

# Vendor Application

The 31st Annual Old South Gaylord Memorial Day Weekend Festival  
The 1000 Block of Old South Gaylord Street Denver, Colorado

Mailing Address: P.O. Box 27180 Lakewood, CO 80227 303 575-1130

May 29, 30 & 31, 2010 10:00 AM to 6:00 PM Each Day

Dear Exhibitors & Vendors:

You are cordially invited to apply to the 31st Annual Old South Gaylord Memorial Day Weekend Festival. This event boasts an intimate, family-oriented atmosphere on historic South Gaylord Street in Denver's prime Washington Park area. High quality exhibits and charming neighborhood shops make for a lively street festival. We look forward to partnering with you for another exciting and profitable festival.

*Barbara Goldberg, Vendor Relations*

## Arts & Crafts Vendors

The Festival Jury will consider originality, artistic conception and quality of craftsmanship. Starting materials must be enhanced and significantly altered. The handcrafted components must dominate the commercial components.

## Food Vendors

**Food vendors will be selected to complement the restaurants on Old South Gaylord.** All food vendors must have a temporary Restaurant License and **must attend the information meeting** held by the City & County of Denver for compliance with the Denver Public Health regulations.

## Non-Profit Vendors

Please provide a copy of tax exempt certificate or non-profit incorporation certificate along with samples of literature to be passed out and three digital images of any items to be sold. All items for sale must carry the logo or identity of the non-profit group and should relate to the overall mission of the group.

## All Vendors

Festival Management reserves the right to limit the number of booths in each category. Vendors may not buy a booth for resale or sub-let. All images submitted must represent the items described on the application. Each vendor is responsible for the collection and payment of sales tax to the City and County of Denver and the State of Colorado. Forms and instructions will be enclosed with the acceptance mailing. The decision of the Festival Jury is final. By submitting this application, you as a vendor agree to abide by the Festival Rules and Regulations and agree to have thoroughly read this application. Please make a copy for your records. Please note: minimal security will be provided overnight on May 28th, 29th and 30<sup>th</sup>, so merchandise and personal possessions should be removed nightly.

## Questions?

Call our message center at 303-575-1130 and we will return your call within 24 hours. Please leave as much information regarding your question(s) as possible for better service and response. Thank you.

## PLEASE NOTE:

***Applications are due in the Festival Office by February 16, 2010. Applications received between February 17, 2010 and March 2, 2010 must also include a \$50.00 late fee or it will be returned without being processed. Applications received after March 2, 2010 that have been properly completed and have the correct fees including the \$50.00 late fee MAY be considered for a "wait" list. The Jury will take place on Wednesday, March 3, 2010. No refunds or changes after March 3rd and NO REFUNDS DUE TO INCLEMENT WEATHER. A late Jury date will be set in March if needed.***

Make checks payable to:

***South Gaylord Merchants Association***

Please include the following:

- A check for fees (booth/electric/special handling)
- A separate check for environmental deposit
- A separate check for \$25.00 nonrefundable application fee
  - 3 self-addressed, stamped envelopes (ONE WITH \$.64 CENTS OF POSTAGE FOR YOUR PACKET) (1 CD and 2 Business size). **If you do not include the correct number of envelopes with proper postage, nothing can be sent to you...like your acceptance letter and vendor instruction packet.**
- 3 different digital images of your handmade items and one image of your booth. on one CD (For Jury). **Food vendors include a complete menu with pricing and 1 booth image.**

Images must not be larger than 1920 Pixel Horizontal X 1920 Pixel Vertical (1.8MBS).

**Photos and Slides Will Not Be Accepted**

**SPACE RENTAL INFORMATION**

Booth rental fee is for the space only for all three days. Each vendor is responsible for supplying own chairs, tables, canopy, etc. Each vendor is also responsible for city and state sales tax requirements.....

