



Kalamazoo Scottish Festival Association, Inc.

P.O. Box 511, Oshtemo, MI 49077-0511 (269) 491-4623

Web page: [www.kalamazooscottishfest.org](http://www.kalamazooscottishfest.org)

E-Mail: [info@kalamazooscottishfest.org](mailto:info@kalamazooscottishfest.org)

Dear Sir/Madam:

We cordially invite your participation as a vendor at the 2018 Kalamazoo Highland Games, on Saturday, August 25th. It will be held at the Flesher Field, 3664 South 9<sup>th</sup> St., Oshtemo, Michigan.

Enclosed you will find the Vendor/Crafter Registration Request and Contract.

The KSFA will provide an overnight security guard, but each vendor will be responsible for their own merchandise and booth. Set up may begin after 12 noon on Friday.

To offer the best variety of merchandise we try to limit the number of similar vendors. We are asking for a nonrefundable deposit of \$25 to hold your space. We offer a discount if you pay in full by July 15<sup>th</sup> (see Vendor Registration Request form for pricing info). Final payment is due along with your proof of insurance by August 1<sup>st</sup>.

We hope that you will indicate your acceptance by mailing the completed forms and a check payable to the Kalamazoo Scottish Festival Association. Payments may also be made via PayPal to: [info@KalamazooScottishFest.org](mailto:info@KalamazooScottishFest.org). If you have any questions about the Festival or your participation, please feel free contact me.

Sincerely,

Lenore Little  
KSFA Vendor Coordinator  
(269)254-5807  
[info@KalamazooScottishFest.org](mailto:info@KalamazooScottishFest.org)

Donna Miroslaw  
KSFA Vendor Coordinator  
(269)364-4927  
[info@KalamazooScottishFest.org](mailto:info@KalamazooScottishFest.org)

**Kalamazoo Scottish Festival Association, Inc.**

P.O. Box 511, Oshtemo, MI 49077

**Vendor Registration Request 2018**

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

Business Name \_\_\_\_\_

Owner's Name \_\_\_\_\_

Operator Name if Other than Owner \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Telephone and/or FAX  
Number(s) \_\_\_\_\_

Cell number: \_\_\_\_\_ E-mail \_\_\_\_\_

Merchandise to be Sold: ( ) Food or Beverages ( ) Dry Goods/Crafts

Products (Only those items listed will be permitted, but a general description, e.g.,  
"Scottish cut glass ware" or "Bagpipes and accessories" will suffice):

\_\_\_\_\_  
\_\_\_\_\_

Description and Dimensions of Sales or Display Unit \* (e.g., Tent, Trailer, Booth, etc.):

\_\_\_\_\_

Documentation Required by Law (Must be obtained directly by vendor):

(All vendors): Michigan Sales Tax # \_\_\_\_\_

(All vendors): Insurance Company and Policy # \_\_\_\_\_

\_\_\_\_\_

(Food or beverage vendors): Kalamazoo Co. Health Dept. Permit # \_\_\_\_\_

**Fees Listed on next page**

**Kalamazoo Scottish Festival Association, Inc.**  
**P.O. Box 511, Oshtemo, MI 49077**

**Vendor Registration Request 2018**

**Vendor fees:**

Vendor fees are charged to businesses that wish to set up a booth at the festival site.

Space Description	Space fee if registered prior to 7/15/18	Space fee if registered after 7/15/18	Total spaces needed	Total price
20' X 20' space	\$100	\$150		
10' X 10' space	\$50	\$75		

**Crafter Fees:**

Crafter fees are charged to individuals that wish to sell their handmade arts/crafts/goods.

