space fee need to be paid with 2 separate checks written to Commonwheel Artists:**
 - Jury Fee (non-refundable) \$ 35.00
 - Food Vendor Booth Fee \$385.00
 - **Notification of acceptance will be sent by June 1, 2025.**
- 3. Food Vendor spaces are approximately 12' x 16'.**
- 4. We cannot accept applications for Food Trucks.**
- 5. It is best to have a menu that specializes in one style of food, as the jury looks for diversity and quality of food to be offered at this festival.**

FOOD SERVICE ITEMS REQUIREMENTS

The acceptance form will have more details.

- **No styrofoam.**
- Use recyclable serving items.
- We will have recycling bins in the park.
- We will determine if there will be composting bins in early 2025.

REQUIRED FOOD VENDOR PAPERWORK

- 1. Go to El Paso County Health Department website to access Regulations and license fees details:**
<https://www.elpasocountyhealth.org/licenses-permits-inspections-water-testing/retail-food/retail-food-establishments/>
- 2. Required for a food vendor application:**
 - **Copy of liability insurance naming as co-insured:**
 - a) The City of Manitou Springs
606 Manitou Ave, Manitou Springs, CO 80829.
 - b) Manitou Commonwheel Artists Association, LLC
102 Cañon Ave, Manitou Springs, CO 80829.
 - Copies of licenses & fees paid that comply with all El Paso County Health Dept. requirements.
 - El Paso County Public Health Special Event License.
 - Copy of compliance with El Paso County Review.
 - Valid CO Retail Food Establishment License.
 - **Failure to submit documents by July 31 will mean exclusion from the Festival.**

HEALTH SAFE/COVID-19 CONSIDERATIONS

The Commonwheel Art Festival will be following all the regulations set in place relating to COVID-19 by the city and county government agencies to assure all participating food vendors, artists, our volunteers and the art patrons who come to festival are safe.

The following guidelines are suggested in 2025 by the state to be in place for food service at outdoor events.

- Food vendors should provide single-use or single serving condiments, no pumps.
- There can be no items that many people might need to touch on a table or shelf at the edge of your booth.
- Use menu boards that can easily be read at a distance from the ordering and serving areas.
- Provide contactless payment options when possible.
- Increase cleaning and disinfection protocols.
- Encourage the use of non-latex gloves or frequent hand washing. Use a fresh pair of gloves after each hand washing.
- Change gloves between tasks such as, taking orders, cooking, accepting payment, and serving food.
- Have one area where orders are placed and another for where the prepared food is handed to the customer.

SALES TAX

- The Commonwheel Artists Festival is required by the City of Manitou Springs, to have a CO Multiple Event License. The Festival will be collecting all sales tax under that license.
- Food Vendors must collect 9.03% sales tax on all sales of all food and drink items sold at the festival.
- Food Vendors must pay to Commonwheel Artists all State, City & County sales taxes on Monday, Sept. 1, 2025, starting at 5pm at the Information Booth.

FESTIVAL LOCATION

The Festival is held Manitou Springs Memorial Park
(5 miles west of Colorado Springs, off Hwy. 24)

LODGING INFORMATION

Manitou Springs Chamber of Commerce
1-800-642-2567 www.manitousprings.org

FOOD VENDOR APPLICATION CHECKLIST

- Make checks payable to: Commonwheel Artists.
 - Incomplete applications or applications with a single check will not be considered.
 - Accepted food vendors must have all completed paperwork delivered to the Commonwheel Art Festival by July 31st.
- \$35.00 Jury Fee Check.
- \$385.00 Booth Fee Check.
- Signed & completed application form.
- Legal-sized Self-Addressed, Stamped Envelope.
- List of Menu Items. *Share a menu with prices.*
- Booth Photo.
- 2025 El Paso County Health Department License.**
<https://www.elpasocountyhealth.org/licenses-permits-inspections-water-testing/retail-food/retail-food-establishments/>

Valid CO Retail Food Establishment License.

Product liability insurance naming as co-insured:

1. Manitou Commonwheel Artists Association, LLC
2. The City of Manitou Springs

Notes regarding exceptions or more information:

Food Booth Electricity Requirements

(Be as specific as possible) _____

Describe Any Special Needs: _____

Description of booth, including dimensions.

All food vendors will be located in the Food Court area which wraps around the sides and back of the stage area. There will be some adjustments to how each booth is located when we determine how many food booths will be accepted this year.

Initial here to request same location as 2024 _____
Commonwheel cannot guarantee you will get the space you request, but we make every effort to honor your request.

FOOD VENDORS

Food style _____

Vendor Name _____

Business Name _____

Mailing Address _____

City _____

State _____ **Zip** _____

Phone _____

Email Address _____

Website _____

Vehicle: Make _____ Color _____

State ____ Lic. Plate # _____

List Menu Items Below, Including Beverages.
Attach a menu to your application if you use one.
(Specializing in one style of food works best.)

Where did you hear about our Art Festival?

The undersigned does hereby discharge, release and hold harmless, Manitou Commonwheel Artists, LLC (Commonwheel Festival), the City of Manitou Springs and all sponsors from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned while in possession or under the supervision of the sponsoring organization during the Festival, and hereby consents to enforcement of all rules of this event.

There are no rain dates. There will be no refunds or credits if a show is cancelled due to rain, floods, wind storms, or any other forces of nature after logistics and advertising have been arranged.

There will be no refund of booth fees for cancellations after July 25, 2025.

Failure to comply with the rules and regulations set forth in acceptance form may result in expulsion from this Festival. Commonwheel Festival management reserves the right to make final interpretation of all rules.

Food vendors must comply with the regulations and pay fees required by El Paso County Health Department.

Commonwheel must be provided with copies of required forms/licenses by July 31, 2025.

Food vendors must comply with the proper packaging for foods and the proper disposal of cooking oils.

Food Vendors will collect 9.03% sales tax on all food sold at the Festival. Food Vendors will remit all State, City and County sales taxes on Monday, Sept. 1, 2025, starting at 5pm at the Information Booth.

If accepted, Commonwheel Festival has permission to reproduce images of my booth I have submitted for the purpose of advertising and marketing the Festival.

The Commonwheel Festival has my permission to publish photographs or videos taken of my booth and me during the Festival for purposes related to promotion of a future Festival.

Signature below indicates agreement to all rules, policies and regulations for the 2025 Commonwheel Art Festival.

Print Name _____

Signature _____

Date _____, 2025