



Bohemian Nights at New West Fest

2009 Vendor Booth Terms & Conditions

*Fort Collins' largest outdoor community event is just around the corner...
Bohemian Nights at the 21st Annual **New West Fest!** Hosted in historic Downtown
Fort Collins, **New West Fest** attracts over 120,000 people and
showcases a weekend of continuous entertainment, 350+ food & festival booths,
Kids' World, special events, beer gardens and lots of live music!*

EVENT DETAILS & DATES:

*Event Dates: August 15 & 16, 2009

*Event Location: Downtown Fort Collins, Colorado

*Event Booth Vendor Hours: 10am-7pm Saturday & 10am-6pm Sunday

(NOTE: vendors are required to participate in all hours listed above)

- **Early discount if postmarked by May 31, 2009**
- **Acceptance/Confirmation Letter mailed out by July 31, 2009**
- **No refunds issued after July 31, 2009 ...sorry, no exceptions.** (This policy also includes event cancellation due to rain, inclement weather and other acts of God)

BOOTH SPACE FEES:

The booth space fee for a 10'x10' space for both days of festival is as follows:

	<u>By 5/31</u>	<u>After 5/31</u>
Arts & Crafts Booth Space (Hand crafted jewelry, clothing, packaged foods, soap & lotions, etc)	\$300	\$325
Non-Profit or DBA Members Booth Space (Limit 2 per/org)	\$300	\$325
Business Booth Space	\$600	\$625
Corner Location (Natural corners or contrived corners—two sides of customer access)	\$ 50 addtl	\$ 50 addtl
Electricity (a limit of ONE 110v/20amp) plug per entrant, <u>not available for fans.</u>)	\$ 75 addtl	\$ 75 addtl

(The festival cannot accommodate both electricity & a corner space)

- You must include festival booth space payment with your application.
Make checks payable to: *Downtown Business Association.*
- Your check will be cashed. If you are not selected to participate, we will issue you a reimbursement check.
- Applications will be accepted until all festival space is filled.
- Certain business categories may be exclusive - Call about Sponsor Opportunities.

SPACE ASSIGNMENTS

Applications for this NON-JURIED show are considered on a variety of criteria. Returning vendors, who have been with the festival over the years, will be given every consideration. Past performance, timeliness of returned applications, adequate mix of product, sponsorship agreements, and vendors whose presentation is in accordance with the festival's family atmosphere are also considered. The festival committee reserves the right to make the final decision on acceptability for all applications.

- A 10'x10' space will be reserved for confirmed applicants. Vendors are responsible for providing all booth apparatus (tables, chairs..) and a 10x10 tent.
- You will receive your confirmation notice, booth location and check-in procedure information by the date stated above (unless application is submitted post-date).
- PLEASE NOTE: If your mailing address is different in the month of July or August, please notify our office to ensure you receive your confirmation information.

Please keep this letter for your records. Thank You. (OVER)



**Downtown Business Association ~ 19 Old Town Sq. Suite #230 Fort Collins, CO 80524
970.484.6500 fax# 970.484.2069 DowntownFortCollins.com**

MANDATORY EVENT HOURS

All **NewWestFest** booths must be in operation from 10:00 am to 7:00 pm on Saturday and from 10:00 am to 6:00 pm on Sunday. Failure to comply may result in application denial for future years. If desired, booths may stay open as late as you wish on Saturday evening, please bring battery operated lighting for nighttime sales. If you are using electricity, note all power generators will shut off at 7:00pm on Saturday and 6:00pm on Sunday.

SET UP and BREAKDOWN TIMES

Set-up: Festival booths may set up between 7:00 am and 9:30 am Saturday - all cars must be moved off of festival street by 9:30 am on Saturday morning

Breakdown: Festival booths may breakdown between 6:00 pm and 9:00 pm on Sunday

Failure to adhere to set up & tear down times may result in a forfeit of booth space. Exhibitors should bring their own carts, hand trucks, loading equipment, electrical cords & cord bridges and personnel to assist with set up and breakdown. When loading in, please unload vehicle & move it immediately or car will be towed, then you can set up your booth space. Thank you.

MERCHANDISE SALES

You are encouraged to sell, provide samples, take orders and otherwise promote your products and services. However, the festival committee commissions the sale of ALL beverages. **NewWestFest** vendors **MAY NOT** sell or give away beverages of any kind, including water! NOTICE TO OUR VENDORS : Any booths dispensing FREE WATER undercuts the festival's fundraising efforts & sponsorship agreements. This fundraiser is crucial for the event to take place; please adhere to the rules. **NewWestFest** organizers retain the right to strike any booth, which sells beverages, or merchandise that is otherwise contrary to these guidelines, or is inappropriate to the family atmosphere of our festival.

