



# 55<sup>th</sup> Annual Colorado Scottish Festival

August 4<sup>th</sup> and 5<sup>th</sup> 2018

Meg Stern, Vendor Coordinator

832 Altair Drive

Littleton, Colorado 80124

## 2018 Vendor Information

Dear Friends:

The 2018 Colorado Scottish Festival will be held in Edgewater, Colorado at Citizens Park 5420 W. 24<sup>th</sup> Avenue, Edgewater, CO 80214 the park is bordered by W. 22<sup>nd</sup> Avenue and W. 24<sup>th</sup> Avenue to the North and South, and Edgewater Elementary School to the West. It is a couple of blocks west of Sloans Lake.

We are welcoming applications for Vendor booth space. We are happy to receive applications please understand that we cannot guarantee booth space to all who apply.

Application DEADLINE: **July 1, 2018**

### ELIGIBILITY

To be eligible to be a vendor at the Colorado Scottish Festival, you must sell merchandise from or representative of the British Isles Scotland, Ireland, England or Wales.

### BOOTH INFORMATION AND FEES

#### Information

Your booth must be open during the entire Festival.

Saturday: 9:00 am to 4:00 pm

Sunday: 9:00 am to 4:00 pm

Your tent should have a good roof that can withstand wind, rain, hail and other inclement weather as even on the Front Range, the weather can be fickle in Colorado!.

#### Booth Fees

Fees for Open Space Using Your Own Tent	Merchandise	Food
10' x 10' Open Space (100 square feet)	\$140.00	
10' x 20' Open Space (200 square feet)	\$280.00	\$400
20' x 20' Open Space (400 square feet)	\$560.00	\$700

### INSURANCE

**EVERY VENDOR MUST submit a Certificate of Liability Insurance, with the Colorado Scottish Festival listed as an Additional Insured.** This certificate should be submitted with your payment and signed Vendor Agreement, but it absolutely **MUST** be in my hands by Monday, July 30, 2018, or you will not be permitted to set up on the Festival grounds.

### LIABILITY

- While the Festival grounds will be patrolled at night, Vendors accept responsibility for all lost or stolen merchandise or equipment.
- Vendor accepts all responsibility, liability and costs for any damage to booth, to customers, to Festival and to the environment.

### TAXES

The sales tax rate in Edgewater is 8%.

## PAYMENT DEADLINE

The ENTIRE payment due (including charges for additional equipment), along with the signed Vendor Agreement and Proof of Liability Insurance, must be received no later than Monday, July 10, 2018.

All checks should be made payable to **Colorado Scottish Festival**.

Mail to:

**Meg Stern, Vendor Coordinator**

**832 Altair Drive**

**Littleton, Colorado 80124**

Payment, signed Vendor Agreement and Insurance Certificate should be mailed to me at the address shown above.

## CANCELLATIONS

Cancellations are to be sent to me in writing, either via E Mail or U.S. Mail, and must be received by me prior to **July 14, 2018**, for a refund of money you've already paid. A refund of money for notification received by me after July 13, 2018, will be determined on a case by case basis.

## VENDOR DOCUMENTS

All of your required Vendor documents will be emailed to you prior to the Festival.

## SET-UP

**Set up on Friday, August 3, will be from 9:00 a.m. to 5:00 p.m.** You may also set up on Saturday morning beginning at 6:00 a.m. I will be at the Festival site between 9:00 a.m. and 5:00 p.m. on Friday and beginning at 7:00 a.m. on Saturday. All set up must be completed, with your vehicle parked in a designated Vendor parking area, by 8:00 a.m. on Saturday morning.

**I strongly encourage you to set up on Friday, as things are very hectic and congested on Saturday morning, and the Vendor area is compact.**

## VEHICLES

Vendor vehicles may be temporarily parked in your booth area for unloading and reloading. Once you've unloaded, you'll be directed to Vendor parking.

## PETS

The Festival is dog friendly, so you may bring your dog(s) with you. However, they **MUST** be on a leash, you **MUST** clean up after them, and there are only a few hotels that are dog friendly.

## QUESTIONS

Please direct all inquiries to:

**Meg Stern, Vendor Coordinator**

**vendors@scottishgames.org**

**720-454-4103**

We encourage you to read through this packet and complete the attached **Registration Form** as soon as possible to reserve space for the 2018 Festival. **The deadline for registration is July 14, 2018 at 4:00pm.** Registrations and additions/changes received after that time will be subject to a 20% late fee. Please understand that due to limited space we cannot guarantee booth space to all who apply

We look forward to your participation in the success of the 55<sup>th</sup> Annual Colorado Scottish Festival!

**PLEASE KEEP THIS INFORMATION FOR YOUR FILES**



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832 Altair Drive  
Littleton, Colorado 80124

## 2018 Vendor Agreement

In consideration of \_\_\_\_\_ Dollars (per total on registration form), the **St. Andrew Society of Colorado/Colorado Scottish Festival** (“Lessor”) hereby agrees to lease to, \_\_\_\_\_ **d.b.a.** \_\_\_\_\_ (“Lessee”), certain space located at The Town Edgewater (“the Space”), set aside for vendors of the Colorado Scottish Festival (“the Festival”). Lessee’s sole purpose of leasing the Space is to purvey merchandise and/or services. The term of the lease shall be from 9:00 a.m. MDT on Friday, August 3, through 4:00 p.m. MDT on Sunday, August 5, 2018.

It is understood and agreed that the Space leased by Lessee shall be occupied only by Lessee. Lessee may not sublet any portion of the Space leased to Lessee.

It is also understood and agreed that Lessee’s status is that of an independent contractor, not that of an agent, employee, volunteer or member of Lessor.

Lessor will describe more fully to Lessee the Space to be provided to Lessee on or before Friday, August 3, 2018. All property in conjunction with the Space, with the exception of fixtures leased to Lessee by Lessor, is deemed to be in the care, custody and control of Lessee. Lessee must return leased fixtures to Lessor in the condition issued, less normal wear and tear.

As a condition of this Agreement, Lessee agrees to indemnify and hold harmless Lessor, its officers, members, agents and sponsors from any and all loss and damage, including, but not limited to: 1) claims or suits for damages of any kind, including judgments and defence costs; and 2) damages to property, real or personal, arising out of Lessee’s concession or involvement in the Festival.

Lessee further agrees to obtain from the local authorities all necessary permits and licenses required for the operation of Lessee’s concession at the Festival.

Lessee may cancel reservation by notifying Lessor of such cancellation in writing. **Notification received on or before to June 30, 2018, will result in a full refund of money paid.** *A refund of money for notification received after June 30, 2018, will be determined on a case by case basis.*

Signed in understanding and agreement with the above:

### Colorado Scottish Festival

By: \_\_\_\_\_  
Meg Stern, Vendor Coordinator

By: \_\_\_\_\_  
Vendor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to me at the address above: 1) a signed copy of this Vendor Agreement, 2) Proof of Liability Insurance and 3) Payment in Full.**



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Littleton, Colorado 80124

## 2018 Vendor Registration Form

Vendors will be expected to provide their own tent. We may be able to rent limited numbers in terms of tents, but please make every effort to provide your own.

10'x10' Open Space (100 Square feet)	\$140
10'x20' Open Space (200 Square feet)	\$280
20'x20' Open Space (400 Square feet)	\$560
Electrical Please let us know if you need this, and please bring your own power strip and extension cord.	Yes/no
TOTAL	\$

**Group Name:**

**Contact Person(s):**

**Person On Site at Event (if different):**

**Mailing Address:**

**Phone #'s:**

**Email:**

**Special Needs:**