



COMMUNITY ACTIVITIES COMMISSION
September 7, 2021
5:00 PM

Leeper Center (Community Room), 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

A. CALL TO ORDER

- a. Roll Call
- b. Amendments to Agenda

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

C. CONSIDERATION OF MINUTES

- a. May 18, 2021 Special Meeting
- b. June 1, 2021 Regular Meeting
- c. August 3, 2021 Regular Meeting

D. FINANCIAL REPORT

- a. Year to Date Budget

E. ITEMS

- a. 2022 Community Activities Commission Budget Approval
- b. Town Clean Up
- c. Halloween Costume Contest
- d. Veteran's Event
- e. Holiday Lighting & Parade of Lights
- f. 4th of July

F. ANNOUNCEMENTS

- a. CAC Board Members
- b. Town Trustee
- c. Town Staff
 - i. Reappointments of positions and application postings

G. ADJOURNMENT

Next meeting: October 5, 2021.

2021 Events:

- | | |
|------------------------------|--------------------|
| a. Town Clean Up | September 11, 2021 |
| b. Fishing Derby | September 25, 2021 |
| c. Halloween Costume Contest | October 31, 2021 |
| d. Veteran's Event | November 6, 2021 |
| e. Christmas Tree Lighting | December 3, 2021 |
| f. Parade of Lights | December 4, 2021 |

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



COMMUNITY ACTIVITIES COMMISSION

May 18, 2021

5:00 PM

Special Meeting Agenda

Individuals wishing to attend the meeting virtually can view and participate in the meeting at the link below or by calling into the phone numbers listed below:

<https://zoom.us/j/92677844594?pwd=R3g0Zmo2bGUvcjV1ZnVZQkZKaN6dz09>

Webinar ID: 926 7784 4594

Passcode: 255529

Or by phone:

US: +1 346 248 7799 or +1 669 900 9128

A. CALL TO ORDER **5:02 PM**

- a. Roll Call **Bacon, Lafferty, Sarno, Schwendeman-Curtis, Stoddard, Tietz, Triplett, Gaiter - All Present**
- b. Amendments to Agenda **Order of Agenda start with Beer Garden during 4th of July**

B. ACTION ITEMS

- a. Town Yard Sale- June 5, 2021
 - i. Day of event duties – **Not much to do, people sign up and print the day of maps. This is a self run event. 34 people registered thus far and closes May 31, 2021.**
- b. 4th of July
 - i. Beer Garden – Shirrell spoke about interested parties who had reached out – **American Legion (spreadsheet), Hope Learning Center (funding goes to enrichment program), Animal Debt Project. Sparge interested in sponsoring and cantina liquors also interested (can provide it, the chances of showing up not in the cards). Have not heard from Soul Squared.**
 - **Liquor Event license different from special event. Applicant must be non profit and not multiple non profits. Whoever non profit is, they are taking sole liability for the beer garden. All proceeds go to the nonprofit not the businesses participating. They cannot pull any funds off of it (businesses).**
 - **American Legion the nonprofit group to lead this.**
 1. Update from Parks and Recreation – **Cannot use the tennis courts for the location of the beer garden due to potential damage of the court floor materials from spilled beer and food.**
 2. Interested Parties – **Motion made by Shirrell Tietz to move forward with American Legion to host 4th of July Beer Garden. Schwendeman-Curtis Second. Roll Call: All members approved.**

- ii. **Dumpster and Porta Potty Approval – Total pricing \$1680 including 10 special event portable restrooms, 1 ADA portable restroom and 2 – 3yd dumpsters. Additional trash cans will be needed and will come in a different quote. Motion made by Stoddard, Schwendeman-Curtis second. Roll call: Approved by all.**
- iii. **Volunteer T-Shirts – Shirrell contacted companies for best deal, cost S-XL \$8.45 each and 2XL \$10.45 each. Motion made by Shirrell Tietz to approve Mind Imprints tshirts at \$422.50, Second Stoddard. Roll call: Approved by all.**
- c. **CAC Shed- Clean Out – Hallie has the label stickers to put on the items transferring from old storage sheds to new storage unit. Date to transfer Saturday June 12 10am-12pm.**

