



2014

CELTIC HARVEST FESTIVAL

EDGEWATER

VENDOR PACKET

EVENT INFORMATION

The Fifth Annual Celtic Harvest Festival will be held in Edgewater, Colorado on September 20 - 21 at Citizen's Park. Music, activities, food, dance and Celtic fun will be enjoyed both days.

Edgewater is located just minutes from downtown Denver bordered by Wheat Ridge, Lakewood and Denver. Edgewater prides itself on its small town atmosphere within the Denver Metropolitan area. Just west of Sloan's Lake, Edgewater offers many restaurants and pubs well attended by people from all over Colorado. Citizen's Park is a 6 acre park located in the center of Edgewater, surrounded by residential housing and Edgewater Elementary.

The Celtic Harvest Festival will draw a wide variety of attendees. We will be drawing participants from all over the Metropolitan area as well as the State of Colorado. We are anticipating an attendance upwards of 15,000 people for our venue. This year's event will be held in Citizen's Park located at 24th Ave. and Chase St. from 10am – 9pm on Saturday and 10am-5pm on Sunday.

VENDOR APPLICATION PROCESS

Attached to this informational packet is a Vendor Application. Please complete the application and return it to the listed address. Once the application has been received and approved, your organization will be contacted. Payment is due at the time of application. Deadline for vendors is June 20th, but space is limited so please do not wait to get your application turned in. After the deadline we will still accept vendors (space dependent) but cannot guarantee maximized publicity through pre-event printed publicity.

VENDOR POLICIES AND PROCEDURES:

No Vendors will have exclusivity, other competing vendor's products and services will be allowed. The Festival will not place vendors with identical products or services next to one another for the benefit of all.

Vending Time: The length of time an exhibitor must remain at location is, Saturday September 21 from 9:30am – 7:30pm and Sunday September 16 from 9:30am – 5:00pm. All locations at the Festival will have great traffic flow so extra fees for corner booths will not be necessary. Following approval of vendor application and one week prior to the event, vendors will be given a time they can access the park with vehicles for both set-up and tear down. Vehicles will only be allowed inside park area between these times.

Security: Security will be provided 24 hours each day at the Festival and every effort will be made to keep the grounds secure and your product and equipment safe. Celtic Harvest Festival Edgewater is not responsible for any theft, damage, etc. that may occur during the Festival and all related Festival activities at the grounds. There will be paid security Friday evening 8pm - Sunday evening (5pm).

Food Vendors: All food vendors will have spaces set up within the park on turf or infield. No vehicles will be allowed to park within the park throughout the event.

Vendor Sales: All vendor sales are limited to the space designated by the event manager for each vendor. Vendors will not be permitted to walk around the event selling merchandise or services.

Sales Tax: All vendors are required to pay their own sales tax from any sales made at the Celtic Harvest Festival. The City of Edgewater will provide an envelope for the vendors to document and pay their city sales taxes. The current city sales tax rate in Edgewater is 3.5%.

Credit Card Sales: The Celtic Harvest Festival will have a credit card machine available in the merchandise tent for large purchases. Customers will need to access the ticket tent with credit card transactions.

Change: The Celtic Harvest Festival will provide change to any vendor as needed when change is available. Please make sure to bring your own change to make sure you have what is needed.

Signage: No signs outside of the tent or outside of the vendor space assigned to each vendor.

Craft and Material Vendor Area: No water or drink sales and only pre-packaged food will be allowed for sale.

Event Entrance Fee: All vendors will be issued two passes into the event for each day of the event. Additional passes can be purchased at the gate for \$2/person.

Vendor Logos: All approved vendors will have the option to submit vendor logos to event for posting on the web site and use in event material.

Any guideline or rule set up in this application may be changed from time to time by the Event Manager.

Name of Business: _____ **Main Contact:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Email Address:** _____

Booth Requirements for Vendors for Two Days:

APPLICATION DEADLINE **6/20/14**

Non-Profit Vendor (Must be approved by event director before acceptance)

Number of 10' x 10' booth spaces # _____ Neg.

