

The 28th Annual

Old South Gaylord Memorial Day Weekend Festival



May 26, 27 & 28, 2007
10:00am to 6:00pm Each Day

Dear Exhibitors & Vendors:

You are cordially invited to apply to the 28th 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 fair. We look forward to partnering with you for another exciting and profitable festival.

Andrew Goldberg
Festival Coordinator

Send Completed Application to:
Gaylord Street Festival
c/o Barbara Goldberg
P.O. Box 27180
Lakewood, CO 80227

PLEASE NOTE:

Applications are due by March 15th, 2007. No refunds or changes after April 1, 2007

NO REFUNDS DUE TO INCLEMENT WEATHER.

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 \$10.00 application fee
- 3 self-addressed, stamped envelopes (one CD and two business size)
- 3 digital images on three CDs, 1 each per CD of items to be sold (for jury). Food vendors include a complete menu.

Photos and slides are not acceptable

(Images must not be larger than 1920 pixels horizontal by 1920 pixels vertical or 1.8 MB Max)

SPACE RENTAL INFORMATION

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

There is a non-refundable \$10.00 application fee.

Arts & Crafts Vendors

- 10'x 10' booth space.....\$260.00
- 10'x 15' booth space.....\$385.00
- 10'x 20' booth space.....\$460.00

Food Vendors

No beverage sales allowed

- 10'x 10' booth space.....\$490.00
- 10'x 15' booth space.....\$590.00
- 10'x 20' booth space.....\$690.00

Non-Profit Vendors

- 10'x 10' booth space.....\$185.00

Environmental Deposits

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

Please Note: 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 in a timely fashion.**

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.**

VENDOR REQUIREMENTS INCLUDE A \$10.00 Non-Refundable Application Fee

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. Three slides of the items to be sold must accompany your application.

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 slides 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 slides 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 having thoroughly read this application. Please make a copy for your records. **Please note: minimal security will be provided overnight on May 25th, 26th and 27th**, 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 questions as possible for better service and response.** Thank you.

This application will be rejected if it is not completed correctly and/or if the correct fees are not included.

Contact Name _____

Business Name _____

Work Phone _____

Home Phone _____

Address _____

City _____ State _____ Zip _____

Please list the items to be sold or distributed by your business/organization: _____

<u>Booth Type</u>	<u>Booth Size</u>	<u>Booth Fee</u>
___ Arts/Crafts	___ 10' X 10'	\$ _____
___ Food Booth	___ 10' X 15'	\$ _____
___ Non-Profit	___ 10' X 20'	\$ _____
Electrical.....		\$ _____
Special Handling.....		\$ _____
Total Booth Fees Check.....		\$ _____
Trash Deposit Check.....		\$ _____
Application Fee.....		\$ <u>10.00</u>
TOTAL.....		\$ _____

SPECIAL HANDLING REQUEST (LOCATION) _____

DEADLINE: March 15th, 2007 Make Checks Payable to:

South Gaylord Merchants Association

WAIVER OF LIABILITY I _____, representing _____ company, 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 26, 27, 28, 2007. 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 representative of the above named company.

DATE