2019 Pumpkin Festival
food • craft • novelty • nonprofit

This application does not automatically guarantee participation in the 2019 Pumpkin Festival.

Event Dates & Hours
Friday, October 11 from 9 a.m. – 5 p.m.
Saturday, October 12 from 9 a.m. – 5 p.m.
Sunday, October 13 from 9 a.m. – 5 p.m.

The expected attendance for the three-day Pumpkin Festival is over 30,000 attendees.

Rules & Regulations
Listed below are the rules and regulations that you agree to accept by signing the application.

Indemnification
I hereby release and forever discharge Pumpkin Festival, all Denver Botanic Gardens employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my application to or participation in Pumpkin Festival. Denver Botanic Gardens will not be responsible for any injury sustained by vendors or guests while within the space designated for exhibits. Furthermore, I understand that I store my product at my own risk.

By signing this form I acknowledge that I have read, understand and will abide by the policies outlined in the application and vendor letter. I understand that failure to follow these regulations can mean a loss of damage deposit and expulsion from Pumpkin Festival and/or future events.

Booth Space
You are renting the space size as listed on your application. Each vendor space will be marked and placed side-by-side with little to no room in between vendors. Vendor spaces cannot be switched or moved upon arrival for set-up.

The agreement is for the space only. You are responsible for supplying your own covering, tables, chairs, generator for electrical needs and other equipment or signage you may need. All activities related to your booth must remain within your rented space. Vendor is responsible for maintaining a safe and clean booth space. All tenting must be secured and able to handle inclement weather including wind, rain and snow.

Booth Fees
Payment may be made by check or credit card payable to Denver Botanic Gardens. All applications must be accompanied by payment in order to be processed. Booth fees are non-refundable once paid.

Vendor Hours
Vendors are REQUIRED to be present for the hours as listed above. Vendors may drive vehicle to booth space for drop off but are required to have vehicle in vendor parking at least 30 minutes prior to opening. Vehicles are not permitted to drive to booth space during Corn Maze operation and will result in a damages fee. Vendors not complying with operational times may lose damage deposit and possible expulsion from Pumpkin Festival and/or future events. At times due to weather, adjustments may be made to the operational hours. These will be communicated by the Chatfield Farms events team via text as listed on the application.

Move-In/Set-Up
All vendors are required to check in onsite from 10 a.m. – 7 p.m. on Thursday, October 10. Trailers that need more than the rented space to drive into space will be required to check in Wednesday, October 9 from 9 a.m. – 4 p.m. or at 8 a.m. on October 10. Vendors are permitted to drive to booth space to unload but vehicles must be out of booth area by 8 a.m. day of festival. Set up times are as follows:

<table>
<thead>
<tr>
<th>Thursday, October 10</th>
<th>Friday, October 11</th>
<th>Saturday, October 12</th>
<th>Sunday, October 13</th>
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<tbody>
<tr>
<td>10 a.m. – 7 p.m.</td>
<td>6-8:30 a.m.</td>
<td>7-8:30 a.m.</td>
<td>7-8:30 a.m.</td>
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</tbody>
</table>
Breakdown
Vehicles will not be permitted to drive to the booth area after the festival closes on Friday and Saturday as visitors will be attending Corn Maze. Breakdown may begin at 6 p.m. on Sunday, October 13. Clean-up will be permitted until 8 p.m. on Sunday, October 13 and from 9 a.m. – 4 p.m. on Monday, October 14. Please note there is no overnight security on Sunday, October 13.

Permits & Inspection
Vendor is responsible for applying and paying for required permits, including but not limited to sales tax and food vendor, from the county and state. Fire marshal will inspect all food vendor booths.

Security
Overnight security will be provided Thursday – Saturday, October 10-12.

Damage Deposit
Vendors are required to provide a credit card damage deposit at check in. Any damages or rule infraction penalties will automatically be charged to the card as incurred.

Parking
Vendors will receive two parking passes for vendor parking. Parking location will be detailed in the confirmation letter to be sent in early September. If additional spots are needed vendors may park in general corn maze attendee lot. Parking location may change for Pumpkin Festival, weather accommodations or other needs as deemed by the Chatfield Farms events staff. The primary contact on the application is responsible for notifying staff of parking changes.

Products/Menu/Services
Each vendor is permitted to sell only the items approved by Chatfield Farms events team. To ensure success of vendors, Chatfield Farms events team may limit the number of vendors offering the same or similar products. Your list will be approved at acceptance and any items not permissible will be communicated prior to acceptance. Food vendors are permitted to sell any bottled drinks, excluding alcohol, without prior approval. Vendors are NOT permitted to sell alcohol at any time. Doing so will result in vendor being asked to leave immediately without refund. Vendors selling items that have not been approved by Denver Botanic Gardens Chatfield Farms will be given a warning. If this continues you will be asked to leave the event and no booth fee will be refunded and damages will be charged.

Trash
Vendors are NOT permitted to dispose of items in the trash cans provided within the corn maze vendor/eating area. Vendor is required to follow guidelines on grease disposal or other hazardous waste. Vendors will incur garbage damages fees for not complying.

Certificate of Liability Insurance (Sample Attached)
All vendors are required to provide a copy of certificate of liability insurance with Denver Botanic Gardens added as additionally insured. Depending on business classification, vendors may also be required to provide proof of Worker’s Compensation. Vendors must make that determination.