C. ANNOUNCEMENTS

- a. **CAC Board Members – 4th of July generators need to be on plywood for safety codes.**
- b. **Town Board of Trustee – Jon Gaiter will talk to the Trustees about doing the Ice Cream Social for the 4th of July event.**
- c. **Town Staff- July 5th will be the day to clean up the Wellington Community Park after the 4th of July event.**

D. ADJOURNMENT

Next meeting: June 1, 2021. **Will be in person at the Leeper Center.**

2021 Events:

- | | |
|------------------------------|--------------------|
| a. Town Yard Sale | June 5, 2021 |
| b. July 4 th | July 4, 2021 |
| c. Town Clean Up | September 11, 2021 |
| d. Fishing Derby | Date TBD |
| e. Halloween Costume Contest | October 31, 2021 |
| f. Veteran’s Event | November 6, 2021 |
| g. Christmas Tree Lighting | December 3, 2021 |
| h. Parade of Lights | December 4, 2021 |



COMMUNITY ACTIVITIES COMMISSION

June 1, 2021

5:00 PM

Leeper Center (Community Room), 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

A. CALL TO ORDER **5:00 PM**

a. Roll Call – **Present: Steve Sarno, Wyatt Schwendeman-Curtis, Linda Stoddard, Natalie Triplett, Shirrell Tietz, Jim Lafferty, Jon Gaiter. Absent: Richard Bacon.**

b. Amendments to Agenda

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

C. FINANCIAL REPORT

a. Year to Date Budget – **Waiting on authorization forms for July 4th tshirts, waiting for authorization for July 4th payment for Gallegos, Currently \$1980, which includes porta potties, trash cans, etc.**

D. ACTION ITEMS

a. Town Yard Sale- June 5, 2021

i. Report of Registration – **90 applications; including 1 for the entire Meadows subdivision. The Library will hand out maps and list of participating addresses.**

b. 4th of July

i. Incident Command Structure

- Contact List – **Contact list was reviewed.**
- Volunteer Sign Up- **Each area will gather and contact interested volunteers.**

ii. Timeline: Day of Event

5:00 am Car show participants will begin to arrive

6:00 am Road closures on Cleveland Ave and Washington Ave, with the exception of 6th Ave that will close at noon

7:00 am Floats begin to line up on Wellington Blvd., highway 1. and livestock on the south side of 1st street

9:00 am Float judging

9:30 am Fire Dept inspection of all vendors

10:00 am Parade begins, goes until approximately noon

6:00 pm Festival in the Community Park ends

9:15 pm Patriotic video

9:40 pm Fireworks show

- iii. Vendor Report – **Shirrell Tietz reported currently 60/62 registered, registration ends June 4. 5 food vendors. Vendors need to be done setting up the day of by 9:30am so that Fire Department can have safety inspections.**
- iv. Float Report – **Jim Lafferty reported currently 20 floats registered. Grand Marshall for the parade will be the Ridley’s grocery store team.**
 - i. Car Show Update – **Small Businesses donated for the grab bags for the car show participates who have registered. Trophies from Amazon are \$42 each at 15 inches tall and the budget is \$500. Motion was approved for the \$500 by 1. Wyatt 2. Linda, and board members Steve Sarno Yes, Jim Lafferty Yes, Shirrell Tietz Yes, and Natalie Triplett Yes.**
 - ii. Bounce House Report - **Shirrell speaking to Tina from the company who is providing the bounce houses for the kids. They will provide 4 generators.**
 - iii. Golf Cart Invoice - **Members reviewed the printout of the invoice for the 4 golf carts at \$300 and motion to approve the invoice 1. Linda and 2. Wyatt. All approved.**
 - iv. Trash Cans Invoice - **Members reviewed the printout of the invoice for the trash cans and porta potties from Gallegos at \$1980. Approved the cost 1. Linda and 2. Wyatt. All Approved.**
 - v. Ice Cream for Trustees – **Trustees will handout ice cream bars chocolate and vanilla at 1:30 pm.**
- c. CAC Shed- Clean Out
 - i. June 12, 2021 10 AM -12 PM
- d. Town Clean Up – **Shirrell will look for bids on the trash dumpster costs.**

