

## Important Notes

Remember that this event is outside, RAIN OR SHINE, so plan accordingly. You must plan to stay for the entire event, from 9:00 a.m. to 7:00 p.m.

### SETTING UP:

- Your products, what you plan to showcase or sell
- Tables, shelves, boxes. You must pre-register for tables, chairs and electricity.
- Don't forget a 10'x10' tent to cover your booth and weights to secure your tent down.
- **Tents not weighted properly will be required to be removed at the HRCA's discretion. No exceptions.**
- A Necessity Box with tape, scissors, string, a glue gun, etc.
- Signs/Banners (Names of crafts/business, prices, etc.)
- A Cash Box with change - \$1's and \$5's
- Fabric or a drop cloth to cover and decorate your table
- A dolly or moving cart to move your items
- Family member or friends to help unload and set up!
- A water bottle, snacks, and a sweater or coat

\*\* Enter Town Center via Lucent Blvd., as Highlands Ranch Parkway will be closed between Broadway and Lucent. Exit C-470 at Lucent, cross Highlands Ranch Parkway and make a Left on Mayberry. Continue straight into the Town Center.

### THOUGHTS ABOUT YOUR BOOTH

- Remember – It's the Fourth of July, so decorate accordingly! Make your booth inviting.
- Consider various booth setups, using wood, fabric, floral, etc.
- Consider your electrical needs before you register. Remember, you **MUST** pre-register for electricity. Also consider that using too much electricity may cause a power shortage for yourself & others.

Join us for the Annual Highlands Ranch July 4th Parade as well! The Parade begins at 9:00 a.m. at the Kaiser Permenente parking lot. For more information about the parade route, or to find out how you can sponsor a float in the parade, visit [HRCAonline.org/events](http://HRCAonline.org/events).



## HRCA July 4th Festivities Schedule of Events

8:00 a.m.

HRCA Race Series July 4th Independence 5K  
(Ridgeline & Highlands Ranch Parkway)

9:00 a.m.

July 4th Community Parade

9:00 a.m. to 7:00 p.m.

HRCA July 4th Celebration  
at Town Center North & South

Balloon Twisters, Face Painters, Live Music,  
Games, Food, Beer, and more!

12:00 p.m. to 4:00 p.m.

Pet Adoption Fair at Town Center South

2:30 p.m.

Hot Dog Eating Contest at Town Center South

Approx. 9:15 p.m.

Fireworks Display

For more specific information on the events of the HRCA July 4th Celebration, visit [HRCAonline.org/events](http://HRCAonline.org/events).



[HRCAonline.org/events](http://HRCAonline.org/events)

303-791-2500

HIGHLANDS RANCH  
COMMUNITY ASSOCIATION

9568 University Blvd.  
Highlands Ranch, CO 80126  
[www.HRCAonline.org](http://www.HRCAonline.org)

 HIGHLANDS RANCH  
COMMUNITY ASSOCIATION

## 2012 Fourth of July Parade, Race, & Celebration at Town Center



### WE WANT YOU!

Be a part of the 2012 Fourth of July Parade and Celebration. We'll be celebrating rain or shine!

### Wednesday, July 4th

8:00 a.m. - 7:00 p.m.

Town Center North  
1100 Sgt. Jon Stiles Dr.  
&

Town Center South  
9288 Dorchester Street

(just east of Highlands Ranch Parkway and Lucent Blvd.)