Vendor Signature: ___________________________ Date: ___________________________

By typing your name on this line, it denotes an authorized signature and you fully understand ALL Pumpkin Festival rules & regulations. Denver Botanic Gardens Chatfield Farms reserves the right to change the rules and regulations at any time.

Print Name: ___________________________

For more information contact the Chatfield Farms Public Events Office at 720-865-4352 or michele.wilcox@botanicgardens.org
## Vendor Information

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<tbody>
<tr>
<td>Contact Person</td>
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<tr>
<td>Company</td>
<td></td>
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<td>Address</td>
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<tr>
<td>City/State/Zip</td>
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<tr>
<td>Email</td>
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<td>Cell Phone</td>
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<tr>
<td>Website</td>
<td></td>
<td>Emergency Cell</td>
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## Booth Rental Information

<table>
<thead>
<tr>
<th>Select</th>
<th>Booth Type</th>
<th>Fee</th>
<th>Vendor Booth Set Up Information</th>
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</thead>
<tbody>
<tr>
<td>FOOD Vendor 30' wide x 10' deep</td>
<td>$800</td>
<td>TYPE OF BOOTH</td>
<td></td>
</tr>
<tr>
<td>FOOD Vendor 20' wide x 10' deep</td>
<td>$700</td>
<td>Food Truck</td>
<td></td>
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<tr>
<td>FOOD Vendor must fit under 10x10 pop up tent</td>
<td>$600</td>
<td>Trailer</td>
<td></td>
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<tr>
<td>CRAFT/NOVELTY 30' x 10' booth</td>
<td>$400</td>
<td>Booth/Structure</td>
<td></td>
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<tr>
<td>CRAFT/NOVELTY 20' x 10' booth</td>
<td>$350</td>
<td>Tent</td>
<td></td>
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<tr>
<td>CRAFT/NOVELTY 10' x 10' booth</td>
<td>$300</td>
<td>ELECTRICAL POWER</td>
<td></td>
</tr>
<tr>
<td>NONPROFIT/EDUCATIONAL 10' x 10' booth</td>
<td>$100</td>
<td>Whisper Generator</td>
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<td>Gas Generator</td>
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<td>Other: __________</td>
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<tr>
<th></th>
<th>Will the food truck/trailer remain on site</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td></td>
<td>Do you use a pop-up tent</td>
<td>Yes</td>
<td>No</td>
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## Booth Payment Information

<table>
<thead>
<tr>
<th>Payment Amount</th>
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<tbody>
<tr>
<td>Payment Type</td>
<td>☐ Check (made payable to DBG) ☐ Visa ☐ MasterCard ☐ Amex ☐ Discover</td>
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<tr>
<td>*Credit Card # (see notation below)</td>
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<td>Expiration Date</td>
<td>CCV Code</td>
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<td>Name on Card</td>
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<tr>
<td>Signature</td>
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*TO PAY WITH CREDIT CARD, fill out this form and send through US Postal Service or call in to Michele Wilcox at 720-865-4352. Please do not send credit card information via email.*
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Booth Products/Menu/Services

Please list all items that you will have available for sale at Pumpkin Festival. No additional items may be sold without written approval from Denver Botanic Gardens Chatfield Farms. If needed, include an additional page with your application listing all items. For similar items with different price points you may list the item once with the price range, i.e. if you sell candles at various prices, you may list the item as candles and the price as $5-$25.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE</th>
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<th>PRICE</th>
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CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
AGENT
ADDRESS
PHONE NUMBER

CONTACT
NAME:
PHONE:
FAX:
E-MAIL:
ADDRESS:

INSURER(S) AFFORDING COVERAGE

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

NAIC #

INSURED
INSURED'S NAME
ADDRESS
PHONE NUMBER

CERTIFICATE NUMBER:

COVERAGE PERIOD:
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

A. GENERAL LIABILITY

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>START DATE</th>
<th>END DATE</th>
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</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
<td>OCCUR</td>
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<tr>
<td>GENERAL AGGREGATE LIMIT APPLIES PER:</td>
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<td></td>
<td>POLICY</td>
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<td>PROJECT</td>
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<td>LOC</td>
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B. AUTOMOBILE LIABILITY

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<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY AUTO</td>
<td>OCCUR</td>
<td>CLAIMS-MADE</td>
<td></td>
</tr>
<tr>
<td>ALL OWNED AUTOS</td>
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<td></td>
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<tr>
<td>SCHEDULED AUTOS</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NON-OWNED AUTOS</td>
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</table>

C. WORKERS COMPENSATION AND EMPLOYEES' LIABILITY

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>START DATE</th>
<th>END DATE</th>
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</thead>
<tbody>
<tr>
<td>ANY PROPRIETOR/EXECUTIVE OFFICER/MEMBER EXCLUDED?</td>
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<tr>
<td>(Mandatory in NH)</td>
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<tr>
<td>DESCRIPTION OF OPERATIONS below</td>
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</table>

D. GarageKeepers Liability

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>START DATE</th>
<th>END DATE</th>
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</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF EVENT: DATES, TIMES, AND LOCATION

CERTIFICATE HOLDER

Denver Botanic Gardens, Inc.
909 York Street
Denver, CO 80206-3799

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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