E. ANNOUNCEMENTS

- a. CAC Board Members – **Shirrell inquired about board members and town officials on how they will communicate with each other on 4th of July event day. Patty needs to call the registered vendors back about licenses, Hallie will speak with Patty about this.**
- b. Town Board of Trustee
- c. Town Staff

F. ADJOURNMENT 6:05 PM

Next meeting: July 6, 2021.

2021 Events:

- | | |
|------------------------------|--------------------|
| a. Town Yard Sale | June 5, 2021 |
| b. July 4 th | July 4, 2021 |
| c. Town Clean Up | September 11, 2021 |
| d. Fishing Derby | Date TBD |
| e. Halloween Costume Contest | October 31, 2021 |
| f. Veteran's Event | November 6, 2021 |
| g. Christmas Tree Lighting | December 3, 2021 |
| h. Parade of Lights | December 4, 2021 |

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COMMUNITY ACTIVITIES COMMISSION

August 3, 2021

5:00 PM

Leeper Center (Community Room), 3800 Wilson Avenue, Wellington, CO

Regular Meeting Minutes

A. CALL TO ORDER – 5:00 PM

- a. Roll Call – **Present: Richard Bacon, Steve Sarno, Jim Lafferty, Linda Stoddard, Natalie Triplett, Shirrell Tietz, Jon Gaiter. Not Present: Wyatt Schwendeman-Curtis**
- b. Amendments to Agenda

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person)

- a. **Roy Cook American Legion- Hosted the beer garden in the 4th of July; Legion was required to place emergency exit and a CAC member treated the American Legion very poorly. American Legion would like to see better communication from the board. Provided email exchanges for CAC Board members to review.**

C. CONSIDERATION OF MINUTES

- a. July 6, 2021 Regular Meeting – **Motion to approve by Stoddard and Bacon second – all approved.**

D. FINANCIAL REPORT

- a. Year to Date Budget – Reviewed attached budget.

E. ACTION ITEMS

- a. 4th of July
 - i. Survey Results – **Board would like to keep open and let rolling opinions occur.**
 - ii. Invoice Approvals – **Review of \$5800 for road closures, \$228.88 for trophies. Stoddard motion to approve, Lafferty second. All approved.**
- b. Town Clean Up – September 11, 2021
 - i. Flyer – dumpster divers 3 dumpsters
 1. Brian Graves – person electronic dump
 2. Pastor Mark – email all the pastors and get youth group to help.
 3. Pastor Rick- talk in person
 4. 10am - 12 pm -limit households to 1 cubic yard
 5. Dumpsters located at 6th and Grant
 6. Someone to sit at location to restrict

7. \$6,000 for large pile to chip – Jim will follow up with PW. Chip in with Main Street and Town. Add to the flyer. Include residential trash needs to be 1 cubic yard, no furniture or toxic waste.
- ii. Volunteers
 1. Church groups provides volunteers.
 2. Flyer out in advance.
- c. Fishing Derby
 - i. Flyer – **as of right now water available September 25.**
 - **Rich gets with Jax – deals with worms**
 - **Poles together – state donated poles. Limit of Free poles (100 poles) -under 16.**
 - **No limit on how many they can catch**
 - **Ashley Rhodes – wildlife manager**
 - **CAC just donates the fish and provides flyers, but Kiwanis puts it on. Kiwanis will put on the special event permit.**
 - ii. Sponsors – **The CAC/Town paid for fish for derby event while Kiwanis hosts it.**
 - iii. Volunteers – **This is the Wellington Waverly Kiwanis Club event.**
- d. Halloween
 - **For safety would like to see road closure. Discussion to get rid of costume contest.**
 - **CAC would not like to spend money on road closure – responsibility of the board holding the event.**
 - **Hallie will ask Main Street and Chamber. Will add to September agenda.**
- e. August Budget Work Session
 - i. **Determination of the Board is to have Budget Work Session August 24, 2021 – Stoddard first Lafferty second all approved.**

