



## 2011 Sponsor Exhibitor Information & Agreement

Clement Park ~ Littleton, Colorado

Friday, July 8<sup>th</sup> 5PM – 10PM

Saturday, July 9<sup>th</sup> 10AM – 10PM

Sunday, July 10<sup>th</sup> 9AM – 6PM

*(Note New Sunday Event Hours!)*

Presented by the Colorado United Irish Societies (CUIS), the Colorado Irish Festival celebrates Irish heritage and culture. The event attracts daytime family and evening adult audiences, drawing well over 40,000 festival-goers each year. This three-day celebration features Irish arts and crafts, business and non-profit exhibitors, Irish dance and bag piping competitions, athletic events, and a great selection of food and entertainment. The Colorado Irish Festival is promoted regionally and throughout the Denver metro area via newspapers, television and radio. The event is also prominently marketed through local businesses and the Irish community.

### LOCATION

Clement Park is located near Wadsworth Blvd. and Bowles Avenue in south Jefferson County. As one of the premier parks in the region, Clement provides many opportunities for family recreation; including picnic shelters, playgrounds, athletic fields, and a community amphitheater.

### BOOTH INFORMATION

Each sponsor will be assigned 10' x 10' booth(s) – on grass, per the terms of the sponsor agreement. Sponsors with trucks, trailers and vans should contact the Vendor Coordinator as there may be vehicle restrictions due to park requirements. Spaces are pre-assigned. Sponsors are to provide their own booth and setup equipment, etc. Tables and chairs are available at additional charge. Generator use is provided, however there is an additional charge for 220 volt service or hardwiring (there is no charge for regular 120v outlets). As we continue our effort to create a visually pleasing merchandise booth area, we ask that your booth look professional with quality signage and a visually pleasing appearance. If you have questions regarding this guideline, let us know. Come prepared! Colorado weather can change quickly.

### CHECK-IN \* SET UP \* TEAR DOWN

Due to the size and scope of this event, all sponsor exhibitors must set up their booth on **Friday, July 8 between 9am - 3pm**. When you arrive at check-in, a festival rep will provide you with a welcome packet and direct you to your booth space. Sponsors will be allowed to drive to their booth space at this time only, if necessary. Restocking supplies and inventory must be done by hand cart after your initial setup. Overnight security will be on-site during all event hours and on Sunday evening. No early departures on Sunday! Sponsor Exhibitors must stay until 9pm on Sunday. Teardown and move out can take place on Sunday from 6pm – Midnight or Monday 8am – 11am.

### IMPORTANT SPONSOR EXHIBITOR INFORMATION

- Provide your own trash receptacle to be used in your booth. We kindly request that you remove your trash at the end of each day. Please, please – leave your booth area clean at event close.
- Absolutely **NO** beverages of any kind (water, carbonated or alcoholic beverages) will be sold or dispensed by Vendors. Beverages are sold by the Colorado Irish Festival as a fundraiser.
- Booth locations may be determined according to your power needs, so you **MUST** correctly specify your electrical requirements in this application. There is an additional charge for 220 volt service or hardwiring. Know your appliance amp requirements.

### FEES

Sponsor exhibitor fee is \$350 for a 10' x 10' for additional space, not already specified in your Sponsor Agreement. Additional generator charge for 220 volt service or hardwiring is \$100. Tables may be ordered at \$12 each and chairs for \$5 each. All fees must be included with this completed, signed application.

### APPLICATION & PAYMENT DEADLINE

**Completed and signed applications with payment must be submitted by June 15, 2011. Your application will NOT be accepted without payment.** Notice of acceptance will be emailed shortly thereafter. Email will be the primary way that we communicate with you. Approximately 2 weeks prior to the event, vendors will be emailed specific check-in, set up, parking and other important information.

