



2012 Merchandise Vendor Information & Application

Clement Park ~ Littleton, Colorado

Friday, July 13 ~ 5-10pm

Saturday, July 14 ~ 10am-10pm

Sunday, July 15 ~ 10am – 7pm

New Sunday 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 30,000 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.

ELIGIBILITY

There are two types of Merchandise Vendor booths:

1. **Irish-Related Businesses** - Merchandise vendor opportunities are available to those who sell Irish-related products or services.
2. **Community Businesses** - A limited number of community business booths will be allowed on a first come, first served basis. Additional fees apply. NO social or political businesses or organizations will be allowed. All Merchandise Vendors must provide product photos of the items to be sold in this application. All applications are subject to review and final approval.

BOOTH INFORMATION

1. Each vendor will be assigned a 10' x 10' booth – on grass. Depending on the layout of the overall merchandise area, vendors may or may not be able to have more than one booth side available to sell/promote from. The number of sides available to sell/promote from is contingent on the overall number of merchandise vendors and demand for space. Traditionally, we plan for exhibitors to sell/promote from one side with approximately 2-3 feet between each merchandise vendor booth. We will make every effort to maximum your selling/promoting sides and the space in between each booth. There will be no space for overflow outside of your 10' x 10' booth space. If you need a larger space, you must pay for additional space.
2. **NEW FOR 2012** – Vendors must designate how they will be loading in into the vendor area, i.e. hand carry merchandise, hand cart or vehicle) and what type of vehicle may be used. Vendors using trucks, trailers and vans to load-in their merchandise may have vehicle restrictions due to park requirements. No RV's will be allowed in the merchandise area during load-in or tear down.
3. Vendors are to provide their own booth and setup equipment, etc. – including tables, chairs, lights, etc. Complimentary generator use is provided for general use of lights, cash registers, etc. There is an additional charge for 220 volt service or hardwiring. You will need lights for the evening hours. Be sure to bring your own extension cords – the longer the better and power suppressor bars.
4. 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

1. Due to the size and scope of this event, all merchandise vendors must set up their booth on **Friday, July 13 between 9am - 3pm**. Vendors will be allowed to drive to their booth space at this time only (within vehicle restriction limits.)
2. **NEW FOR 2012** – you will be assigned a load-in time to help alleviate traffic congestion in the merchandise area and to minimize turf damage. Load-in time will be sent to you via email approximately 2 weeks prior to the event. Be sure to designate your estimate load-in/set up time on this application.

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3. **NEW FOR 2012** – Load in/tear down access will be different this year to help alleviate turf damage. You will be notified of the new load-in traffic pattern approximately 2 weeks prior to the event.
4. When you arrive at check-in, a festival rep will provide you with your admittance passes and direct you to your booth space.
5. Vendors will be given two passes per 10' x 10' booth. Passes allow vendors to come and go through the main admission gate.
6. Restocking supplies and inventory must be done by hand cart after your initial setup. No vehicles allowed in the merchandise booth area until event closes on Sunday evening. Overnight security will be on-site during all event hours and on Sunday evening. No early departures on Sunday! Vendors must stay open until 7pm on Sunday. Teardown and move out can take place on Sunday from 7pm – Midnight or Monday 8am – 11am.

OTHER IMPORTANT VENDOR INFORMATION

1. Please provide your own trash receptacle for your booth. We kindly request that you remove your trash at the end of each day. A \$50 cleaning fee will be charged if your booth area is not left acceptably clean at event close.
2. 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.
3. 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!

MERCHANDISE VENDOR & GENERATOR FEE

1. \$350 for a 10' x 10' for Irish-related merchandise vendor booth.
2. \$500 for a 10' x 10' for Community business merchandise vendor booth.
3. \$100 for additional generator charge for 220 volt service and hardwiring.
4. All fees must be included with this completed, signed application to be considered for participation.

APPLICATION & PAYMENT DEADLINE

1. Completed and signed applications with payment **must be submitted by June 1, 2012.**
2. Your application will NOT be accepted without payment.
3. Notice of acceptance will be emailed shortly thereafter. Email will be the primary way that we communicate with you. If your email address changes, it is your responsibility to notify us.
4. Approximately 2-3 weeks prior to the event, vendors will be emailed your assigned load-in time, 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

For further information, visit www.coloradoirishfestival.org

KEEP THE ABOVE INFORMATION FOR YOUR FILES



2012 Merchandise Vendor 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.*

Completed/signed applications with payment must be submitted by June 1, 2012. Your application will NOT be accepted without signature and payment.

