



Due by May 15, 2020

10th Annual Colorado Lavender Festival
Palisade Veteran's Memorial Park
June 27, 2020 Saturday 9am-4pm

Vendor Application

Name of Business: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Website: _____ Email: _____

Returning Vendor? Y N Would you like the same/or close as possible location? Y N (this is not guaranteed)

Please list all items you will be selling at the Festival (vendors who did not participate in the past year must provide photos of products and display):

*Items grown or crafted by others: _____

*You must grow or make the majority of inventory offered for sale at your booth. Mass-produced merchandise or any merchandise offered under any brand other than vendor's own is subject to item-by-item approval.

Each vendor is required by the Town of Palisade to a \$10 Temporary Special Event Business License. This license fee will be collected by the Association in addition to the vendor fee. Any vendor application without the fee will be incomplete and not considered until total payment is received. If vendor has already purchased an annual Town of Palisade Business License, a copy is to be submitted with the application.

Food vendors must provide a copy of their Food Handlers License. Food & Alcohol vendors must provide a Certificate of Liability Insurance naming Lavender Association of Colorado as Additional Insured.

General / Charter Member:

TOTAL:

Table with 4 columns: Member Type, Single Price, Double Price, Total Price. Rows: Early Bird, After March 31.

Non-member / Supporter Member:

Table with 4 columns: Member Type, Single Price, Double Price, Total Price. Rows: Early Bird, After March 31.

Food and Alcohol Vendors: (if non-member)

Table with 3 columns: Item, Price, Total Price. Rows: Early Bird, After March 31, Do you need electricity?, Town of Palisade Temporary Business License.

Check # _____ Total paid: \$ _____

Total payment required to be considered.

Vendor Signature: _____ Date: _____

**By signing, you have read and agree to the Vendor Information/Guidelines.



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VENDOR INFORMATION/GUIDELINES

Colorado's Annual Lavender Festival is looking for the finest quality handcrafted lavender products or unique arts and crafts. Priority will be given to General Members of the Lavender Association of Colorado.

Dates & Hours: The festival will be held June 27, 2020 from 9am-4pm. Palisade Veteran's Memorial Park, regardless of weather conditions, 120 W 8th St, Palisade CO 81526. Participation allows the possibility of photography of you/your booth to be used in future advertising.

Set-up/Breakdown: Set-up may begin at 6:00am and must be completed by 8:45am. Go direct to your space, check-in is not needed. The **main parking lot** will be available to unload **until 8:00 a.m. NO EXCEPTIONS**. All vehicles must be moved as this will be **handicapped parking only**. **Food Trucks** will be located on the east side of the park on Main St, **DO NOT UNLOAD here**. Breakdown can begin at 4pm and must be completed by 6pm. Before leaving, your location must be clean and trash free. Vehicles not moved to designated areas, breaking down early, not cleaning your site, will result in not being invited back as a vendor.

Vendor Parking: **All vendor vehicles must be moved by 8:00 a.m.** Unload your products and display and then move your vehicle **before** completing your set-up. Vendor parking at Taylor Elementary School 689 Brentwood Dr, or the Fire Station overflow parking, across the street west of the park.

NO PARKING ON THE STREET OR MAIN PARKING LOT, NO DRIVING ON THE GRASS.

What can be sold: The vendor must grow or craft the majority of the products sold. Any exceptions must be approved by the Vendor Committee and/or Festival Director. To achieve a wide variety of goods, some products may be limited. Vendors will be notified in advance of products that have not been approved, and have the option to withdraw from the festival and receive a full refund. A vendor selling a product not disclosed in the application may, at the sole discretion of the Vendor Committee and/or Festival Director, be prohibited from any further sales of such product.

Vendor Approval: All new vendors, to any LAC event, must provide 3 photos of their booth and products with their application. Please enclose a self-addressed stamped envelope (SASE) if you'd like your photos returned. All vendors must be approved by the Vendor Committee. If not approved, your application fee will be refunded in full. Notifications of acceptance and pertinent information will be sent to the vendor in a timely manner. If a selected vendor is unable to participate, the Vendor Committee/ Festival Director must receive notice before **May 15th** in order to receive a full refund. Booths can be shared by no more than two (2) vendors or businesses and both must be listed on the application. Sub-letting or selling of spaces is not allowed. Make sure our email is included in your **Safe Sender list**, we are not responsible for your failure to **check your Spam/Junk folder** for our notifications to you.

Space Allocation: Single space allotted is 10x10 standard. Vendor locations will be assigned by the Vendor Committee. Any special accommodations will need to be disclosed beforehand. There is no guarantee of space assignments. Placement, flow and competition will be taken into consideration to provide the best experience for Festival attendees. Your display must NOT exceed the boundaries of your booth. **STAKING IS PROHIBITED!** Nothing, including tent stakes or signs, may be driven into the ground at the festival site.

Staffing & Money: Each vendor is responsible for the appearance of their booth and conduct of those working within their booth. Each vendor is responsible to assure staffing at all times and responsible for their own finances. The vendor accepts all liability for any loss, damage, theft caused by the operation of their booth, and relieves the Lavender Association of Colorado and its representatives of any liability of the operation of their booth.



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All vendors are responsible for cleaning the immediate area surrounding their booths. Trash cans and liners will be provided and located throughout the park, vendors should come prepared with receptacles and trash bags at their own booths, this includes concession booths. The park trash cans are not to be reserved for your booth's use.

Alcohol Vendors: Will be held to the same expectations as non-alcohol vendors. You are responsible to maintain your own liquor requirements needed. You are responsible to check the required ID's of all your patrons. We will acquire the Town of Palisade Liquor Licensing, and have fencing and security surrounding the alcohol vendors. A Certificate of Liability Insurance is required naming Lavender Association of Colorado as an Additional Insured.

Food vendors: Are required to comply with Mesa County Environmental Health Department and Colorado requirements for temporary food establishments. A copy of a current Food Handlers License is required by all food vendors when submitting this application and must be displayed at all times during the festival. A Certificate of Liability Insurance is required naming Lavender Association of Colorado as an Additional Insured.

Taxes, Fees and Permits: Each vendor must possess and display a valid Colorado Sales Tax License. Vendors are responsible for collecting and reporting their own sales tax. (Obtain from the State of Colorado <https://www.colorado.gov/pacific/tax/sales-tax-account-license>). Vendors must also submit \$10 for a Town of Palisade Temporary Special Event Business License, **paid with** the vendor fee and application. If vendor has already purchased an annual Town of Palisade Business License, a copy is to be submitted with the application. Any vendor application without the fee will be considered incomplete and not considered until payment is received.

Total payment submitted with this application is required to be considered.

HAVE YOU INCLUDED THE REQUIRED DOCUMENTS IN ORDER TO BE CONSIDERED?

- The completed, signed, and dated registration application, (first page only).
- Check made out to Lavender Association of Colorado, or LAC, for booth fee **and** Temporary Special Event Business License (if you don't hold an Annual Town of Palisade Business License).
- Copy of Annual Town of Palisade Business License (if not paying the Temporary Special Event Business License).
- Copy of current Food Handlers License for Food Vendors.
- Food and Alcohol Vendors: have included a Certificate of Liability Insurance naming Lavender Association of Colorado as an Additional Insured.
- Maximum of three photos if a new vendor, and a SASE to have photos returned.
- If you choose to scan your application to be emailed, or fill out the on-line application, new vendors can email or upload photos as well. However your application is not accepted until total payment is received.
- Only cash, check, or online payments through our website, are accepted. For safety, do not send cash through the mail.

****By signing the application form, you have read and agree to the Vendor Information/Guidelines.**