2017 LAVENDER FESTIVAL CRAFT & FOOD

SERVICE AGREEMENT & VENDOR APPLICATION

DENVER BOTANIC GARDENS

Chatfield Farms

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2017 Lavender Festival

food • craft • novelty • nonprofit

This application does not automatically guarantee participation in the 2017 Lavender Festival.

Event Information

Denver Botanic Gardens is happy to introduce a new event the Lavender Festival in celebration of the new lavender garden at Chatfield Farms. The Festival will be an annual event held in July during peak bloom season. This year the festival will be held Saturday, July 15, 2017 from 9 a.m. – 5 p.m.

The festival will be a fun family event with food, beer, wine, spirits, music, family and kids activities, vendors showcasing lavender products, demonstrations and educational programs. The new lavender garden, installed in 2015, provides a beautiful backdrop for this event with over 800 lavender plants in peak bloom.

Entry to the festival will be free with complementary parking. Free activities to include live music, children's crafts, farm tours and lavender demonstrations. Tickets will be available for hay rides, face painting and much more. Lavender products will be available for purchase from local lavender growers and artisans. Guests will be able to satisfy their pallet with a variety of food, dessert, and drink vendors.

Event Dates & Hours

Saturday, July 15, 2017 from 9 a.m. – 5 p.m.

Rules & Regulations

Listed below are the rules and regulations that you agree to accept by signing the application.

Indemnification

I hereby release and forever discharge Lavender Festival, all Denver Botanic Gardens employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my application to or participation in Lavender Festival. Denver Botanic Gardens will not be responsible for any injury sustained by vendors or guests while within the space designated for exhibits. Furthermore, I understand that I store my product at my own risk.

By signing this form I acknowledge that I have read, understand and will abide by the policies outlined in the application and vendor letter. I understand that failure to follow these regulations can mean a loss of damage deposit and expulsion from Lavender Festival and/or future events.

Booth Space

You are renting the space size as listed on your application. Each vendor space will be marked and placed side-by-side with little to no room in between vendors. Vendor spaces cannot be switched or moved upon arrival for set-up.

The agreement is for the space only. You are responsible for supplying your own covering, tables, chairs, generator for electrical needs and other equipment or signage you may need. All activities related to your booth must remain within your rented space. Vendor is responsible for maintaining a safe and clean booth space. All tenting must be secured and able to handle inclement weather including wind, rain and snow.

Booth Fees

Payment may be made by check or credit card payable to Denver Botanic Gardens. All applications must be accompanied by payment in order to be processed. Booth fees are non-refundable once paid.

Vendor Hours

Vendors are required to be present for the hours as listed. Vendors may drive vehicle to booth space for drop off but are required to have vehicle in vendor parking at least 30 minutes prior to opening. Vehicles are not permitted to drive to booth space during the festival and will result in a damages fee. Vendors not complying with operational times may lose damage deposit and possible expulsion from Lavender Festival and/or future events. At times due to weather, adjustments may be made to the operational hours. These will be communicated by the Chatfield Farms events team via text as listed on the application.

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Move-In/Set-Up

Move in will be on Saturday, July 15 from 5 a.m.– 8 a.m. Craft trailers that need more than the rented space to drive into space will be required to check on Saturday, July 15 by 6 a.m. Vendors are permitted to drive to booth space to unload but vehicles must be out of booth area by 8 a.m.

Breakdown

Breakdown may begin at 5 p.m. on Saturday, July 15. Clean-up will be permitted until 8 p.m. on Saturday. Vendors will be permitted to drive car to booth area after 5:30 p.m. on Saturday.

Permits & Inspection

Vendor is responsible for applying and paying for required permits, including but not limited to sales tax and food vendor, from the county and state. Fire marshal will inspect all food vendor booths.

Damage Deposit

Vendors are required to provide a credit card damage deposit at check in. Any damages or rule infraction penalties will automatically be charged to the card as incurred.

Parking

Vendors will receive two parking passes for vendor parking. Parking location will be detailed in the confirmation letter to be sent in June. If additional spots are needed vendors may park in general attendee lot. Parking location may change for Lavender Festival, weather accommodations or other needs as deemed by the Chatfield Farms Public event staff. The primary contact on the application is responsible for notifying staff of parking changes.