Craft and Material Vendors (Includes Electricity):

Number of 10' x 10' booth spaces # _____ \$170.00 each

Number of 10' x 20" booth spaces # _____ \$270.00 each

Number of 20' x 20" booth spaces # _____ \$370.00 each

Food Vendors (includes Electricity):

Number of 10' x 20" booth spaces # _____ \$325.00 each

Number of 20' x 20" booth spaces # _____ \$425.00 each

TOTAL FEES DUE \$ _____

Vendor items

The following item or items will be displayed and/or sold in the Exhibitors Space(s): Please include a photo or website link of product being offered and describe in detail the type of display, presentation and items to be sold.

Only items listed for sale on this application will be allowed, please be very specific. ONLY PRE-PACKAGED FOOD WILL BE ALLOWED IN THE CRAFT AND MATERIAL VENDOR AREA, NO WATER OR DRINK SALES.

Payment Information:

CREDIT CARD INFORMATION:

TYPE OF CARD: Master Card _____ Visa _____

Card Number: _____ Exp. Date: _____

Name On Card: _____ 3 or 4 digit code _____

Card Billing Address: _____ Zip Code _____

MAKE CHECKS PAYABLE TO: City of Edgewater

Mail to: Celtic Harvest Festival, 2401 Sheridan Blvd., Edgewater CO 80214

Payment must accompany your application

Phone: 720-763-3012 Fax: 303-238-7192

ONCE ACCEPTED INTO THE CELTIC HARVEST FESTIVAL EDGEWATER, I AGREE:

- A. To hereby release and forever discharge Celtic Harvest Festival Edgewater, The City of Edgewater, Edgewater Arts Project and its officers and agents. All sponsoring organizations, and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the Celtic Harvest Festival. The Celtic Harvest Festival Edgewater will not be responsible for any injury sustained by artists, vendors or guests while within space designated for the aforementioned, including the sale of all products or services occurring at such booth space. I agree to pay for all damages that may have been caused as a result of the operation of my booth, sale of my products or of any of my other actions at the Celtic Harvest Festival Edgewater. I further agree to store my products, merchandise, and/or art at my own risk without exception or limitations.
- B. To supply my own tent(s) along with all necessary equipment and tables and chairs for my products.
- C. To comply with all representations of this application and with all of the conditions and deadline set forth in the informational letter sent me upon acceptance into the Celtic Harvest Festival Edgewater. I further agree that if I do not comply with such representations or conditions, nor meet all requirements, I may not be allowed to operate that day of the Festival and I would forfeit all entry fees.
- D. To attach a certificate of insurance representing a minimum of \$1,000,000 liability or to complete an indemnity form releasing City of Edgewater, Celtic Harvest Festival Edgewater and Edgewater Arts Program.
- E. To leave my space as I found it, properly disposing of trash and all waste products within the components made available by the Celtic Harvest Festival Edgewater, and removing all my equipment in a timely manner at the conclusion of the Festival. I agree to pay for any expenses that Celtic Harvest Festival Edgewater may have incurred as a result of my not fully cooperating with the Festival organizers. Minimum fee incurred for non-compliance is \$500.
- F. To use my best efforts to present high quality products and services and to cooperate with Festival organizers in assuring the Celtic Harvest Festival Edgewater will be the best possible.
- G. Should an Act of God/terrorism/Mother Nature/or Community Disaster occur, Celtic Harvest Festival Edgewater staff will make all decisions regarding the Festival based on safety first. Celtic Harvest Festival Edgewater cannot accept the risk of disaster for everyone. Each participant and vendor needs to accept the risk of his or her entry fee. There will be NO REFUNDS. The money paid is spent developing the event. Celtic Harvest Festival Edgewater does not save money if you do not participate in the event. Celtic Harvest Festival Edgewater has ordered and is liable for every supply, rental and services needed for the event, regardless of the outcome. These costs include but are not limited to paying for marketing, entertainments, permits, event staff, offices and administration costs all year.

I have read, understand and will comply with all rules and regulations as outlined in this application.

Applicant's Name: _____ **Business Name:** _____

Applicant's Signature: _____ **Phone Number:** _____

FOR OFFICE USE ONLY:

Date Received _____ Approved Not Approved
Reason: _____

Space Assignment _____

Amount Paid _____ Confirmation Sent _____

Check # _____ Notes _____

Credit Card _____

This agreement made and effective the _____ Day of _____ 20_____