

Zwei Brewing Maker's Market Vendor Information & Application:

*****PLEASE READ THROUGH FULLY*****

Thank you for your interest in participating at Zwei Brewing's Maker's Markets. While Zwei would like to include everyone, our markets are small and we'd like to remind you that an application does not guarantee a spot.

Please find our market vendor application and information attached. We ask that this is filled out and returned to your Zwei Brewing contact within a timely manner.

Questions? Feel free to reach out to one/any of the contacts listed on this application. We're here to offer support!

Information about our events:

Location: Zwei Brewing 4612 S. Mason St., Fort Collins, CO

Markets will be held outside on Zwei's patio. Vendors can unload from the parking lot directly in front of the building, but should park for the day in the Walmart parking lot (across the street).

Vendor set up: 10:00 AM at the latest (if you need more time to set up, please contact Hilary directly).

Event run time: 11:00 AM to 5:00 PM, unless otherwise stated.

Payment types: Zwei advertises that vendors accept cash, check and Venmo. If you accept cards, please provide your own wireless card readers. Zwei will not provide a spot to plug in registers or card readers.

Beer tokens: Zwei will provide each vendor with a beer token, which can be redeemed at any point during the event for a free beer or non-alcoholic beverage. Please have an ID ready if you'd like to enjoy a beer.

BOGO: A BOGO coupon will also be distributed to each participating vendor to be given to the first purchaser at their booth.

Fee: While our main goal is to bring visibility and support to our participating businesses, we are instituting a \$20 non-refundable fee, cash or check made to Zwei Brewing, to help insure participation follow-through and supplement musical, promotional, and advertising costs for our events. Please, drop off fees at Zwei Brewing within 1 week of your acceptance to our market. Payment should be sealed in an envelope with "Market Fee" as well as your full name and business name clearly written on the front. Late fees may result in a cancellation of your place in our market. Thank you for understanding.

Cancelation: We are compassionate to the ways in which life interferes with the best laid plans, however, cancellation by a vendor may result in a forfeiture of any and all fees paid as well as rescindment of said vendor's invitation to participate in future Zwei Brewing markets.

Before applying, please note that the Zwei Brewing markets are intimate and focused on supporting local businesses whose goods are handmade or developed by the vendor - this includes printed reproductions of original artwork and designs such as prints, stickers, apparel, etc.. If you are an MLM or reseller (booksellers excluded), our markets are not for you. If you offer a service rather than selling individual products (i.e. tarot readings, massage, hair embellishment, etc.) please contact our organizer via the email provided above to discuss if your service might be a good fit for our events. And, while vendors selling handmade morsels such as chocolate, baked goods, coffee, or "for later" food items are welcome to apply to our markets, food trucks and carts should contact lindsey@zweibrewing.com with inquiries about joining the regular Zwei Food Truck schedule.

We will inform you of your vendor status (accepted or waitlisted) within 1 week (hopefully sooner) of receiving your official application and will address more detailed information about the market when we are closer to the event date(s) you indicate interest in, should you be accepted. Vendors who are neither accepted nor waitlisted, will not receive an email response.

Wifi information when on site (two options):

Wifi name: Zwei Guest Wifi password: 4612Mason

Wifi name: Centurylink3251 Wifi password: 9709805618

Zwei Brewing Contact Information:

Hilary Tandy

(Primary Point of Contact)

Event Coordinator

Hilarityart@gmail.com

Lindsey Bauer

Tap Room Manager

(720)560-7258

Lindsey@zweibrewing.com

Zwei Brewing Maker's Market Vendor Application:

All information inquired about is required and any personal information will be kept confidential.

Date: _____

First Name: _____

Last Name: _____

Official/Registered Business Name: _____

Business name used for advertising: _____

Email Address: _____

Business Address: _____

Phone Number: _____

Social Media- for promotional purposes:

(Acceptable answers: N/A, personal, business. Please specify personal vs business and list account name)

Website: _____

Instagram: _____

Facebook: _____

Brief description of your wares: _____

Provide a promotional blurb (1-2 sentences) about you and your business: _____

Price range of your products: _____

What payment types do you accept: _____

How much space does your booth require? _____

Are you willing/ able to share tent space (circle one)? YES NO

Do you have a Single or Multiple Special Event License YES NO

What is that license number (different than regular sales tax number)?

Do you have a State Sales Tax License? YES NO

Do you have a tent with weights (circle one)? YES NO

Do you have your own table and chair (circle one)? YES NO

Market Date Selection (please circle all that apply):

April 22nd

June 17th

May 20th

July 22nd

Please attach 1-5 images of product you will be selling.

Special Event Licensing:

Vendors are required and responsible for getting the appropriate licensing/permits for the Zwei Makers' Market, which is considered a "Special Event" by our state and local revenue departments. Vendors are also required to collect and remit their own sales tax for State/County and City.

STATE/COUNTY: The state requires vendors to file a special events application, even if you hold a state sales tax license (see above link). Please note, if a vendor participates in 3 or more special events at Zwei in a year your business will need to acquire a regular State Sales Tax License. All vendors will need to file a Special Event Return by the 20th of the month following the Market, regardless of their State Sales Tax License status.

CITY: The City of Fort Collins requires vendors **WITHOUT** a state sales tax license to file a temporary sales tax license for each event. Vendors are also required to report their sales to the city by the 20th of the month following the event (This form is attached to the licensing form that you will find by following the provided link). Those **WITH** a State Sales Tax License do not need to file a temporary sales tax license and can submit their sales via their usual city sales tax return.

All relevant tax/licensing information can be found in the links provided below:

CITY: <https://www.fcgov.com/salestax/special-events.php>

STATE: <https://tax.colorado.gov/special-event-sales-tax>

HELPFUL RESOURCE: <https://coloradobusinessresourcebook.com/colorado-sales-tax/>