[HRCAonline.org/events](http://HRCAonline.org/events)

# FOURTH OF JULY CELEBRATION

Wednesday, July 4th, 2012  
Highlands Ranch

## Town Center North & South

- Here is my registration form for the 2012 July 4th Celebration
- I cannot attend this year, but please keep me on your mailing list

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

	Cost	Quantity	Total
10' x 10' Booth Space Fee		_____	_____
Food Vendor	\$500	_____	_____
Business	\$500	_____	_____
Hand Crafter	\$250	_____	_____
Nonprofit Organization	\$200	_____	_____

(Nonprofit Organization must provide 501(c)3 status)

What are you planning to sell/promote? (We will attempt to avoid duplication of items) \_\_\_\_\_

6' Table	\$20 each	_____	_____
Chairs	\$7 each	_____	_____
Late Fee (After June 4, 2012)	\$25	_____	_____
* Electricity (MUST list below)	\$55	_____	_____

If you are reserving electricity, what will you be using the power for and how many outlets will you need: \_\_\_\_\_

*Appliance	Watts	Volts	Amps	# Plugs
*Appliance	Watts	Volts	Amps	# Plugs

I would like my booth to be located:

- Town Center North  Town Center South

Total amount due (Please make check payable to HRCA): \_\_\_\_\_

If you would like to charge your application fee to your credit card, please supply the following information legibly:

- Visa  Master Card  American Express

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3 digit CSC \_\_\_\_\_

Print name exactly as it appears on the card: \_\_\_\_\_

Please return this completed form with payment by June 4, 2012 to:

Highlands Ranch Community Association  
 ATTN: 4th of July Celebration  
 9568 University Blvd., Highlands Ranch, CO 80126  
 303-471-8870

The Fourth of July Celebration is an outdoor event. Vendors are responsible for their property; the Highlands Ranch Community Association, the Highlands Ranch Cultural Affairs Association, or their sponsors shall not be held responsible for any loss or damage due to weather, incident, theft, fire, acts of God, etc. If for any reason the event must be cancelled by the HRCA, booth space fees will be refunded. Equipment rental is a fixed cost & cannot be returned. **No fees will be returned for vendor cancellations after Friday, June 15. No exceptions!**

If any of the information I have submitted changes before the day of the event, I will contact the Event Coordinator at 303-471-8870 with the new information. I understand that I am responsible for all the supplies of my booth which may include change, signs, sales tags, bags, etc. Vendors are required to attend the entire event (7/4/12, 9:00 a.m. – 7:00 p.m.) and will be penalized for leaving the event early and may not be asked or allowed to participate in future HRCA events. HRCA reserves the right to accept or reject any application for whatever reason. I understand and accept these terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Location	Number

The Fourth of July presents a special opportunity for vendors to display and sell their products at HRCA's largest community event. This outside event will go – rain or shine!

## Vendor Booths

### REGULAR SPACE

This 10'x10' space will be ample for most vendors. It is **MANDATORY** that you bring your own 10x10 tent/canopy and 50lb weights for each corner, to safely secure the tent. Due to the long hours of this event a tent is required for each vendor to protect against various weather conditions. The booth spaces will be on asphalt in the streets of Town Center Square. The HRCA will require any tent or canopy not safely secured down to be removed.

## Details

### TABLES & CHAIRS

We have a limited number of 6' x 2.5' tables and chairs available for rent. You must register in advance for these, rental fee will double the day of the event, and there is no guarantee they will be available.

### TENTS

This is a significant safety issue as the Town Center often experiences gusty winds. **It is required that your tent be secured with weights to prevent it from blowing over.** Please do not simply rest weights on the feet of tent legs. HRCA will be checking to ensure that weights are being used. Any tent not properly weighted and secured will be asked to be taken down. You will be held responsible for any damage your tent may cause. HRCA will not be held responsible for damage caused by your tent.

### ELECTRICITY

This event is OUTSIDE, and because many vendors require electrical power, we offer electricity for an added fee. The outlets and amps available for use are limited! If you choose to purchase electricity, it is critical we know what you will be powering to supply enough electricity to your booth.

## Timeline

Registration Closing Date:.....Monday, June 4

A \$25 late fee is required after this date

Response Dates:.....Monday, June 11

Booth Assignments will be emailed by 6/11

*\*You will be notified on or before 6/11 or before if you are accepted*

Event Date & Time:.....Wednesday, July 4

9:00 a.m. – 7:00 p.m.

Set Up Time:.....Wednesday, July 4

7:00 a.m. – to be completed by 8:45 a.m.