F. ANNOUNCEMENTS

- a. CAC Board Members
 - **Shirrell would like to bring other communication between CAC and American Legion to next event. Conversation transitioned to Trustee Gaiter Report.**
- b. Town Trustee
 - i. CAC Board Communication
 - **Trustee Gaiter explains the process of ground rules for Board of Trustees and how this applies to other Boards and Commissions as well. Would like to**

see the recognition that CAC members are more than citizens have higher responsibility and represent the town therefore hold liability over actions and words. These grounds rules are provided in the packet.

- c. Town Staff - Everitt with the Fire Department spoke that he would like the board to start planning for 2022 4th of July. He would like to speak to the board in a special meeting to sit down and go through the rules and deadlines for the maps.**

G. ADJOURNMENT – 6:04 PM

Next meeting: September 7, 2021.

2021 Events:

- | | |
|------------------------------|--------------------------------|
| a. Town Clean Up | September 11, 2021 |
| b. Fishing Derby | September 25, 2021 (Tentative) |
| c. Halloween Costume Contest | October 31, 2021 |
| d. Veteran’s Event | November 6, 2021 |
| e. Christmas Tree Lighting | December 3, 2021 |
| f. Parade of Lights | December 4, 2021 |

Year to Date 2021 Budget Expense

2021	Budget Expense 2019	Actual Expense 2019	Budget Expense 2020	Actual Expense 2020	Budget Expense 2021	Actual Expense 2021
Easter Expenses						
April 3, 2021						
Advertise with a Follow-up	\$150.00	\$360.00	\$400.00	\$0.00	\$400.00	
Banner & Signs	\$50.00	\$68.78	\$100.00	\$0.00	\$100.00	\$89.33
Face Paint & tools	\$150.00	\$314.70	\$350.00	\$0.00	\$350.00	
Napkins, Cups & Punch	\$100.00	\$64.96	\$100.00	\$0.00	\$100.00	
Cookies & Punch	\$200.00	\$80.46	\$150.00	\$0.00	\$150.00	
Plastic eggs & candy/prizes- 8000	\$1,190.00	\$1,581.13	\$1,500.00	\$0.00	\$1,500.00	
Port-A-Potties	\$500.00	\$375.00	\$1,125.00	\$0.00	\$1,125.00	\$352.00
Bunny Costume	\$60.00	\$59.07	\$60.00	\$405.98	\$60.00	
Thank you Harvest Farm	\$75.00	\$35.51	\$75.00	\$0.00	\$75.00	
4-H Volunteers	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	
	\$2,475.00	\$3,039.61	\$3,860.00	\$405.98	\$3,860.00	\$441.33
Fishing Derby						
NEW DATE						
Fish	\$1,000.00	\$1,000.00	\$1,100.00	\$0.00	\$1,100.00	
Advertising	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	
	\$1,000.00	\$1,000.00	\$1,300.00	\$0.00	\$1,300.00	\$0.00
Town Yard Sale						
June 5, 2021						
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
4th of July						
July 4, 2021						
Banner & Signs	\$250.00	\$140.00	\$250.00	\$0.00	\$250.00	\$50.00
Rent of 5 Inflatables & 5 employees	\$4,000.00	\$2,350.50	\$4,000.00	\$0.00	\$4,000.00	\$1,867.00
ASCAP License Fee	\$50.00	\$50.00	\$50.00	\$0.00	\$50.00	\$50.00
DJ	\$500.00	\$450.00	\$500.00	\$0.00	\$500.00	\$180.00
Announcer & Judges	\$300.00	\$120.00	\$300.00	\$0.00	\$300.00	\$130.00
Food vouchers/T-shirts	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,328.40
Decorations, prizes, day of event stuff	\$400.00	\$29.88	\$400.00	\$0.00	\$400.00	\$43.80
Generator / Water Truck (vendor power)	\$700.00	\$2,440.75	\$700.00	\$0.00	\$700.00	