### QUESTIONS?

Direct further inquiries to: Vendor Coordinator - **Lora Knowlton, 303-973-1209** or [vendors@coloradoirishfestival.org](mailto:vendors@coloradoirishfestival.org)  
For further information, visit [www.coloradoirishfestival.org](http://www.coloradoirishfestival.org)

**KEEP THE ABOVE INFORMATION FOR YOUR FILES**



## 2011 Sponsor Exhibitor Application

*Download this form; then 1) fill it out electronically, save, print, sign and mail OR  
2) print, fill out by hand, sign and mail. This application will not be accepted without a signature.*

**Completed/signed applications with payment must be submitted by June 15, 2011. Your application will NOT be accepted without proper payment.**

<b>SPONSOR EXHIBITOR INFORMATION</b>			
Sponsor Contact Name			
Business Name			
Address			
City	State	Zip	Phone
Email			
<b>FEES</b>	<b>#</b>	<b>Total</b>	
Sponsor Booth(s) - (number per terms of sponsor agreement)		\$ .00	
Additional Sponsor Booth – \$350 per 10' x 10' booth, above terms of sponsor agreement		\$ .00	
Tables – 8 foot tables - \$12 each		\$ .00	
Chairs – folding chairs - \$5 each		\$ .00	
Generator - \$100 for 220 volt service or hardwiring		\$ .00	
<b>TOTAL AMOUNT ENCLOSED</b>		<b>\$ .00</b>	
<b>SPONSOR PRODUCTS</b>			
List products to be sold/displayed/given away – be specific. NO BEVERAGES WILL BE SOLD OR GIVEN AWAY.			
<b>ELECTRICAL NEEDS</b>			
Generator power is provided. Additional generator charge for 220 volt service or hardwiring is \$100 (there is no charge for regular 120v outlets). Booth locations may be determined according to your power needs, so you MUST correctly specify your electrical requirements. List the appliances that will require power and the amps of each.			
<b>PAYMENT INFORMATION</b>			
Select one: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <i>Check/money order made payable to: <b>CUIS/Colorado Irish Festival</b></i>			
Credit Card #			
Expiration Date (mm/yy)    /		V-Code (last three digits on back of card):	

### Sponsor Exhibitor Agreement

*(must be signed by each exhibitor)*

The Sponsor/Exhibitor hereby agrees to the following terms and conditions:

1. Each exhibitor must return this completed application and signed agreement with required fees.
2. Colorado Irish Festival (CIF) and the Colorado United Irish Societies Board of Directors (CUIS) will assign each exhibitor a booth space. CIF/CUIS will not provide water or other amenities.
3. Sponsor exhibitors must conduct their business within the confines of their assigned space. No exhibitor may leave their booth space to solicit or distribute information in Clement Park. This is strictly enforced!
4. CIF/CUIS reserves the right to restrict exhibitors with respect to methods of operation and display materials if, for any reason a vendor's booth or its contents is deemed inappropriate or jeopardizes the organization's tax-exempt status. If this occurs, exhibitor will be removed from the park.
5. CIF/CUIS reserves the right to limit the number of exhibitors providing similar type products or services.
6. CIF/CUIS will be spot-checking exhibitors to ensure that they are conducting business as it is presented on this application.
7. CIF/CUIS also reserves the right to place any exhibitor in a "time out" for inappropriate behavior and/or be removed from the event for disrupting the authority of event organizers.
8. CIF/CUIS and the Foothills Park & Recreation District are not responsible for damage or loss of exhibitor property. Exhibitors are strongly encouraged to have proper business insurance.
9. Cancellation/Refund Policy: No refunds will be given due to inclement weather.

10. If the terms of this agreement are violated, the exhibitor agrees that CIF/CUIS may immediately revoke all of the rights of the exhibitor, their agents and their employees to booth space without refund or financial remuneration.
11. Exhibitor agrees to hold harmless and indemnify Colorado Irish Festival, Colorado United Irish Societies, Current Events LLC and any of their directors, officers, members, agents volunteers, exhibitors or the owners of any festival related property from and against any and all liabilities, costs, damages, expenses and attorney's fee resulting from or attributable to any and all acts and/or omissions of Exhibitor, its directors, officers, employees, agents, volunteers, exhibitors or the owners of any festival related property associated with Exhibitor's booth and the booth's operations and agree to be part of no legal action of any kind against any of them.
12. Exhibitor represents that all information provided in this application is true and correct, that they have read and understand all policies and procedures outlined in this application. It is agreed that no other agreement shall be binding upon the parties unless in writing and signed by an authorized representative of Colorado Irish Festival.

Print Name: \_\_\_\_\_

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

### **Application Checklist**

- Check made payable to: **CUIS/Colorado Irish Festival** or credit card info for fees.
- Completed and signed application/agreement.

### **Mail This Application To:**

**Lora Knowlton – Vendor Coordinator  
Colorado Irish Festival  
P.O. Box 621952  
Littleton, CO 80162-1952**

***KEEP A COPY OF THIS APPLICATION FOR YOUR FILES***