Break Down:.....Wednesday, July 4

7:00 p.m. - Do NOT break down early

## Miscellaneous Information

The HRCA will be selling beverages and toys, and will be providing Face Painters and Balloon Artists. You will not be allowed to provide any services that might compete with these. \*All applications for crafts must include at least one photo of the product(s) you plan to display & sell at the event. If you have created brochures for your creations, please submit one with your application as well. We will attempt to avoid duplication in give-away or sales items in Town Center.

\*Any vendor selling food will be required to obtain a Temporary Food Permit with the Tri County Health Department, [tchd.org](http://tchd.org)

### TAXES

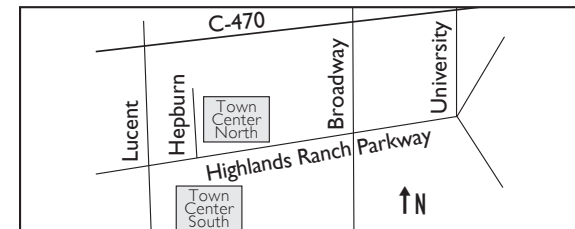
If you have your own Sales Tax ID, you may file taxes on your own, or you may choose to have the HRCA take care of your taxes. If you do not have a Sales Tax ID, you must collect 5.1% sales tax on each item you sell, and turn the money into HRCA. If you choose to have HRCA handle your taxes, please turn in your envelope to the HRCA Administrative Office by Friday, July 8, 2011 at the Recreation Center at Eastridge. Checks can be made payable to Department of Revenue. You may also find a Sales Tax Calculator at [businessstax.state.co.us](http://businessstax.state.co.us). Click on Sales Tax Rate Charts, enter the tax rate and hit the Calculator button. Taxes are broken down as follows: State Sales Tax 2.9%, County 1.0%, RTD 1.0%, SCFD 0.1% and FSD 0.1%.

### EVENT PROMOTION

Marketing efforts will include advertisements in the Highlands Ranch Herald, Your Hub, the HRCA News, HRCA's web site and on various other Highlands Ranch web sites. In addition, posters and flyers will be posted throughout each of the four Recreation Centers in Highlands Ranch.

## Location of the Event

Highlands Ranch Town Center South, 9288 Dorchester St.,  
 Highlands Ranch Town Center North 1100 Sgt. Jon Stiles Dr.



Because of the Parade, plan to get to Town Center via Lucent Blvd, (off C-470). Highlands Ranch Parkway will be closed between Broadway & the Town Center.

## Information

If you would like to participate in the Fourth of July, please complete the application process by submitting the following information:

1. A completed registration form
2. Photo(s) of your products (Restaurants & Nonprofit organizations are excluded from photos)
3. Payment (Checks can be made out to HRCA)

You may mail or drop off your application to:

Highlands Ranch Community Association  
 Attn: 4th of July Celebration  
 9568 University Blvd.  
 Highlands Ranch, CO 80126

### CONTACT INFORMATION

HRCA Phone Number: 303 791 2500  
 Event Coordinator: 303 471 8870  
 Email: [aarmce@hrcaonline.org](mailto:aarmce@hrcaonline.org)

### SELECTION PROCESS

Priority will be given on a first come-first served basis, and items must not compete with Town Center business tenant products. We will be jurying the applications for Crafter booths with a jury of experienced crafters using the photos and applications submitted by the applicants. All applicants will be notified by mail as soon as the jury has made their decisions. Certain applicants may be asked to provide samples of their work. HRCA is not responsible for any lost, stolen, or misplaced samples. *\*The HRCA retains the right to move booth locations at our discretion without prior notification.*



Join us to celebrate our nation's birth! Have a float in the HRCA's Community Parade!  
 Check it out online at: [HRCAonline.org/events](http://HRCAonline.org/events)

For more parade information contact:  
 Valerie at 303-471-8828 or [vmiller@hrcaonline.org](mailto:vmiller@hrcaonline.org)