



Lavender Association
of Western Colorado

*2nd Annual Colorado Lavender Festival
Saturday, July 7, 2012 – 9a.m. - 5p.m.
@ Palisade Memorial Park*

*Vendor Application
Early bird registration deadline: March 20, 2012*

Name of Business: _____

Contact Person: _____

Address: _____ City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Please list all items you will be selling at the Festival: *(attach additional sheets if necessary)*

Items grown or crafted by you: _____

Items grown or crafted by others*: _____

Manufactured accessories relating to your craft*: _____

* You must grow or make the majority of inventory offered for sale. Mass-produced merchandise or any merchandise offered under any brand other than vendor's own, unique brand is subject to item-by-item approval. Booth subletting is not permitted. Please see page two for more vendor information.

Type of Vendor: Food Artist/Craft Non-profit/Service Org

10x10 Booth Space*: **\$100 (member early bird) = \$** _____

\$125 (non-member early bird) = \$ _____

\$150 (after March 20) = \$ _____

Town of Palisade Event Permit**: **\$10**

Food vendors must provide a copy of their food service license with this application

Electricity: **\$25**

Total Due to LAWC: \$ _____

*Booth space is limited. Early Bird applications must be postmarked by March 20. *Space does not include any furnishings.*

**if you have already paid this fee for the year, include a copy of the receipt from the Town of Palisade.

Special Booth Needs (if applicable): _____

Vendor Signature: _____ Date: _____

Enclosed: Check Booth photo (if applicable) Food Handlers License Event Permit (if fee not paid with this application)

By signing this form I, the Vendor, agree to abide by all festival rules & regulations and I accept full responsibility for my products, displays, etc. and any claims or damages resulting from my participation in this event. The Colorado Lavender Festival, LAWC and/or the city of Palisade and their employees and representatives are in no way responsible for my products or my actions. The Colorado Lavender Festival reserves the right to use photographs of the festival and its vendors for promotional purposes.

Please return applications to: *Lavender Association of Western Colorado, 3284 C Road, Palisade, CO 81526*
Make checks payable to: LAWC Vendor Questions? Paula @ pb413gj@hotmail.com

Important Vendor Information:

What is the Festival looking for? The finest quality handcrafted lavender products or unique arts and crafts. Demonstrating your art or craft, while not required, is considered a bonus. Crafts should be made using first-rate materials. Preference will be given to local products and crafts using lavender

DATES & HOURS:

The festival will be held Saturday, July 7, 2012 from 9a.m. – 5p.m. at Palisade Memorial Park. Rain or shine.

Farm Tours will be held on Friday, July 6, 2012 (bus tour) and Sunday, July 8, 2012 (self-guided tour) but no outside/third party vending will take place.

SET-UP/ BREAKDOWN:

Please check in when you arrive. Vendors are allowed to set up between the hours of 6:30 a.m. and 8:30 a.m. on Saturday. Vehicles are not permitted on the grass. Vendors will not be allowed to park at their booth. All vehicles must be parked in the designated areas. Break down can start no sooner than 5 p.m. and must be completed by 6:30 p.m. No grower or vendor is to close the booth or stand before the official closing time. If a grower or vendor sells-out early, a “sold-out” sign must be displayed on booth or stand until closing time. A \$25 fee will be charged for early break down and the vendor will not be accepted at future events. Vendors are responsible for their selling spaces. Before leaving, **be sure your area is clean and trash-free**. The entire festival area should be kept clean by all members at all times.

Nothing may be driven into the ground at the festival site, including tents stakes and signs. Make sure you have a way to secure your tent.

WHAT CAN BE SOLD:

The vendor must grow or craft the majority of the product sold. Any exemptions must be approved by the Vendor Committee and/or the Event Manager. The Vendor Committee and Event Manager retain the right to determine which crafts are suitable for sale at the Festival. To achieve a wide variety of goods, some products may be limited. This decision will be made at the sole discretion of the Vendor Committee. Vendors will be notified in advance of products that may not be sold. Vendor has the option at that time to withdraw from the festival and receive a full refund. A vendor selling a product not disclosed in the application may be, at the sole discretion of the Event Manager, prohibited from any further sales of such product.

VENDOR APPROVAL/SPACE ALLOCATION:

Vendors must provide a photo of their booth (if a new vendor to any LAWC event) with their application. Vendors will be juried by the Vendor Committee. If the vendor is not selected, the vendor will receive a full refund of the application fee. Notifications of acceptance and pertinent information will be sent to the vendor in a timely manner. If a selected vendor is unable to participate, the Vendor Committee must receive notice before April 15, 2011 or you will forfeit your full vendor fee.

No sub-letting or selling of space is allowed. A booth may be shared by multiple vendors if indicated within the application.

Vendor spaces will be assigned by the Vendor Committee. The committee will take into consideration placement, flow and competition to provide the best experience for festival attendees. If you require special space needs, please indicate them on your application and the committee will make every reasonable attempt to accommodate them.

STAFFING and MONEY:

Each member or vendor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the festival. The vendor is responsible to assure booth staffing at all times. The Lavender Association is not responsible for any loss, damage or theft of merchandise. LAWC is not able to make change. Please plan accordingly and bring lots of cash and change.

CONSIGNMENTS:

Any product you sell on behalf of someone else must be listed on your application and approved by the Vendor Committee.

LICENSING:

Food vendors are required to comply with Mesa County Environmental Health Department and Colorado requirements for temporary food establishments. A copy of a current Food Handlers License is required by all food vendors when submitting this application. Additionally, a copy of a current Food Handlers license must be verified by the Event Manager at vendor set up, and must be displayed as required by law.

TAXES, FEES and PERMITS:

The Town of Palisade requires a sales tax license for anything sold at the festival, including food. Vendors must obtain a sales tax license from the Town of Palisade (call 970.464.5602) or go online: www.townofpalisade.org/applications.htm. **The Town of Palisade also requires a special event permit. Vendor must include the additional fee (\$10) in this application or provide proof that this is already paid. If the vendor doesn't provide this information, the application will not be considered and no vending space will be held until all the proper documentation is submitted, which may result in the loss of opportunity to participate in this years festival.** The vendor is responsible for seeing that all federal, state and local taxes are paid. A copy of your sales tax license should be with your booth at the festival.