Trash & Port-A-Potties	\$3,050.00	\$2,260.00	\$3,050.00	\$0.00	\$3,050.00	\$2,527.90
Traffic Control Road Closure	\$4,000.00	\$4,200.00	\$4,500.00	\$0.00	\$4,500.00	\$5,800.00
Beer Garden Insurance (1/2 of total)	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	
Trophies for parade - 9	\$350.00	\$270.00	\$350.00	\$0.00	\$350.00	\$228.88
Ice Cream, etc	\$700.00	\$538.20	\$0.00	\$0.00	\$0.00	
To Fishing Derby for Fish 4/2/19	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00	
Golf Cart (2)	\$0.00	\$100.00	\$200.00	\$0.00	\$200.00	\$300.00
Car Show	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	
	\$14,800.00	\$12,949.33	\$19,300.00	\$0.00	\$19,300.00	\$12,505.98
Town Clean Up						
September 11, 2021						
Electronic Recycle/Shredding	\$250.00	\$52.05	\$0.00	\$0.00	\$0.00	
Centralized Trash removal (Dumpster Diverz)	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	
Advertising	\$250.00	\$140.00	\$0.00	\$0.00	\$0.00	
	\$1,400.00	\$192.05	\$0.00	\$0.00	\$0.00	\$0.00
Halloween Costume Contest						
October 31, 2021						
Prizes purchased	\$250.00	\$157.04	\$250.00	\$0.00	\$250.00	
Advertising	\$200.00	\$395.16	\$200.00	\$0.00	\$200.00	
	\$450.00	\$552.20	\$450.00	\$0.00	\$450.00	\$0.00
Veterans Events						
\$44,506.00						
Food	\$400.00	\$551.06	\$400.00	\$0.00	\$400.00	
Advertising	\$400.00	\$320.00	\$400.00	\$0.00	\$400.00	
Flags	\$100.00	\$41.64	\$100.00	\$0.00	\$100.00	
Soldier plaques/appreciation gifts	\$500.00	\$175.00	\$500.00	\$0.00	\$500.00	
Misc. items, decorating	\$700.00	\$14.99	\$700.00	\$0.00	\$700.00	
Fishing Derby for fish 4/2/19	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00	
	\$1,600.00	\$1,102.69	\$2,100.00	\$0.00	\$2,100.00	\$0.00
Christmas Parade/Tree Lighting						
December 3, 2021						
Thank You Gift Judges	\$300.00	\$125.00	\$300.00	\$0.00	\$300.00	
Parade Winners	\$300.00	\$225.00	\$300.00	\$0.00	\$300.00	
Advertising	\$300.00	\$140.00	\$360.00	\$0.00	\$360.00	
Traffic control	\$4,000.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00	
Hot Chocolate & cookies	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	
	\$4,900.00	\$490.00	\$5,160.00	\$0.00	\$5,560.00	\$0.00
MISC						
Banner Replacement	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	
Newspaper Ad for Open Position	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	
Social Media Maintenance	\$240.00	\$0.00	\$240.00	\$0.00	\$240.00	
Folding Tables/Canopies	\$0.00	\$1,113.91	\$500.00	\$0.00	\$500.00	
Event Fee	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	\$400.00
CAC Budget Not Used	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
	\$940.00	\$1,113.91	\$1,740.00	\$0.00	\$2,740.00	\$400.00
Grand Total	\$27,565.00	\$20,439.79	\$33,910.00	\$405.98	\$35,410.00	\$7,447.31

Town Break down on their books 2021 Budget			
CAC Programs - #5192			\$35,410.00
Holiday Lighting - #5908			\$2,500.00
Frieworks - #5932			\$37,500.00
Senior's Van - #5933			\$2,500.00
Wellington Toy Storage			\$1,513.20
			\$79,423.20

The \$35,410 is the CAC Budget for programs this year. The other expenditures is covered by the Board of Trustees. The \$35,410 is a \$10,000 increase over last year due to the town taking the Car Show and Traffic Control out of their expenditure and adding it to ours.

