



TOWN OF AVON SPECIAL EVENT VENDOR, EXHIBITOR AND ON-SITE ACTIVATION POLICY

Following are policies for all special event vendors, exhibitors and onsite activation participating in special events on Town property through third party permit holders or the Town of Avon.

Environmental Sustainability Initiatives

Fostering a culture of environmentalism, waste mitigation and energy conservation which minimizes the negative impacts to our collective environment and community for the long term is of utmost importance to the Town. All vendors participating in events held on Town properties shall support the Town's environmental sustainability initiatives and Eagle County's waste diversion goal of 30% reduction by 2030 (*zero waste events utilizing leave no trace practices*). Listed below are requirements and prohibited items.

Requirements: All special event vendors, exhibitors and onsite activation personnel shall

1. Recycle, trash (landfill) and compost receptacles (including liners) and educational signage for attendees, staff, vendors, artist, athletes, etc.
2. Dedicated staff, volunteer or other to directly manage all product streams
3. Post event reporting which details the percentage of product diverted away from the landfill (diversion rate) and recycled or composted
4. Food service ware that is either compostable or recyclable

Prohibited: All special event vendors, exhibitors and onsite activation personnel shall

1. Polystyrene foam disposal service ware (including but not limited to plates, cups, bowls, trays and hinged or lidded containers)
2. Single use plastic bottles (including but not limited to water, sports and energy drinks, juice, tea and coffee drinks, etc.)
3. Non-compostable plastic utensils
4. Plastic cups, glass, plastic wrap and lids, single-use condiment pouches, plastic bags and/or film

For alternative service products and information and please reference the *Town of Avon Walking Mountains Vendor Requirements & Guidelines*

Site Considerations

1. Site considerations for vendors including location, load-in/out, set-up times, booth specifications and requirements, parking, etc. must be provided and reviewed with the Town CASE Manager or designee at least thirty days prior to the event.
2. All vendors are to leave the event premise as they found it prior to departure.
3. The event permit holder is responsible for all refuse left on Town property and/or damages to the premises caused by vendors.

4. Stakes shall not be driven into the ground along any pathways, athletic fields, parking lots or grassy areas with underground sprinkler systems without prior permission from the CASE Manager or designee.
5. Grills, griddle and other cooking apparatus must have grease traps and temporary flooring / mats be used to protect the field.

Electricity

1. Vendors must supply their own electricity unless otherwise arranged for by the event permit holder or granted by the CASE Manager.
2. Generators for electricity should be preapproved by the event permit holder and be of the “whisper” type and/or positioned as far away as possible to prevent noise pollution of the event must have a catch pan for gasoline spills. Excessively noisy or smoky generators will not be allowed.
3. If generator power is approved, vendors shall provide electrical extension cord(s) of at least 100 feet in length and a safe means to secure the cord(s) to the ground.

Health & Safety

1. All vendors selling food and/or beverages must comply with the food safety codes of Eagle County Environmental Health Department. For more information, contact Eagle County Environmental Health at 303-328-8755 or visit:
https://www.eaglecounty.us/EnvHealth/Retail_Food/Retail_Food_at_Events/
2. Grey water disposal is available at the Town Hall west parking lot and shall be arranged for 30-days prior to the arrival of vendors through the event permit holder.
3. All vendors with cooking operations, food sales or a place of warming (open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal) are required by Eagle River Fire Protection District (ERFPD) to have a fire extinguisher.
4. All outdoor cooking that produces a spark or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.
5. All vendor canopy, tent and/or membrane structures are required to be flame resistant and any area in excess of 400 sf ft are required to apply for an ERFPD Event Permit 30-days prior
6. For more information, contact Eagle River Fire Protection District at (970) 736-5064 or (970) 748-4739.

Alcohol Sales

1. It is unlawful to consume alcoholic beverages on public property within the Town of Avon without a special event liquor license permit.
2. If alcohol service is desired, a State of Colorado application must be completed and filed with the Avon Town Clerk’s Office a minimum of 60 days prior to the event.
3. All special event liquor applications must receive approval from the Avon Liquor Board.

Potable Water Access & Grey Water

1. Vendors will have access to the Town water supply for the express use of filling water barrels, water tanks in motorhomes, clean up, cooking, etc.
2. Vendors must supply their own hose and **may not** hook up to the water supply for an extended period.
3. Town of Avon staff reserves the right to disconnect hoses or shut off water at its discretion.
4. Grey water must be carried out or disposed of in the identified receptacles.
5. Grease must be contained and carried out.

Sales Tax Licensing & Remittance

1. The Town of Avon imposes a 4% sales tax on items, including food, sold within the boundaries of the Town of Avon. Vendors are responsible for collecting the appropriate taxes at the event and remitting to the Town of Avon.
2. Once registered for a Special Event Vendor Sales Tax License, access to on-line reporting will be available.
3. A sales tax return must be filed by all vendors even if no sales are made or no sales tax is due.
4. Sales tax returns and payments must be submitted to the Town of Avon by the 20th of the month following the event or the first business day following the 20th, if the it falls on a weekend or federal holiday.
5. Vendors shall be responsible for collecting and remitting State of Colorado (2.9%) and Eagle Country taxes (1.5%) to the State of Colorado.
6. See instructions below; for assistance specifically for Avon Sales Tax please call 970-748-4046.

Business License Special Event

1. Ordinance 15-07 which came into effect April 24, 2015 set forth that anyone engaged in business in the Town of Avon (whether a fixed location or not) shall register, obtain and maintain an annual business license.
2. There is a \$25 processing fee per 12-month period and includes any vendor for special events and the event permit holder.
3. A vendor is considered any person who sells or attempts to sell, or offers to the public any services, goods, wares or merchandise including but not limited to food or beverage, from any outdoor location from a stationary cart or table regardless of whether a fee is charged for such goods or service.
4. The Business License Special Event can be found at www.Avon.org "On-Line Payments" button located at the bottom of the screen.

Organizations Receiving Town of Avon Community Grant and/or Special Event Seed Funds: Sales Tax License

1. Organizations (i.e. permit holder) receiving funding for special events will need to register for a Sales Tax License with the Town of Avon; there is no fee assessed for this license.
2. The permit holder will be required to collect and remit sales tax for any vendor engaged in business at the special event.
3. A vendor is considered any person who sells or attempts to sell, or offers to the public any services, goods, wares or merchandise including but not limited to food or beverage, from any outdoor location from a stationary cart or table regardless of whether a fee is charged for such goods or service.
4. The Sales Tax License can be found at www.Avon.org "On-Line Payments" button located at the bottom of the screen.
5. Event permit holders shall provide the Town with the business name, responsible party, phone numbers, email addresses, mailing and physical addresses of each vendor at least two weeks prior to the event; and, must hold a Town of Avon Business License.

Instructions:

1. Go to www.avon.org and click on the "Online Payments" button located at the bottom of the home page;
2. Vendors who have not been on MuniRevs prior will need to register by clicking "New User" to apply for an account, then follow the online steps provided.
3. Vendors that are currently registered can access by clicking "Existing Users", login to their account and access "Manage Your Business" to register for a Sales Tax License.
4. For assistance contact support@munirevs.com or call 888-751-1911.