



Bohemian Nights at New West Fest

2010 Vendor Booth Terms & Conditions

*Fort Collins' largest outdoor community event is just around the corner...
Bohemian Nights at the 22nd Annual **New West Fest!** Hosted in historic Downtown
Fort Collins, **New West Fest** attracts over 100,000 people and
showcases a weekend of continuous entertainment, 300+ food & festival booths,
Kids' World, special events, beer gardens and lots of live music!*

EVENT DETAILS & DATES:

***Event Dates:** August 21 & 22, 2010

***Event Location:** Downtown Fort Collins, Colorado

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

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

Early discount if postmarked by May 28, 2010

- **Acceptance/Confirmation notice will be issued by July 30, 2010**
- **Cancellation** prior to July 30, 2010 is subject to a \$50 cancellation fee
- **No refunds issued after July 30, 2010** ...Sorry, no exceptions. (This policy also includes removal of booth due to non compliance to festival Rules and Regulations, event cancellation due to rain, inclement weather and/or other acts of God)

BOOTH SPACE FEES:

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

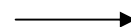
	<u>By 5/28</u>	<u>After 5/28</u>
Arts & Artisans (Items you make yourself ONLY)	\$245	\$295
DBA Members (Limit 2 per/org)	\$245	\$295
Non-Profit (Limit 2 per/org)	\$345	\$395
Business Level One (Crafts, Imports, Home Based Business, Resale Items -not made yourself)	\$445	\$495
Business Level Two (Store, Warehouse, Office, Professional Services)	\$645	\$695
Electricity (Limited location options, limit of ONE 110v/20amp plug per entrant)	\$ 75 addtl	\$ 75 addtl
Natural Corner Location (Natural street corners -two sides of customer access)	\$ 75 addtl	\$ 75 addtl
Contrived Corner Location (Created corner space due to empty space next to booth) (The festival cannot accommodate both electricity & a corner space)	\$ 50 addtl	\$ 50 addtl
Cancellation fee (Applies to any cancellation prior to confirmation date)	\$ 50	\$ 50

- You must include space payment with application. Checks payable to: *Downtown Business Association*.
- Your check will be cashed. If you are not selected to participate, we will issue 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. We will attempt to satisfy your request but can't guarantee you will get your request. 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. **NOTE to returning vendors: Booth spaces have been renumbered for 2010.**

- A 10'x10' space will be reserved for confirmed applicants. Vendors are responsible for providing a 10x10 tent and all booth apparatus (tables, chairs..).
- 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.



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 7:00 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 7:00pm on Sunday.

SET UP and BREAKDOWN TIMES

Set-up: Festival booths set up between 7:00 am & 9:30 am Saturday - all cars must be moved off festival streets by 9:30am.

Breakdown: Festival booths may breakdown between 7:00 pm and 10:00 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 it will be towed. Then you can set up your booth space.

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; please adhere to the rules.

TRASH & GREENING PRACTICES

The Downtown Business Association is taking strides to make our events 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 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 for removal. Thank you for your cooperation in this matter.

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 and Fort Collins Sales Tax Form will be handed out during the festival for filing. (CO Department of Revenue # 303-866-5643 and Fort Collins City Sales Tax Office #970-221-6780)

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.

RULES & REGULATIONS

The following rules and regulations are part of the exhibitor's contract and each exhibitor shall be bound by such rules and regulations set forth herein and by any such amendments or additional rules and regulations which may be established by the NewWestFest Management.

1. Vendor must stay within the designated space of your booth.
2. Display material must be confined to the exhibitors own booth space, not to exceed 2 feet from the front edge of tent.
3. **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.
4. No amplifiers, television receivers or loudspeakers may be operated in the individual exhibits except with signed approval from the event managers. No horns, bells, alarms or flashing lights will be permitted.
5. Exhibitors have the right to distribute printed and other materials approved by event management **only** from exhibitor's booth space and in no other way. Soliciting and/or handing out of pamphlets, leaflets, flyers or any other materials in areas other than the exhibitors booth space is strictly prohibited.
6. Exhibit booths may not be split, shared, resold or sublet without permission of event management.
7. If not in compliance with all of these rules and regulations, your booth may be immediately removed. Event management reserves the right to stop or remove from the event any exhibitor, or his representative, performing any act or practice which in the opinion of the management is unacceptable or detracts from the dignity of the event. Exhibitors removed from the event under these circumstances will not be eligible for any refund.

Bohemian Nights at NewWestFest

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

BOOTH SPACE APPLICATION

Event Dates ~ August 21 & 22, 2010

EARLY Discount Registration Date : May 28, 2010

Business/Organization Name: _____ Contact Person: _____

Address: _____ City _____ State _____ Zip _____

Phone:() _____ Alt Phone:() _____

Email: (required) _____ (Note: We are going GREEN & email all communications)

Specific Description of Merchandise: _____

Returning Vendors - Booth Location request (Booths have been re-numbered) _____

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 enclosed information for instructions. Thank you.

Fee(s) **MUST** be included with this application to reserve 10'x10' space. NO refunds are issued after July 30, 2010

Any cancellation prior to July 30, 2010 is subject to a \$50 cancellation fee.

- _____ \$295 - Artists & Artisans (Items you make yourself ONLY)
- _____ \$295 - DBA Members (Limit 2 per/org)
- _____ \$395 - Non Profit (Limit 2 per/org)
- _____ \$495 - Business Level One (Crafts, Imports, Resale items, Home based business & Items not made yourself)
- _____ \$695 - Business Level Two (Store, Warehouse, Office, Professional Services)
- _____ \$ 75 - Extra for ONE Electrical Outlet (we cannot accommodate both electricity & corner space)
- _____ \$ 75 - Extra for Natural Corner Location (limited availability)
- _____ \$ 50 - Extra for Contrived Corner Location

- (\$50) **Discount if postmarked by 5/28/10**

\$ _____ **Total Enclosed with Application** (Make check payable to: Downtown Business Association)

Please mail us:

- * **Completed and signed application**
- * **Check payable to the DBA for the full amount due**
- * **Pictures of your display/booth/merchandise**
(if photos to be returned please include a self addressed stamped envelope)

Acceptance/Confirmation Letter will be mailed out by: July 30, 2010

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 rules & regulations as outlined in the packet, the "2010 **NewWestFest** Vendor Booth Terms and Conditions", and the above statement.

Print Name _____

Signature _____

Date _____

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