We currently have \$1,000 that is not accounted for in the 2021 Budget Expense. I put that line item under CAC Budget Not Used. We should discuss to see how we want to allocate that money for 2021 programs.

Community Activities Commission 2022 Draft Budget

2022	Budget Proposal \$ 2022
Easter Egg Hunt	
Portable Restrooms	\$800.00
Easter Egg Supplies	\$1,500.00
Bunny Costume Thank You	\$50.00
Face Painter	\$150.00
Bunny Costume Maintenance	\$100.00
	\$2,600.00
4th of July Festival & Parade	
Bounce Houses	\$2,000.00
Music	\$1,000.00
Parade MC/Judges Thank You	\$130.00
Event Supplies	\$1,000.00
Portable Restrooms & Trash	\$5,500.00
Traffic Control/Road Closures	\$5,800.00
Parade Trophies	\$200.00
Golf Cart Rental (2)	\$300.00
Face Painter	\$150.00
Shade Canopy Rental	\$600.00
	\$16,680.00
Town Clean Up	
Trash Rentals (Shredder, Trash, Recycling)	\$1,500.00
	\$1,500.00
Halloween	
General Cost for Event	\$500.00
	\$500.00
Veterans Day	
General Cost for Event	\$1,500.00
	\$1,500.00
Christmas Parade/Tree Lighting	
Parade MC/Judges Thank You	\$130.00
Traffic Control/Road Closures	\$4,500.00
Food & Beverage (2 Days)	\$500.00
Parade Trophies	\$200.00
	\$5,330.00
General Fund	
Food & Beverage Supplies	\$50.00
Canopy Purchase/General Supplies	\$200.00
Face Painter Supplies	\$200.00
Walkie Talkies (Rental or Purchase)	\$200.00
Cases of Water	\$150.00
Wellington Toy Storage Unit	\$1,500.00
WFD Annual Event Fee	\$400.00
Advertising and Marketing	\$800.00
ASCAP Annual Fee	\$50.00
Community Partnership Programs	\$3,500.00
	\$7,050.00
Grand Total	\$35,160.00

Other Events - Cost Built In General Funds
Christmas Chili Dinner Sponsorship
Chalk the Walk Event
Monthly Town Clean Up Sponsorship
Cinco de Mayo Sponsorship
Town Yard Sale
Car Show 4th of July
Beer Garden 4th of July

Draft Grand Marshal Banner Design

GRAND MARSHAL



TOWN OF
WELLINGTON
COLORADO'S NORTHERN GATEWAY

Cost: \$65/piece
Total Cost: \$130

DRAFT



Form Center

2022 Fourth of July Vendor Booth Pre-Registration

Steps

1. [Event Information Acknowledgement](#)
2. [Booth Space Pre-Registration](#)

Event Information Acknowledgement

Event Information

Event Date: Monday, July 4, 2022 Event Times: 11:00 am - 6:00 pm. (Early check out is 3:00 pm)

This form serves as a pre-registration for any vendors that wish to reserve their spot at the 2022 4th of July celebration in Wellington, Colorado. There will be a standard registration including payment requirements and required licenses in January 2022.

There is no cost associated with pre-registration. A formal registration link will be provided to pre-registered vendors in January 2022 to confirm pricing and license requirements.

All pre-registered vendors are guaranteed a spot at Wellington's 4th of July festival pending the completion of payment and required licensure provided in 2022. Pre-registered vendors will be given priority in vendor submittals.

