



PUNKIN CHUNKIN

FAQs

Vendor Frequently Asked Questions

Q: Which application should I complete?

A: Punkin Chunkin has three vendor categories: Food, Marketing, and Merchandise. This is how we identify which application you will need to complete and submit:

Food Vendors provide food prepared on site and is meant for consumption at the event. Food vendors include but are not limited to lemonade, smoothie, popcorn, funnel cakes, desserts and other meal items for consumption.

A **Marketing Vendor** advertises their business and collects information from potential customers. They do not sell products at the event.

Merchandise Vendors sell products or services from their booth space.

Q: What are the required materials for my application for Punkin Chunkin?

A: Required vendor materials for Punkin Chunkin depend on the type of booth or participation you will have with the Festival.

- **MARKETING VENDOR:** Completed application, Payment, Certificate of Liability Insurance including worker's comp, copy of business license.
- **MERCHANDISE VENDOR:** Completed application, Payment, Sales Tax License (City of Aurora's) AND a Certificate of Liability Insurance including worker's comp.
- **FOOD VENDOR:** Completed application, Payment, Tri County Health's Temporary Food Service Permit, Certificate of Liability Insurance, and adherence to all Aurora Fire Department Food Vendor Canopy and/or propane requirements.

Q: I only work in Aurora for special events, do I still need an Aurora sales tax license?

A: Yes, you will need a city of Aurora sales tax license, if your business is not in Aurora you can get a temporary business/sales tax license and remit all tax through [this form](#). To contact our sales tax licensing office please call 303.739.7800



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Q: I have a Denver license for my business is that valid?

A: No, the City and County of Denver has separate regulations and licensing. To operate in Aurora, vendors need a city of Aurora Sales Tax license and, if applicable, a Tri County Health Department license.

Q: What permits/licenses do I need?

A: Depending on what type of vending you intend on during Punkin Chunkin you will need to provide event management with the following permits/licenses along with your completed application:

Merchandise vendors: City of Aurora Sales Tax License, State of Colorado business sales tax license, certificate of liability insurance including workman's compensation

Food vendors: City of Aurora Sales Tax License, State of Colorado business sales tax license, certificate of liability insurance including workman's compensation, Tri County Health Department's Temporary [event retail food establishment license](#)

Marketing vendors will not be selling items at the event, however the city does require a copy of the business license additionally the city does need a certificate of Liability Insurance to cover the event date and location.

Q: I do not have liability insurance for my booth. Can I still participate?

A: No, all vendors need to have a certificate of Liability Insurance that names the city of Aurora as an additional insured. A sample certificate of Insurance can be found in the vendor application on page.

Q: Can I provide my Colorado Sales Tax I.D. number as proof of my sales tax license?

A: Yes, if you provide your sales tax I.D. number we will be able to verify the license to fit our needs.



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Q: When is my application due?

A: All COMPLETED **Marketing, & Merchandise vendor** applications have to be submitted by **Friday, September 6, 2019 by 5:00pm**

COMPLETED **Food Vendor** applications must be submitted by **Friday, August 30, 2019 by 5:00pm**

Vendors that have submitted applications prior to the due date but are not complete by the due date will be declined. NO EXCEPTIONS

Q: It is past the due date, can I still apply?

A: No, event management has established the vendor application due dates in order to get all vendors organized and assigned spaces throughout the festival. It is not possible to add in additional vendors past the due date.

Q: How will I be notified when/if my application is accepted?

A: Applicants will be contacted from an event representative via phone or email if there are missing or incomplete documents with their application. If the application is accepted and confirmed, vendors will receive a confirmation email and load in details and parking passes via United States postal service so please make sure to include a mailing address that is frequently checked.