



Kalamazoo Scottish Festival Association, Inc.

P.O. Box 511, Oshtemo, MI 49077-0511

(269) 214-2172

Web page: www.kalamazooscottishfest.org

E-Mail: info@kalamazooscottishfest.org

Dear Vendor:

We cordially invite your participation as a vendor at the 2016 Kalamazoo Festival & Highland Games, on Saturday, August 27th. The festival will be held at Flesher Field, 3664 South 9th St., Oshtemo, Michigan.

Enclosed is the Vendor Registration Request and Contract.

The KSFA will provide night time security the night before the event, 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 non-refundable deposit of \$25 to hold your space. We are still offering the discount if you pay in full by May 31st. The final payment is due along with your proof of insurance by August 1st.

Please mail the completed forms and a check payable to the Kalamazoo Scottish Festival Association. If you have any questions about the Festival, Games or your participation, please feel free contact me.

Sincerely,

Sherry Greene
KSFA Vendor Coordinator
(269) 214 -2172
sherry.ksfa@gmail.com

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

Vendor Registration Request 2016

Business Name _____

Owner's Names _____

Operator Name if Other than Owner _____

Business Address _____

Telephone and/or FAX Number(s) _____

Cell number: _____ E-mail Address _____

Merchandise to be Sold: () Food or Beverages () Dry Goods () Other
Products (Only those items listed will be permitted, but a general description, e.g. Jewelry or *Kilts 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:

20 foot X 20 foot booth space @ \$150.00 each, ___ spaces	\$ _____
20 foot X 20 foot booth space @ \$200 each after May 31 st ___ spaces	\$ _____
10 foot X 10 foot booth space @ \$75 each, ___ spaces	\$ _____
10 foot X 10 foot booth space @ \$100 each after May 31 st ___ spaces	\$ _____

Total enclosed as check payable to KSFA, Inc.: \$ _____

Applicant's Signature: _____

Date of Application _____

Kalamazoo Scottish Festival Association, Inc.
PO Box 511, Oshtemo, MI 49077
Vendor Contract 2016

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 2016 Kalamazoo Highland Games, on Saturday, August 27, 2016, at the Flesher Field, 3664 South 9th 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, 2016.

In the event that this signed contract, and the aforementioned certificate(s) of insurance are not received by the Lessor by August 1, 2016, 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: _____

*Please return **two** signed copies to Kalamazoo Scottish Festival Association, Inc.,
PO Box 511, Oshtemo, MI 49007*

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

Vendor Contract 2016

Rules and Regulations Governing Vendor Activity

Vendors will set up and confine their business to their assigned areas. KSFA will plan to provide "air space" between vendors.

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.

All vendor 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.

Set-ups continue on the morning of the Festival and must be complete by 9 A.M.

Vendor vehicles must be off the field and into an assigned parking area by 8:30 A.M.

Entrance is free of charge to the Festival site.

Vendors 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.

Vendors 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.

Vendors may begin closing shop by 5:45 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.