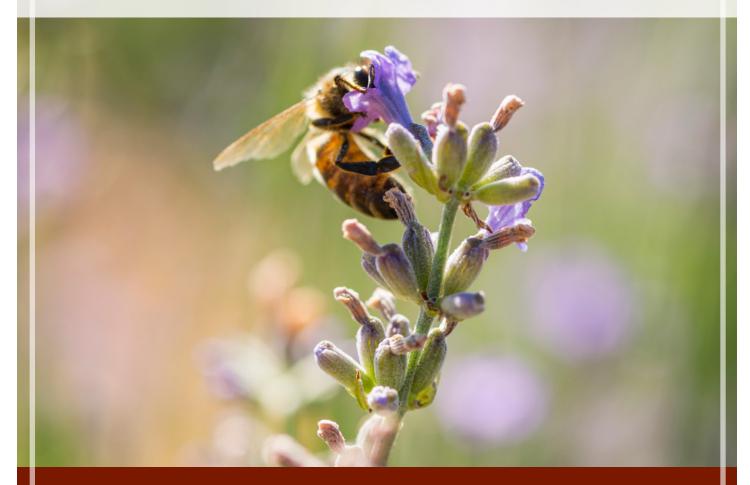
2023 LAVENDER FESTIVAL CRAFT & FOOD

SERVICE AGREEMENT & VENDOR APPLICATION



DENVERBOTANIC GARDENS Chatfield Farms



food • craft • novelty • nonprofit

This application does not automatically guarantee participation in the 2023 Lavender Festival.

Event Information

Lavender Festival is an annual event held in July during peak bloom season. This year the festival will be held Saturday and Sunday, July 15 and 16, from 9 a.m. – 5 p.m.

The festival is a fun, family event with food, music, barrel train rides for children, vendors showcasing lavender products, demonstrations and educational programs. The lavender garden, installed in 2015, provides a beautiful backdrop for this event with over 2,000 lavender plants in peak bloom.

Event Dates & Hours

Saturday and Sunday, July 15-16, from 9 a.m. – 5 p.m. Last entry is at 4 p.m.

Rules & Regulations

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

Vendors are required to comply with all state and local mandates regarding COVID-19. All applications due by June 1 for consideration to participate. You will be notified after that date if you are accepted.

Indemnification

Vendor shall protect, defend, and save the Denver Botanic Gardens, its officers, agents, employees and volunteers, while acting within the scope of their duties as such, harmless from and against all claims, liabilities, demands, causes of action, and judgments (including the cost of defense and reasonable attorney fees) arising in favor of or asserted by third parties on account of damage to property, personal injury, or death which injury, death, or damage, arises out of services performed or omissions of services or in any way results from the negligent acts or omissions of the contractor, its agents, or subcontractors, except the sole negligence of the Denver Botanic Gardens. 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 could result in additional fines and expulsion from Lavender 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 gusts of up to 90 mph, rain and snow. No less than 50 pounds per corner on tents. WiFi is not included in the rental of the space and coverage is not guaranteed.

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. Event is rain or shine; no refunds for inclement weather or acts of god.

Vendor Hours

Vendors are REQUIRED to be present for the hours as listed above. Vehicles are not permitted to drive to booth space during the festival. Vendors not complying with operational times and rules may get expelled from Lavender 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 public events staff via text as listed on the application.



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Move-In/Set-Up

All vendors are required to check in onsite on Friday, July 14 from 9 a.m. – 6 p.m. Overnight security will be provided. Vendors are permitted to drive close to booth space and we will help unload using gators. Vehicles must be offsite by 7 p.m. No one is allowed to drive on the grass. Vendors will not be permitted to drive any items in on Saturday or Sunday, July 15-16.

Breakdown

Breakdown may begin at 5 p.m. on Sunday, July 16. Clean-up will be permitted until 7 p.m. on Sunday. Vendors must checkout with staff. Once ready to load, assistance will be provided to move booth items with a gator, and after permission is given, vendor vehicle can be moved to collect items. No vehicles are permitted on the grass.

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 Friday and Saturday, July 14 and 15.

Parking

Vendors will receive two parking passes for vendor parking. Parking location will be detailed in the confirmation letter to be sent in June. If additional spots are needed vendors may park in general attendee lot. Parking location may change for Lavender Festival, weather accommodations or other needs as deemed by 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 staff. To ensure success of vendors, staff 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 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. Vendors are NOT permitted to sell alcohol at any time. Doing so will result in vendor being asked to leave immediately without refund.

Trash

Vendors are permitted to dispose of waste in dumpster at Denver Botanic Gardens Chatfield Farms, but are required to put all items into the dumpster and properly close the dumpster. Vendors are NOT permitted to dispose of items in the trash cans provided within the eating areas. Vendor is required to follow guidelines on grease disposal or other hazardous waste.

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 Lavender 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 chatfield-specialevents@botanicgardens.org | botanicgardens.org



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Vendor Information						
Contact Person						
Company						
Address						
City/State/Zip						
Email		Cell Phone				
Website		Emergency Cell				

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Select	Booth Type		Vendor Booth Set Up Information				
	FOOD Vendor 30' wide x 10' deep	\$475		-			
	FOOD Vendor 20' wide x 10' deep	\$400	TYPE OF	□ Food Truck □ Trailer			
	CRAFT/NOVELTY 30' x 10' booth	\$375	BOOTH	□ Booth/Structure			
	CRAFT/NOVELTY 20' x 10' booth	\$325	-	🗖 Рор Up			
	CRAFT/NOVELTY 10' x 10' booth	\$275	OPEN FLAME	□ Stove			
	NONPROFIT/EDUCATIONAL 10' x 10' booth	\$100	COOKING	□ Grill □ Fryer			

Booth Payment Information	
Payment Amount	\$
Payment Type*	□ Check (made payable to DBG) □ Visa □ MasterCard □ Amex □ Discover

*TO PAY WITH A CREDIT CARD submit completed form and a staff member will call to collect payment information.

Complete application and send with p	ayment to Denver Botanic Gardens (Chatfield Farms
MAIL 8500 West Deer Creek Canyon Road Littleton, CO 80128	PHONE 720-865-4352	EMAIL chatfield-specialevents@botanicgardens.org



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Booth Products/Menu/Services

Please list all items that you will have available for sale at Lavender Festival. No additional items may be sold without written approval from the Chatfield Farms Public events team. 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.

ITEM	PRICE	ITEM	PRICE

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CANCELLATION Denver Botanic Gardens, Inc. 909 York Street CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFOR THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED I ACCORDANCE WITH THE POLICY PROVISIONS.	1	Jenver, CO 80206-3799		AUTHOR	ZED REPRESE	NTATIVE				
ERTIFICATE HOLDER CANCELLATION Denver Botanic Gardens, Inc. SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFOR THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				1	© 19	88-2010 AC	ORD CORPORATI	ON.	All righ	ts reserv

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