



*2018 Merchandise/Service Vendor  
Application & Agreement  
P.O. Box 128 – Palisade – CO - 81526*

PLEASE DO NOT FAX THIS APPLICATION

\*Completion of this form does not constitute acceptance or guarantee of placement at the Palisade Bluegrass and Roots Music Festival. Applications will only be considered if payment is included with the application (including the special event business license fee). If you are selected as a 2018 merchandise or service vendor, you will be contacted by Event Coordinator, Lindsey Hill. The Town of Palisade does not cash your checks until you've been selection. If you are not selected, you registration fee will be returned to you. PLEASE READ ALL REGULATIONS CAREFULLY! The Palisade Bluegrass and Roots Music Festival reserves the right to remove any vendor from the premises for not adhering strictly to this document.

All vendor applications and payment must be received by March 30<sup>th</sup>, 2018 in order to be considered for the 2018 Palisade Bluegrass and Roots Music Festival. All vendors will be selected by committee by April 6<sup>th</sup>, 2018. If you are accepted, a welcome letter, tickets, map and dash passes will be mailed to you.

Booth Name:	
Contact Name:	
Mailing Address:	
City, State, Zip	
Phone Numbers:	
Email Address:	
Website:	
Booth Space Request: *Not guaranteed but we will do our best*	
Preferred Neighboring Booth? *Not guaranteed but we will do our best*	

DESCRIPTION OF ALL ITEMS YOU WANT TO SELL & PRICES (attach extra sheet if necessary, and please feel free to send pictures, catalogs or other collateral materials that further exemplify your products):

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Are you planning on camping? If so, please let us know if you would like to camp in the vendor camping area at no charge (only tents and RV's will be allowed in this area) or if you would prefer to camp at another campground location within our event at the regular ticket price, how many people will be camping with you (camping is ONLY available to those working with you throughout the weekend), and what type of RV/tent you will be camping in. We do have a limited amount of electricity available to vendors camping and it will be issued on a first come, first served basis. PLEASE NOTE: We will have a dedicated vehicle parking area for vendors in the parking lot of the festival grounds.

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Included in your vendor fee are 2 – 3 day tickets or 2 single day tickets for each day for employees who are working your booth during the festival. Please indicate below your ticket preference as well as the number of dash passes needed for the weekend:

Choose one:

2 – 3 day tickets for entry into the Palisade Bluegrass and Roots Music Festival plus 2 dash passes

-OR-

2 – Friday tickets for entry into the Palisade Bluegrass and Roots Music Festival plus 2 dash passes

2 – Saturday tickets for entry into the Palisade Bluegrass and Roots Music Festival plus 2 dash passes

2 – Sunday tickets for entry into the Palisade Bluegrass and Roots Music Festival plus 2 dash passes

***Should you need more employees to assist you throughout the weekend, the tickets must be purchased at regular price.***

Please indicate below the number of additional 3 day tickets (beyond those that are included)

\_\_\_\_\_ # of additional 3 day tickets to be purchased at \$85.00 a piece

= \$ \_\_\_\_\_ **Total 3 day tickets**

Please indicate below the number of additional single day tickets (beyond those included)

\_\_\_\_\_ # of Friday ticket to be purchased at \$25.00 a piece

\_\_\_\_\_ # of Saturday tickets to be purchased at \$45.00 a piece

\_\_\_\_\_ # of Sunday tickets to be purchased at \$25.00 a piece

= \$ \_\_\_\_\_ **Total Single Day Tickets**

\_\_\_\_\_ Please indicate the number of additional dash passes needed (may not outnumber tickets purchased)

\* I HAVE ENCLOSED A SINGLE CHECK OR MONEY ORDER FOR THE FOLLOWING:

\$ \_\_\_\_\_ BOOTH FEE: \$200.00 FOR MERCHANDISE OR \$100.00 FOR SERVICE (required)

\$ \_\_\_\_\_ SPECIAL EVENT BUSINESS LICENSE FEE: \$10.00 (required, unless vendor has already purchased an annual Town of Palisade Business License)

\$ \_\_\_\_\_ Ticket Total (from above)

\$ \_\_\_\_\_ TOTAL PAYMENT REMITTED WITH THIS APPLICATION

\* Please double check your math! Applications received without checks are automatically disqualified from consideration. Your check will only be cashed if you are accepted as a vendor.

**\* The Town of Palisade will not issue a refund to you if you've been selected as a vendor and you cancel within 30 days of the event\***

**\*\*\*PLEASE MAKE SURE YOUR CHECKS ARE MADE OUT TO THE TOWN OF PALISADE\*\*\***  
**\*\*\*AND NOT THE PALISADE BLUEGRASS FESTIVAL\*\*\***

\* I HAVE ALSO INCLUDED THE REQUIRED DOCUMENTS IN ORDER TO BE CONSIDERED:

- This completed registration application initialed and signed in all appropriate places
- Copy of State Sales Tax License
- Copy of Proof of Liability Insurance (\$1,000,000)
- Copy of 2018 Town of Palisade Business License (if not paying for a special event business license)
- Electricity requirements for your vendor booth: \_\_\_\_\_

**Vendor Coordinators:** Questions should be directed to the Festival Coordinator, Lindsey Hill, [lhill@townofpalisade.org](mailto:lhill@townofpalisade.org).