Help

Select Language ▼

Event Details and Fees

All 4th of July booths will be located in Wellington Community Park, booth numbers will be assigned, and a map will be provided. All booths may be in operation from 11:00 am to 6:00 pm on event day. Set-up of food trucks and large trailers is 6-8 pm July 3rd or 6 – 8 am the morning of July 4th. Booth set-up starts at 6:30 am and all booths will be ready by 8:30 am July 4th. Vendors should bring all their own carts, hand trucks, loading equipment and personnel to assist with set up. No late set-up will be allowed for ANY vendors. If you need additional time to set-up your booth space, please note it in your application and contact Shirrell Tietz 970-310-1492 to discuss time.

Space Assignments

Pre-registered vendors will be given priority in registration. First applications will be sent out to pre-registered vendors in January 2022. Following pre-registered vendors, applications will be sent out to previous years vendors one week ahead of the general public applications. Applications are considered on a first come, first served basis. The committee reserves the right to make the final decision on acceptability of an applicant based on past performance, timeliness of returned application and variety of vendors. The committee will reserve an empty space for confirmed booths. This space size does not account for trailer hitches, bumpers, tent posts, etc... Please measure your trailer from tongue to bumper and make sure you are getting the space you need. You are responsible for providing any booth apparatus or shade materials. Shade material is strongly recommended. All shade awnings will be secured with weights and have a fire extinguisher. All generators will have set back and shielding.

Health and Sales Tax License

All booth participants need to make sure they are in compliance with the Town of Wellington and the following agencies when registration begins in January 2022.

The Town of Wellington

[Business and Sales Tax License](#)
970-568-3381 x1

Wellington Fire Protection District

www.wfpd.org
970-568-3232

Colorado Department of Revenue Special Events Coordinator

www.revenue.state.co.us
(303) 866-5643

Larimer County Department of Health and Environment

www.co.larimer.co.us/food
(970) 498-6776

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you acknowledge and agree with the requirements listed above.

I agree.

Electronic Signature*

First M. Last

* indicates a required field

Select Language ▼

DRAFT



Form Center

2022 Fourth of July Vendor Booth Pre-Registration

Steps

[Event Information Acknowledgement](#)

2. [Booth Space Pre-Registration](#)

Booth Space Pre-Registration

PRE-REGISTRATION DEADLINE: MONDAY JANUARY 10, 2022

Event Date: Monday, July 4, 2022

Legal Name of Business*

Owners Name*

Contact Person*

Physical Address of Business*

City

State

Mailing Address*

City*

State*

Zip*

Day Phone*

Evening Phone

Email Address *

Type of Ownership (LLC, Sole Proprietor, Corporation, Non-Profit, etc):*

[Help](#)

Select Language

Describe in detail the kind or nature of business or service: *

State Sales Tax Number*

Do you have a Wellington Business License?*

- Yes
 No

Wellington Business License Number

If business is subject to any federal, state or other local agency registration and/or licensing requirements, have those requirements been met? *

- Yes
 No
 Not Applicable

Does the business handle or sell any food items? *

If yes, submit current approval by the Larimer County Health Department, or Wellington Fire Protection District.

- Yes
 No

Have you ever had a business license denied, revoked or suspended? *

If yes, list City, State, and circumstances:

Do plan to leave at 3pm for early check out? *

Failure to remain until agreed check out time could result in removal of invitation for future years

- Yes
 No

Will you be using your generator? *

All generators must be at least 5' back from booth, 20' away from any combustible material, and shielded.

- Yes
 No

If using electricity, what will it be used for? *

Please share any other information we should be aware of about your booth/services, to help make this a great day for everyone involved. *

How many spaces are you requesting? *

* If your booth needs additional space please note it above under additional information. We will try our best to accommodate you.

10x10 Space or 10x20 Space*

- 10x10
 10x20
 Other (please specify this number in the additional information section above)

Electronic Signature Agreement*

All applications are subject to approval by the Community Activities Commission I hereby certify that the statements made on this application are true and correct to the best of my knowledge, I understand that the local code enforcement officer will issue citations for violation of the town codes and my registration could be subject to revocation.

I agree.

Authorized Electronic Signature*

First M. Last

Title

Date*

mm/dd/yyyy

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* indicates a required field