MERCHANDISE VENDOR INFORMATION			
Vendor Contact Name			
Business Name			
Address			
City	State	Zip	Phone
Email (required)			
VEHICLE INFORMATION			
Due to extensive turf damage during last year's load-in, we will be assigning booth load-in times according to your vehicle type. There may be vehicle restrictions, so it's extremely important that you specify your load-in/tear down vehicle type <u>NOW</u> in this application.			
The type of vehicle that I will be bringing for load-in/tear down is (check all that apply): <input type="checkbox"/> Passenger Car <input type="checkbox"/> SUV <input type="checkbox"/> Van <input type="checkbox"/> Pick Up Truck <input type="checkbox"/> Sm Box Truck <input type="checkbox"/> Large Truck <input type="checkbox"/> RV			
With the vehicle(s) above, do you have four wheel drive capability: <input type="checkbox"/> Yes <input type="checkbox"/> No			
In addition to vehicle above, I will be towing a trailer: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, approximate length in feet:			
Additional information we should know:			
LOAD-IN TIME & ASSIGNMENT PREFERENCE			
Approximately how many hours does it take for you to unload? (does not include set up time, just unloading)			hours
Load in hours are Friday, July 13 from 9am – 3pm. Booths must be set up and ready when event opens at 5pm. Tell us your preferred load in time: <input type="checkbox"/> 9 -11am <input type="checkbox"/> 11am – 1pm <input type="checkbox"/> 1-3pm <input type="checkbox"/> No Preference			
If the opportunity was available, would you be available to load-in Thursday late afternoon? (Security is available on Thursday PM). <input type="checkbox"/> Yes <input type="checkbox"/> No			
Additional information that we should know:			
FEES	# booths	Total	
Irish-Related Merchandise Vendor - \$350 PER 10' x 10' booth space		\$.00
Community Business Merchandise Vendor - \$500 PER 10' x 10' booth space		\$.00
Generator - \$100 for 220 volt service or hardwiring		\$.00
TOTAL AMOUNT ENCLOSED		\$.00
MERCHANDISE PRODUCTS			
List products to be sold – be specific. NO BEVERAGES WILL BE SOLD OR GIVEN AWAY BY VENDORS.			
ELECTRICAL NEEDS			
Complimentary generator power is provided for general 120v use for lights, cash registers, etc. If you need 220 volt service or hardwiring, there is an additional generator charge of \$100. Booth locations may be determined according to your power needs, so you MUST correctly specify your electrical requirements. List the number of appliances that will require power and the amps of each.			

PAYMENT INFORMATION

Select one: Check Money Order VISA MasterCard

Checks/money order made payable to: **CUIS/Colorado Irish Festival**

Credit Card #

Expiration Date (mm/yy) /

V-Code (last three digits on back of card):

Vendor Agreement (Must be signed by each vendor)

The Vendor hereby agrees to the following terms and conditions:

1. Each vendor must return this completed and signed agreement with required fees to be considered for participation.
2. Colorado Irish Festival (CIF) and the Colorado United Irish Societies Board of Directors (CUIS) will assign each vendor a booth space. CIF/CUIS will not provide water or any other utilities or tables, chairs, canopies, extension cords or other amenities.
3. Vendors must conduct their business within the confines of their assigned space. No vendor 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 vendors 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 or sponsor relationships. If this occurs, vendor will be removed from the park.
5. CIF/CUIS reserves the right to limit the number of vendors providing similar type products or services.
6. CIF/CUIS will be spot-checking vendors to ensure that they are conducting business as it is presented on this application.
7. CIF/CUIS also reserves the right to place any vendor 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 vendor property. Vendors are strongly encouraged to have proper business insurance.
9. Vendor may be charged for turf damage caused by careless driving during event load-in and tear down.
10. Cancellation/Refund Policy: No refunds will be given due to inclement weather.
11. If the terms of this agreement are violated, the vendor agrees that CIF/CUIS may immediately revoke all of the rights of the vendor, their agents and their employees to booth space without refund or financial remuneration.
12. Vendor agrees to hold harmless and indemnify Colorado Irish Festival, Colorado United Irish Societies, Current Events and any of their directors, officers, members, agents volunteers, vendors 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 Vendor, its directors, officers, employees, agents, volunteers, vendors or the owners of any festival related property associated with Vendor's booth and the booth's operations and agree to be part of no legal action of any kind against any of them.
13. Vendor 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 – Booth space + necessary generator fee.
- Completed and signed application/agreement.
- Three photos of sampling of items you will be selling.

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