Space Description	Space fee if registered prior to 7/15/18	Space fee if registered after 7/15/18	Total spaces needed	Total price
10' X 10' space	\$40	\$65		

You may bring your own tent, tables, chairs, etc...The below items are available to rent:

Item	Cost (each)	Total needed	Total price
Tables	\$10		
Chairs	\$5		
10' X 10' Frame Tent (includes setup and tear down)	\$75		
10' X 10' Rope and Pole Tent (includes setup and tear down)	\$90		
20' X 20' Frame Tent (includes setup and tear down)	\$275		
20' X 20' Rope and Pole yellow and white tent (includes setup and tear down)	\$300		

**Select Payment Type:**

<b>Check</b>	Make check payable to <b>KSFA, Inc.</b> and mail with your completed forms to the address indicated on the form.	Amount enclosed: \$ _____
<b>PayPal</b>	Send PayPal payment to <a href="mailto:info@KalamazooScottishFest.org">info@KalamazooScottishFest.org</a> . If paying via Paypal, please indicate the name of the PayPal account being used to ensure your payment is applied to the correct person. <b>PayPal Account Name:</b> _____ Also, if paying via PayPal, you may email your completed forms to <a href="mailto:info@KalamazooScottishFest.org">info@KalamazooScottishFest.org</a> or mail them to the address indicated on the form.	Amount sent: \$ _____

Applicant's Signature: \_\_\_\_\_

Date of Application \_\_\_\_\_

**Kalamazoo Scottish Festival Association, Inc.**  
**PO Box 511, Oshtemo, MI 49077**

**Vendor Contract 2018**

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

This is an agreement made and entered into as dated above by and between The Kalamazoo Scottish Festival Association, Inc., (the Lessor) and

Name of Business: \_\_\_\_\_, (the Lessee)

Name and Title of Applicant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone and/or FAX number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The lessor hereby grants and leases to the said lessee certain rights, privileges, and space during the period of the 2018 Kalamazoo Highland Games, on Saturday, August 25, 2018, at the Flesher Field, 3664 South 9<sup>th</sup> St., Oshtemo, Michigan, to conduct, operate, or sell upon assigned space in said premises, business and articles as are set forth in the Vendor Registration Request.

Under this contract and for the purpose described above, one or more spaces as approved and assigned by the Lessor.

**The Lessee agrees to provide a copy of certificate documenting liability insurance coverage in the amount of \$500,000, with endorsement to include, 1.) The Kalamazoo Scottish Festival Association, Inc., and 2.) The Oshtemo Charter Township and its agents and employees. Such certificates must be provided to the Lessor no later than August 1, 2018.**

In the event that this signed contract, and the aforementioned certificate(s) of insurance are not received by the Lessor by August 1, 2018, this contract will be rendered null and void, and all rights and privileges herein granted will be of no effect.

The Lessee agrees to conduct business and exercise the privileges herein granted in strict conformity to all relevant County, State, and Federal regulations and to the rules, regulations, and conditions of the Lessor, as set forth in page 2 of this contract. All such rules, both parties to this contract hereby accept regulations, and conditions.

Duly Assigned Representative of Lessor: \_\_\_\_\_

Lessee: \_\_\_\_\_

**Kalamazoo Scottish Festival Association, Inc. (KSFA)**  
**PO Box 511, Oshtemo, MI 49077**

**Vendor Contract 2018**

**Rules and Regulations Governing Vendor Activity**

1. Vendors/Crafters will set up and confine their business to their assigned areas. KSFA will plan to provide "air space" between vendors.
2. Set-ups may begin at 12 noon on the day before the Festival and continue until 8 P.M. Overnight security will be available, although vendors assume all responsibility for their own materials, equipment and other property.
3. All Vendor/Crafter space locations will be designated by the Festival Committee and set-up for the 10 foot by 10 foot vendor spaces may or may not be in an area separate from the main vendor area.
4. Set-ups continue on the morning of the Festival and must be complete by 9 A.M.
5. Vendor/Crafter vehicles must be off the field and into an assigned parking area by 8:30 A.M.
6. Entrance is free of charge to the Festival site.
7. Vendors/Crafters shall keep their sales or display units (booth, tent, canopy, trailer, etc.) and the immediately surrounding area neat, clean, free from accumulating refuse or debris and in safe condition and shall conform with all federal, state, or county regulations relevant to sanitation and safety.
8. Vendors/Crafters may conduct business or otherwise exercise their contract rights through delegation to their employees or to their own chosen volunteers. Such delegation shall not relieve vendors of any liability for their obligations under this contract.
9. Vendors/Crafters may begin closing shop by 5:00 P.M. on the day of the Festival and must remove all their equipment, merchandise and other property from the Festival site by 8:30 P.M. on that day.