**Arts & Crafts Vendors**

**(THERE ARE A LIMITED NUMBER OF 10 X 20 BOOTH SPACES – FIRST COME, FIRST SIRVED)**

**YOU ARE NOT ALLOWED TO SELL OR GIVE AWAY WATER OR ANY BEVERAGE.**

10 X 10 booth space.....	\$275.00
10 X 15 booth space.....	\$400.00
10 X 20 booth space.....	\$500.00

**Food Vendors**

**YOU ARE NOT ALLOWED TO SELL OR GIVE AWAY WATER OR ANY BEVERAGE.**

10 X 10 booth space.....	\$500.00
10 X 15 booth space.....	\$600.00
10 X 20 booth space.....	\$700.00

**Non-Profit Vendors (No Application Fee Required).**

**YOU ARE NOT ALLOWED TO SELL OR GIVE AWAY WATER OR ANY BEVERAGE.**

10 X10 booth space.....	\$150.00 (Reduced Rate)
-------------------------	-------------------------

**Environmental Deposits**

Arts & Crafts & Non Profit Vendors Deposit.....	\$50.00
Food Vendor Deposit.....	\$150.00

**ALL VENDOR CHECKS WILL BE DEPOSITED AND CLEARED BEFORE JURY.**

A *separate* check for the environmental/trash deposit is required with your application. This check is to guarantee that you will maintain your booth area with regard to trash pick-up, proper disposal of grease and general cleanliness. **Should no clean-up be required by Festival Management, a refund check will be mailed to you within 2 weeks.**

**Electrical Fees: \$60.00** per 110 outlet (15 amps maximum). If you require other electrical needs, please contact Festival Management. (220v outlets are **NOT** available)

**Special Handling Fees** A **\$60.00** handling fee is required for any special placement needs requested on your application. (i.e. corner booth, sunny side, shade side) **If you want the same location as last year please include a \$60.00 handling fee as well.**

**This application for the 31st annual Old South Gaylord Memorial Day Weekend Festival will be delayed or returned if it is not completed correctly and/or if the correct fees are not included.**

Contact Name \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please list the items to be sold or distributed by your business/organization –Required:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Booth Type           **Arts/Crafts**  
 Booth Size & Fee   \_\_\_10X10 (\$275.00)   \_\_\_10X15 (\$400.00)   \_\_\_10X20 (\$500.00)

Booth Type           **Food**  
 Booth Size & Fee   \_\_\_10X10 (\$500.00)   \_\_\_10X15 (\$600.00)   \_\_\_10X20 (\$700.00)

Booth Type           **Non Profit (No Application Fee Required)**  
 Booth Size & Fee   \_\_\_10 X 10 (\$150.00)

Electrical.....\$60.00..... \$ \_\_\_\_\_  
 Special Handling.....\$60.00.....\$ \_\_\_\_\_  
 Booth Fee ..... \$ \_\_\_\_\_  
 Trash Deposit ..... \$ \_\_\_\_\_  
 Application Fee..... \$ 25.00  
 TOTAL..... \$ \_\_\_\_\_

**Festival Application Deadline: Tuesday February 16, 2010 and will be juried on Wednesday March 3, 2010 (See Page One).**

**MAKE CHECKS PAYABLE TO:**

**SOUTH GAYLORD MERCHANTS ASSOCIATION**

**WAIVER OF LIABILITY**

I \_\_\_\_\_, representing  
 Company Name \_\_\_\_\_ agree to bear full responsibility and full liability for any and all damage or injury which might result from the operation of this booth rented at The Old South Gaylord Memorial Day Weekend Festival, May 29, 30, 31, 2010. I also, by my signature below, hereby release and agree to hold harmless and indemnify the coordinator, staff, directors, officers, members and merchants of Old South Gaylord, the Event sponsors and their insurance carriers from any and all claims actions or damages without any limitation whatsoever, whether consisting of theft, personal injury, property damage or death that results in any way from the operation of a booth at the Old South Gaylord Memorial Day Weekend Festival. Signature of the owner or an officer of the above named business or corporation

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_