## **RULES AND REGULATIONS**

**Please initial each requirement indicating that you've read, understand and agree to each item.**

\_\_\_\_\_ **Schedule:** Vendors need to check in with the Vendor Coordinator for space assignments after 10:00 am on Friday, June 8<sup>th</sup> and must be completely setup with a clean and organized booth area by 3:00 pm. No setup or teardown will be permitted during any of the Main Stage performances throughout the weekend. At a minimum, retail & food vendors are required to operate their booths during all of the Main Stage performance hours. As the schedules are subject to change, vendors need to check the website periodically to confirm festival, gate and workshop hours.

\_\_\_\_\_ **Vendor Hours:** All vendors must commit to being open during the following days and times below. All vendors must close PROMPTLY in the evening and keep their booth area clean. The times listed below are general estimates of when the gates open to the public until when the music ends (which could vary).

<b>Friday, June 8<sup>th</sup>:</b>	<b>3 pm – 10:00 pm</b>
<b>Saturday, June 9<sup>th</sup>:</b>	<b>9 am – 10:00 pm</b>
<b>Sunday, June 10<sup>th</sup>:</b>	<b>9 am – 9:00 pm</b>

\_\_\_\_\_ **Booth Information:** Vendor space is limited to an area large enough to accommodate a 10x10 booth. Placement of vendors is at the sole discretion of the Palisade Bluegrass & Roots Music Festival.

\_\_\_\_\_ **Vehicles:** Vendors will be allowed to bring their vehicle and trailer into the grounds near the vendor area for check-in, setup and tear down only. **NEW THIS YEAR: We will be closing off and locking the gates for both food and merchandise vendor access! If you need vehicle access to your booth, the gates will be open between 7:00a.m.-9:00a.m. Saturday and Sunday only. I would recommend parking in the parking lot and NOT behind your booth if you planning on leaving anytime during the event!**

\_\_\_\_\_ **Ice:** Ice will be available for purchase on the premises.

\_\_\_\_\_ **Security:** Minimal overnight security will be provided, however, it is advisable to not leave valuables unattended. Vendors are fully responsible for loss or damage to their own property and merchandise.

\_\_\_\_\_ **Insurance:** Vendors must carry their own liability policy in the amount of \$1,000,000 indemnifying the Town of Palisade, Palisade Bluegrass & Roots Festival. Proof of insurance is required with the Vendor Registration form.

\_\_\_\_\_ ***Pets: Service dogs are the only pets allowed. Violators will be escorted from the property with no refunds granted.***

\_\_\_\_\_ **Sales Tax:** Each vendor must possess and display either a valid Colorado Sales Tax License or a Colorado Single or Multi Event Sales Tax License with a copy provided with the Vendor Registration. Vendors are responsible for collecting and reporting their own sales tax.

\_\_\_\_\_ **Product Restrictions:** No glass containers or carry-in alcohol (even for personal use) are allowed in the performance area on the festival grounds. The Palisade Bluegrass and Roots Music Festival reserves the right to check all coolers for items that are prohibited. Alcoholic beverages will be sold solely by the Town of Palisade. The Palisade Bluegrass & Roots Music Festival will be the sole authorized provider of logo merchandise unless otherwise agreed. Vendors need to adjust product lines accordingly to ensure compliance with these product restrictions. To provide a wide variety of product offerings with minimal

duplication, Vendors are required to identify the products they intend to sell and must not deviate from the approved product line without prior consent of the Vendor Coordinator.

\_\_\_\_\_ **Booth Requirements:** The appearance and presentation of the booths is essential to the overall look and feel of the festival. To that end, all booths must have:

- An attractive, professional, well-maintained appearance free of clutter, debris and trash
- Professional looking signage with no neon or flashing lights
- Quality merchandise
- Draped table coverings
- A 10x10 protective wind and rain resistant awning, held by (4) 25lb weights
- Vendors need to be prepared for all types of Colorado summer weather including high winds and afternoon thunderstorms
- Vendors need to be prepared to operate without power
- All vendors need to furnish their own exterior and interior lighting. All electrical equipment, including power strips and electrical cords must be grounded and rated for outdoor use; Vendors should bring electrical tape to waterproof connections
- No generators or other kind of noise making devices, including motorized equipment will be allowed other than those provided by Palisade Bluegrass & Roots Music Festival
- Vendors need to provide their own protective awning, tables, chairs & any other furnishings required to run their booth including weights for wind protection

If accepted, I agree:

1. To accept all liability for any damage caused by the operation of my booth, including the sale of all products or services occurring at such booth; and, I expressly relieve the Palisade Bluegrass & Roots Music Festival and the Town of Palisade of any liability that it may have by reason of operation of my booth.
2. To comply with all representations of this application and with all of the conditions and deadlines set forth in this application, and that my payment shall be surrendered in the event that I do not comply with such representations and conditions.
3. To use my best efforts to present a high quality product or service and to cooperate with the Palisade Bluegrass & Roots Music Festival in assuring that this year's festival will have the least impact to the environment.
4. I also agree that should I not be able to attend the 2018 Palisade Bluegrass & Roots Music Festival that I will cancel prior to May 8<sup>th</sup>, 2018 in order to receive a full refund. I understand that if I cancel after this date, no refund will be issued.

Agreed to by: \_\_\_\_\_  
Concessionaire

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

Accepted by: \_\_\_\_\_  
Palisade Bluegrass and Roots Music Festival

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

