



Due by May 15, 2023

12th Annual Colorado Lavender Festival
 Riverbend Park, 451 Pendleton St, Palisade CO
 June 24, 2023 Saturday 9am-4pm

Vendor Application

Name of Business: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Website: _____ Email: _____

Returning Vendor? **Y N** Special Requests: _____

Please list all items you will be selling. (Vendors who did not participate in the 2022 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.

ALL VENDORS MUST PROVIDE a **Certificate of Liability Insurance for \$1,000,000** naming **Lavender Association of Colorado** as **Additional Insured**. This may be obtained after you have been approved as a vendor. However, certificates **MUST be provided by June 15th at the latest**. If we do not receive your certificate prior to that date, you may not be allowed to set up at the festival and **no refunds will be given**. If you need assistance, please contact us!

General / Charter Member: **TOTAL:**

Early Bird	Single: \$150	Double: \$225	Triple \$275	
After March 31	Single: \$215	Double: \$290	Triple \$340	

Non- member / Supporter Member: **TOTAL:**

Early Bird	Single: \$200	Double: \$350	Triple \$400	
After March 31	Single: \$250	Double: \$400	Triple \$450	

Do you need electricity?	+\$25	
All Vendors	All Vendors	
Town of Palisade Temporary Business License Each vendor is required by the Town of Palisade to provide a \$10 Temporary Special Event Business License. This license fee is payable to 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, write the license number here. <u>A copy is to be submitted with the application.</u> Palisade business license # _____	\$10

Check # _____ Total paid: \$ _____

Total payment including Temporary Business License fee if applicable is 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 24, 2023 from 9am-4pm, Riverbend Park, regardless of weather conditions, 451 Pendleton St, Palisade CO 81526. Participation allows the possibility of photography of you/your booth to be used in future advertising.

Set-up/Breakdown: **Fri set up 6/23 at 4p-8p, is available if desired but there will be no security. We would suggest no product be left overnight, this is at your own risk. Set-up Sat June 24, may begin at 6:00am and must be completed by 8:45am.** Check-in will be required before you can go to your space. Parking for vendors will be in a designated location. On-site parking for attendees will be available as well. Breakdown can begin at 4pm and must be completed by 6pm. Breaking down early, not cleaning your site, vehicles not moved to designated areas will result in not being invited back as a vendor. Before leaving, your location must be clean and trash free.

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. You may park on the grass to unload only. Please be aware of paint markings indicating sprinkler heads and electrical boxes and avoid driving near or over these. Vendors will be held responsible for any damage.

Handicapped parking for vendors is available with permit.

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 1st 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.** Tent weights are required to secure tents, 40 lbs per leg is recommended.

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 are 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. At end of event all booth trash MUST be taken to trash bins at north end of park. TRASH LEFT BEHIND AT SITE WILL DISQUALIFY VENDOR FROM 2023 EVENT.

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.tax.colorado.gov/businesses>). Vendors must also include \$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 liability insurance certificate (if accepted – due before June 15th)
- 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.
- Online payment or checks are accepted, DO NOT send cash.

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