



Annual Colorado Lavender Festival  
Palisade Veteran's Memorial Park  
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**

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 event fee. This fee will be collected by the association and paid in full to Town of Palisade by the association. Any vendor application without the fee will be considered incomplete and not considered until payment is received.

Booth space is limited. All vendors must include own furnishings, none will be provided.  
Food vendors must provide a copy of their food service license with this application.

### General / Charter Member:

Early Bird	Single: \$125 + \$10 = \$135	Double: \$200 + \$10 = \$210
After March 31	Single: \$190 + \$10 = \$200	Double: \$265 + \$10 = \$275

### Non- member:

Early Bird	Single: \$175 + \$10 = \$185	Double: \$350 + \$10 = \$360
After March 31	Single: \$200 + \$10 = \$210	Double: \$400 + \$10 = \$410

Please check which booth you would like and enclose payment and event fee along with this application. Total paid:

\$ \_\_\_\_\_ Check # \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Vendor Information

Colorado's Annual Lavender Festival is looking for the finest quality handcrafted lavender products or unique arts and crafts.

**Dates & Hours:** The festival will be held June 30, 2018 from 9am-4pm. Palisade Veteran's Memorial Park, regardless of weather conditions.

**Set-up/Breakdown:** Please check in with the main tent when you arrive. Set-up may begin at 7am and must be completed by 8:45am. Vehicles are not permitted on the grass/ no parking next to your booth location. Vendors may unload their materials in the park Parking lot and along the east street. Once vehicles are unloaded, they must be moved to designated areas. Vehicles not moved can result in vendor fees. Breakdown can begin at 4pm and must be completed by 6pm, any vendor breaking down before 4pm can result in penalty fees. Before leaving, your location must be clean and trash free.

**What can be sold:** The vendor must grow or craft the majority of the product's sold. Any exemptions must be approved by the Vendor Committee/Jury and 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. Vendor has the option to withdraw from the festival and receive a full refund. A vendor selling a product not disclosed in the application may be, at the sole discretion of the Festival Director, prohibited from any further sales of such product the remaining day.

**Vendor Approval/ Space Allocation:** Vendors must provide a maximum of 3 photos of their products and display if new to the event, returning vendors do not. If the applicant is accepted, they will receive a full refund. 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/Jury and Festival Director must be received notice before May 1 in order to receive a full refund. Vendor locations will be assigned by the Vendor Committee/ Jury and Festival Director. Any special accommodations will need to be disclosed beforehand. Your display should not exceed the boundaries of your booth space. Any vendor taking more space than allocated will/can face penalty fees.

**Staffing & Money:** Each vendor is responsible for the conduct of their booth and those working within their booth. Each vendor is responsible to assure staffing at all times and responsible for their own finances. Lavender Association of Western Colorado cannot and will not be held responsible for any loss, damage or theft from a vendor's booth or merchandise.

**Alcohol Vendors:** Will be held to the same expectations as non-alcohol vendors. Will be responsible to maintain their own liquor requirements needed. Will be responsible to check the required ID's of all their patrons.

**Licensing:** 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. All vendors must display a copy of their sales tax license during the festival.

**Taxes, Fees and Permits:** The Town of Palisade requires a State of Colorado sales tax license for anything sold at the festival. Vendors must obtain a temporary sales tax license from the Town of Palisade if they do not have a State Sales License. The Town of Palisade requires a special \$10 event permit; vendors must include this additional fee in their application.