Products/Menu/Services

Each vendor is permitted to sell only the items approved by Chatfield Farms Public events team. To ensure success of vendors, Chatfield Farms events team may limit the number of vendors offering the same or similar products. Your list will be approved at acceptance and any items not permissible will be communicated prior to acceptance. Food vendors are permitted to sell any bottled drinks, excluding alcohol, without prior approval. Vendors selling items that have not been approved by Denver Botanic Gardens Chatfield Farms will be given a warning. If this continues you will be asked to leave the event and no booth fee will be refunded and damages will be charged.

Trash

Vendors are permitted to dispose of waste in dumpster at Denver Botanic Gardens Chatfield Farms, but are required to put all items into the dumpster and properly close the dumpster. Vendors are NOT permitted to dispose of items in the trash cans provided within the eating areas. Vendor is required to follow guidelines on grease disposal or other hazardous waste. Vendors will incur garbage damages fees for not complying.

Certificate of Liability Insurance (Sample Attached)

All vendors are required to provide a copy of certificate of liability insurance with Denver Botanic Gardens added as additionally insured.

Vendor Signature: _____ Date: _____

By typing your name on this line, it denotes an authorized signature and you fully understand ALL Lavender Festival rules & regulations. Denver Botanic Gardens Chatfield Farms reserves the right to change the rules and regulations at any time.

Print Name: _____

For more information contact the Chatfield Farms Public Events Office at
720-865-4352 or michele.wilcox@botanicgardens.org

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Vendor Information			
Contact Person			
Company			
Address			
City/State/Zip			
Email		Cell Phone	
Website		Emergency Cell	

Booth Rental Information				
Select	**Booth Type**	**Fee**	**Vendor Booth Set Up Information**	
	FOOD Vendor 30′ wide x 10′ deep	$400	**TYPE OF BOOTH**	☐ Food Truck ☐ Trailer ☐ Booth/Structure ☐ Pop Up
	FOOD Vendor 20′ wide x 10′ deep	$325		
	FOOD Vendor 10′ wide x 10′ deep (Must be able to fit under a 10x10 pop up tent)	$250		
	CRAFT/NOVELTY 30′ x 10′ booth	$200		
	CRAFT/NOVELTY 20′ x 10′ booth	$150	**ELECTRICAL POWER**	☐ Whisper Generator ☐ Gas Generator ☐ Other: _____
	CRAFT/NOVELTY 10′ x 10′ booth	$100		
	NON PROFIT/EDCUATIONAL 10′ x 10′ booth	$50		

Booth Payment Information			
Payment Amount	$		
Payment Type	☐ Check (made payable to DBG) ☐ Visa ☐ MasterCard ☐ Amex ☐ Discover		
*Credit Card # (see notation below)			
Expiration Date		CCV Code	
Name on Card			
Signature			

*TO PAY WITH CREDIT CARD, fill out this form and send through US Postal Service or call in to Michele Wilcox at 720-865-4352. Please **do not** send credit card information via email.

Complete application and send with payment to Denver Botanic Gardens Chatfield Farms		
MAIL 8500 West Deer Creek Canyon Road Littleton, CO 80128	PHONE Michele Wilcox 720-865-4352	EMAIL chatfieldrentals@botanicgardens.org

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Booth Products/Menu/Services

Please list all items that you will have available for sale at Lavender Festival. No additional items may be sold without written approval from the Chatfield Farms Public events team. If needed, include an additional page with your application listing all items. For similar items with different price points you may list the item once with the price range, i.e. if you sell candles at various prices, you may list the item as candles and the price as $5-$25.

ITEM	PRICE	ITEM	PRICE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
CURRENT DATE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
AGENT ADDRESS PHONE NUMBER	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : INSURER'S NAME	
INSURED	INSURER B :	
INSURED'S NAME ADDRESS PHONE NUMBER	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			POLICY NUMBER	START DATE	END DATE	EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
D	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
B	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						X WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
D	GarageKeepers Liability						Limit	

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF EVENT: DATES, TIMES, AND LOCATION

CERTIFICATE HOLDER

Denver Botanic Gardens, Inc.
909 York Street
Denver, CO 80206-3799

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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