



## Vendor Applicant Eligibility & Information

Please review this information before completing a vendor application.

### Basic Event Information

#### Event Dates & Hours

- Thursday, November 21, 4-8 p.m.
- Friday, November 22, 9 a.m. – 6p.m.
- Saturday, November 23, 9 a.m. – 6 p.m.

#### Attendance Projections

- Projected market attendance: 4,000 – 10,000
- Admission is free to the Gardens and the Market.

### Selection Process

- Applications will be juried by a committee in batches according to the schedule on the right.
- To be juried, applications must be complete AND must include product photos. **Do not send original photographs, artwork, or merchandise as they will not be returned.**
- The jury will score completed applications using many factors, including but not limited to: uniqueness, quality, public appeal, past participation, size of business, types of products offered, manufacture location, pricing, variety, and market fit. Denver Botanic Gardens reserves the right to reject applicants for any reason. Applications that infringe on trademarks or other copyrights in any way will not be accepted.
- Vendors will be notified of their acceptance status by email.
- All selection decisions are final.

JURY SCHEDULE		
Batch	Applications Due	Status Notification
1	July 1	July 31
2	August 19	September 11
3	September 25	October 10

### Product Restrictions

- The following products are not permitted to be sold on Denver Botanic Gardens property: weaponry; any products that contain or represent tobacco, marijuana, or any illegal drugs.
- Denver Botanic Gardens does not promote or support, and has the discretion to exclude from the Market, any products that make medical or homeopathic claims.

### Vendor Requirements

#### Customer Sales

- Vendors are responsible for taking payment for all customer transactions.
- Vendors must offer Gardens' members 10% off retail prices for all purchases, regardless of payment method or amount.

#### Agreement & Payments

- Accepted vendors must sign an agreement that includes all rules, regulations, and requirements.
- Vendors must pay for their booth by the deadline outlined in their agreement or risk losing their booth space.
- All vendor booth payments are non-refundable.
- Denver Botanic Gardens will not enter into any agreement with an individual under age 18.

#### Permits, Taxes, License, and Insurance

- All taxes, licenses, permits and liability/product insurance are the responsibility of the vendor.
- Accepted vendors must:
  - o Provide a Certificate of Liability Insurance listing Denver Botanic Gardens as additional insured.
  - o Comply with all City & County of Denver and State of Colorado policies.
  - o Maintain proper state and local business and sales tax license(s).
  - o Collect and submit all applicable city and state taxes.

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## Vendor Application

Please complete this application in full to be considered. **Submitting an application does not guarantee participation.**  
Please email [specialevents@botanicgardens.org](mailto:specialevents@botanicgardens.org) with questions.

### Vendor Information

Company Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Email (REQUIRED): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Company Website (if applicable): \_\_\_\_\_

Have you been recruited by another Winter Gift Market vendor?  Yes  No

If yes, which vendor? List the company name, not the contact name. \_\_\_\_\_

Have you participated in the Winter Gift Market in the past? If so, please check all boxes that apply.

2018  2017  2016  2015  2014  I participated before 2014

No, I have not participated in the Winter Gift Market before.

### Product Information

Where are your products made?  Denver Metro  Colorado  United States  International

Are your products handmade?  No  Yes, handmade by me  Yes, handmade by someone else:

If made by someone else, who? \_\_\_\_\_

To help us understand what kinds of products you sell, please indicate what percentage (%) of your merchandise falls into each of the categories below:

Accessories_____ %	Farm/Garden/Botanical_____ %	Pet Supplies_____ %
Bath & Body Products_____ %	Home Décor_____ %	Photography/Wall Art_____ %
Baby/Kids_____ %	Holiday/Seasonal_____ %	Stationery_____ %
Clothing_____ %	Jewelry_____ %	Specialty Foods_____ %
Candles_____ %	Kitchen_____ %	Other (explain below)_____ %

**Product Pricing & Photos**

List all product types (not individual items) you plan to sell and their price ranges (i.e., Earrings: \$5-\$75, Mugs: \$10-\$25)

**Please send photos of your products (and your vendor booth setup) with your completed application.** Do not send anything other than photos. Any physical items submitted will not be returned.

We do not offer product exclusivity, but we do reserve the right to limit vendor offerings. Unless approved by the event coordinator, no additional product types outside of those listed below may be added after the vendor is accepted.

Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____
Product Type_____	Price Range _____

Please attach additional pages if necessary.

## Booth Preferences

Please rank your preferred booth location and size (with 1 being your top choice.)

- Booths are taped out and placed side-by-side with no room in between vendors.
- All of your products, staff, and equipment must fit inside the dimensions of your booth.
- Booths are assigned based on vendor preference in the order the applications are received. Booths are not confirmed until vendor is accepted and payment has been received.
- Some booth sizes fill quickly and may not be available by the time your application is juried.
- Booths can be shared by two vendors if desired. Both vendors must apply and be accepted into the Market.

Booth Locations	Rank 1-5
Boettcher Memorial Lobby	
Mitchell Hall	
Marnie's Pavilion*	
Orangery*	
Outside**	

Booth Sizes	Booth Fee	Rank 1-8
6' Table Booth ( <i>Marnie's &amp; Orangery only</i> )	\$250	
6' wide x 8' deep	\$570	
8' wide x 6' deep	\$570	
8' wide x 8' deep	\$630	
8' wide x 10' deep	\$710	
10' wide x 10' deep (indoors)	\$780	
10' wide x 10' deep (outdoors)	\$475	

\* Marnie's Pavilion and the Orangery only offer 6' table booths. Pipe & drape booths are not available in those spaces.

\*\* Vendors must provide their own 10'x10' tent, extension cord, and lights. Overnight storage is at vendor's discretion.

Which is more important to you?  Booth Location  Booth Size

What style of booth do you have?  Guests ENTER the booth to shop  Guests stay OUTSIDE the booth to shop

## Setup & Equipment

Approximately how much time do you need to set up your booth? \_\_\_\_\_ hours

Everyone working at a booth at one time MUST wear a Gardens-issued badge. How many will you need? \_\_\_\_\_

A limited number of chairs, tables, and electrical setups are available to vendors if requested. Fees apply to some items.

Please list your requests below. The total cost will be added to the vendor booth fee.

Item	Cost	Quantity Needed
Chair (can request up to 3)	Free	
6' x 2.5' Tables (can request up to 3)	\$20 (fee waived for "Table Booths", which will already include a maximum of one table)	
Electricity (one 20-amp plug)	\$40 (fee waived for certain booths based on lighting limitations)	