

# 2024 LAVENDER FESTIVAL CRAFT & FOOD

SERVICE AGREEMENT & VENDOR APPLICATION



DENVER BOTANIC  
**GARDENS**  
Chatfield Farms

## 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 20 and 21, 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 20-21 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.

### Move-In/Set-Up

All vendors are required to check in onsite on Friday, July 19 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 20-21.

### Breakdown

Breakdown may begin at 5 p.m. on Sunday, July 21. 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 19 and 20.

### 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, due to weather accommodations, construction updates, or other needs 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: \_\_\_\_\_

**Vendor Information**

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

**Booth Rental Information**

Select	Booth Type	Fee	Vendor Booth Set Up Information	
	FOOD Vendor 30' wide x 10' deep	\$550	<b>TYPE OF BOOTH</b>	<input type="checkbox"/> Food Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Booth/Structure <input type="checkbox"/> Tent
	FOOD Vendor 20' wide x 10' deep	\$500		
	CRAFT/NOVELTY 30' x 10' booth	\$400		
	CRAFT/NOVELTY 20' x 10' booth	\$350	<b>OPEN FLAME COOKING</b>	<input type="checkbox"/> Stove <input type="checkbox"/> Fryer <input type="checkbox"/> Grill <input type="checkbox"/> No Open-Flame Grilling
	CRAFT/NOVELTY 10' x 10' booth	\$300		
	NONPROFIT/EDUCATIONAL 10' x 10' booth	\$100	Will the food truck/trailer remain on site <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Booth Payment Information**

Payment Amount	\$
Payment Type*	<input type="checkbox"/> Check (made payable to Denver Botanic Gardens) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> 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 payment to Denver Botanic Gardens Chatfield Farms**

<b>MAIL</b> 8500 West Deer Creek Canyon Road Littleton, CO 80128	<b>PHONE</b> 720-865-4352	<b>EMAIL</b> <a href="mailto:chatfield-specialevents@botanicgardens.org">chatfield-specialevents@botanicgardens.org</a>
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
CURRENT DATE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS 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).

<b>PRODUCER</b> AGENT ADDRESS PHONE NUMBER	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> INSURED'S NAME ADDRESS PHONE NUMBER	<b>INSURER A : INSURER'S NAME</b>	
	INSURER B : _____	
	INSURER C : _____	
	INSURER D : _____	
	INSURER E : _____	
	INSURER F : _____	

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			POLICY NUMBER	START DATE	END DATE	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
D	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
D	GarageKeepers Liability						Limit

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

DESCRIPTION OF EVENT: DATES, TIMES, AND LOCATION

<b>CERTIFICATE HOLDER</b> Denver Botanic Gardens, Inc. 909 York Street Denver, CO 80206-3799	<b>CANCELLATION</b> 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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