SALES TAX LICENSE/PAPERWORK

All **NewWestFest** booth participants are responsible for collecting and paying city and state sales tax. A list of all vendors will be provided to both local & state sales tax offices for tracking purposes. All tax paperwork should be submitted to each office after the festival. **A State of Colorado sales tax form will be handed out during the festival for filing. (CO Department of Revenue # 303-866-5643) **You will also need a City of Fort Collins temporary sales tax license for the festival. This can be obtained through the Sales Tax Office at #970-221-6780 or at: www.fcgov.com/salestax
Please send completed Fort Collins sales tax forms to: Sales Tax Office, P.O. Box 580 Fort Collins, CO 80522

LODGING

Please make your lodging arrangements early this year. There are lots of people/groups coming to town that weekend in Fort Collins. We know this will bring more people to the festival, but lodging could be limited.

TRASH & GREENING PRACTICES

The Downtown Business Association is taking strides to make our events and office more sustainable. We ask that you take seriously our request to make your booth more earth friendly. This can be done by buying products in bulk instead of individual packets, using paper products instead of Styrofoam, and by reducing your waste. When possible, we will provide recycling for events. Vendors are required to keep spaces clean. Dumpsters are provided, but we suggest you provide your own garbage bags and receptacles for your personal use. When you vacate the premises in the evening both days, please remove any remaining trash. If excessive amounts of trash are remaining you may be charged. Thank you for your cooperation in this matter.

SECURITY and LIABILITY

The Downtown Business Association, Inc., the City of Fort Collins, Old Town Square Properties, The Downtown Development Authority, **NewWestFest**, all **NewWestFest** event sponsors and or/ its agents and assigns are not responsible for any personal injury to the exhibitor or its agent, or for the safety of the exhibits against theft, fire damage, accidents, property damage and/or other causes. The exhibitor is encouraged to take all steps, measures, and precautions as necessary to protect its agents, exhibits, displays and property against all possible injury, damage, loss or destruction, during set-up and breakdown, during festival hours, and during non-festival hours. Vendors are encouraged to store valuable items away from the exhibition area while they are not tending their spaces. The Downtown Business Association, Inc. will provide overnight security officers to patrol the festival area, but the Downtown Business Association, Inc. and or above stated entities are not responsible for any loss, damage or theft of items.

Bohemian Nights at NewWestFest

OFFICE USE ONLY
Booth #: _____
Date Received: _____
Amount: _____
Check/Cash: _____

BOOTH SPACE APPLICATION

Event Dates ~ August 15 & 16, 2009

EARLY Discount Registration Date : May 31, 2009

Business Name: _____ Contact Person: _____

Address: _____ City _____ State _____ Zip _____

Phone: () _____ Alt Phone: () _____

Email: _____ (Note: We are going GREEN and will email all communications)

Specific Description of Merchandise: _____

Booth Location request: _____
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You **MUST** have a Colorado & a temporary Fort Collins sales tax license to participate in **NewWestFest**. If you do not have these sales tax licenses see previous letter for instructions. Thank you.

Fee(s) **MUST** be included with this application to reserve 10'x10' space. NO refunds are issued after July 31, 2009.

_____ \$325 - Arts & Crafts Booth Space (includes hand-crafted jewelry, toys, clothing, packaged foods, etc)
_____ \$325 - Non-Profit and Downtown Business Assoc. members Booth Space (Limit 2 per/org)
_____ \$625 - Business Booth Space
_____ \$ 50 - Extra for Corner Location (includes natural corners or contrived corners)
_____ \$ 75 - Extra for ONE Electrical Outlet (we cannot accommodate both electricity & corner space)
- (\$25) **Discount if postmarked by 5/31/09**

\$ _____ **Total Enclosed with Application** (Make check payable to :Downtown Business Association)
(Mail to: DBA #19 Old Town Square, Suite 230, Fort Collins, CO 80524)

Please mail us:

- * **Completed and signed application**
- * **Check payable to the DBA for the full amount due**
- * **Pictures of your booth/products**

Acceptance/Confirmation Letter will be mailed out by: July 31, 2009
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I understand that by participating in **NewWestFest**, I hold the Downtown Business Association, Inc., the City of Fort Collins, all affiliated event sponsors and the **NewWestFest** organization harmless from any and all liabilities for damages or injuries caused by me or that may be incurred by me or my property as a result of my participation in this event and are not responsible for any personal injury to the exhibitor or its agent, or for the safety of the exhibits against theft, fire damage, accidents, property damage and/or other causes. I understand that if accepted by **NewWestFest**, I am entitled to use the **NewWestFest** logo in my promotional material with the following stipulation: If any articles containing the **NewWestFest** logo and/or name are sold, royalty arrangements must be negotiated in advance. Booth approval is conditional based on category quotas, appropriateness, sponsor agreements and past vendor relations. No fee refunds will be issued if event is cancelled due to rain or inclement weather or other acts of God. I further understand that if I do not meet all requirements I may not be allowed to operate the days of the event. All festival decisions made by event committees, **NewWestFest** staff and their appointees are final. I have read, understand and will comply to all standards & regulations as outlined in the packet, the "2009 **NewWestFest** Vendor Booth Terms and Conditions", and the above statement.

Print Name

Signature

Date

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