

Vendor Requirements & Application

Application Deadline: July 1, 2017

This is your copy of the contract agreement, please retain for your records.

Event: **Trinidaddio Blues Fest**

Date: **Saturday, August 26th 2017**

Times: Gates open to the public at 11 am ~ Music starts at Noon and ends approximately 9 pm

~ See Vendor set up times under **ADDITIONAL REQUIREMENTS FOR ALL VENDORS**



Place: **Central Park ~ 500 – 543 Stonewall Ave. ~ Trinidad, CO 81082**

Vendor Entrance: 700 Smith Ave – See attached map

Thank you for your interest in operating a vendor booth at the Trinidaddio Blues Fest! Trinidaddio Blues Fest will take place in beautiful Central Park. After many successful years, the event, nominated for Best Blues Fest, US has become a top National Blues Fest. 2017 will once again see new levels of excellence in Trinidad's foremost annual event!

The Trinidaddio Blues Fest is a fund-raiser for local non-profits and over the past years has never failed to provide much needed assistance for these deserving groups. With steady growth since its inception in 1999, attendance figures are expected to be over 5,000 for the 2017 festival.

The 2017 Trinidaddio Blues Festival will have:

 7 Food – Beverage booths  5 Informational – Public Service booths  20+ Craft – Retail booths

We look for high quality products that are unique, original, unusual, handcrafted, or just beautiful, desirable and in good taste. Artisans and craftsmen are encouraged to take advantage of this opportunity. Food booths will be selected based on menus, references and past performance at the festival if you are a returning vendor. Although there may be several types of jewelry booths, food and specific retail items will not be duplicated (there will not be two booths serving turkey legs, or two booths selling healing oils).

The Trinidaddio Blues Fest is the only vendor of official Trinidaddio Blues Fest merchandise. The date your application is received does not guarantee acceptance, nor does your participation in previous festivals. If your application is accepted, your check for the vendor fee will be cashed; conversely, if your application is not accepted your checks for both the vendor fee and deposit will be returned.

BOOTH REQUIREMENTS:

The appearance of your booth, and presentation of your merchandise affects both the success of the festival, as well as your own. We want to see that everyone has a pleasing “Daddio” experience.

The festival staff determines booth placement. Placing your booth in any other location may result in loss of deposit and eviction from the festival.

■ **Booth Space for Craft – Retail – Informational – Public Service** booths is limited to a one 10’ L x 10’ W x 10’ H booth (including all accessories) of sufficient quality to withstand wind, rain, hail and other inclement weather. Come prepared for all types of mountain weather.

■ For both the appearance of the festival, and for your safety and the safety of others, we **insist** you have four sides on your booth, the fourth side to cover the front of your booth at night, should it be set up the night previous to the fest, or by necessity because of weather conditions.

■ You must provide and set up your own lighting. Generators are not allowed except for emergency backup situations. Battery powered lighting is acceptable, however, keep in mind, all vendors must remain open during the entire festival. All bare light bulbs must be screened – low voltage, LED or Christmas type lights are preferred (non-blinking) but not required. Your extension cords should be at least 100 feet long. If you require a 220-volt electric supply (food booths), please indicate as much on the application form, and include the proper fee. You will need to have your own SOOW or similar power cable of adequate capacity to serve your needs. Festival sub panels may be up to 50’ away. Power will be limited for the craft / retail booths. Be very detailed in stating your power needs.

■ Your booth must remain open during the entire festival (remember, gates open at 11 am). You may not leave early, nor will vehicles be allowed on the site until the crowd has dispersed. Leaving early will result in loss of deposit.

■ Please staff your booth with personable, friendly workers! Remember, smiling is contagious. Poor attitudes will not be tolerated, and could result in loss of deposit and eviction from the festival.

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■ Your booth must be neat, attractive and well maintained. You must have a professional quality sign... **No** neon lights or flashers. Banners and flags are encouraged.

■ You are responsible for setting up, maintaining, and removing your own booth, your merchandise, and your trash. Your booth must be removed and the area cleaned up **before 8 am, Sunday, August 27, 2017**. Failure to do so may result in loss of deposit and possible additional fees for cleanup.

■ **All booths must have an easily accessible 5 lb. fire extinguisher with valid inspection tag attached.**

■ **Booth Space** for **Food / Beverage** booths is limited to a one 10' L x 20' W x 10' H booth (including all accessories and protuberances) of sufficient quality to withstand wind, rain, hail and other inclement weather. Come prepared for all types of mountain weather.

■ Food vendors will be given an additional prep area behind their respective booth. If you are not sure if we will accept your booth, please send us a picture.

ADDITIONAL REQUIREMENTS FOR FOOD / BEVERAGE BOOTHS:

- Food/Beverage booths must comply with local food handling regulations.
- Food/Beverage booths must have wood flooring to meet health regulations.
- 20 lb bags of ice will be available for purchase on site for \$5.00 per bag (price subject to change).
- Please indicate proper load requirement (Amperage) on your application if you require 220-volt service.



Environmental Concerns:

We attempt to be as environmentally conscious as possible, and encourage you to do your part and help us build our reputation as a “green” festival. As such, we require the use of biodegradable utensils and accessories (plates, cups, point of sale packaging, etc).

Food / beverage vendors are required to have trash containers in front of booth, police the area in front of their booth and are responsible for changing trash bags when necessary. Failure to comply will result in the assessment of clean up fees, which will be deducted from your deposit. ***Festival will provide pick up for trash bags behind your booth.***

All vendors are required to remove anything they have brought into the festival grounds before leaving. Failure to do so will result in a removal fee being deducted from your deposit. ***Any oil, grease or other hazardous waste must be removed from festival grounds, properly disposed by vendor, and not dumped into festival dumpsters, trash containers, or left on the ground! Violators will be Prosecuted and Fined!***

Vendors found not following these requirements may be fined, assessed fees, forfeit deposit and/or removed from the festival, and may face possible criminal prosecution.

ADDITIONAL REQUIREMENTS FOR ALL VENDORS:

Absolutely No Pets allowed on Festival grounds.

- ❖ Due to safety concerns, glass containers, non-biodegradable Styrofoam, breakable plastic, carry-in alcohol, umbrellas, illegal items and weapons are not allowed on Festival grounds. Please see that this is reflected in your inventory.
- ❖ All vendors are required to remove any packaging, dunnage, used supplies or other materials brought into the festival grounds. Failure to do so will result in a cleaning fee being deducted from your deposit.
- ❖ Vendors may set up the day before (Friday, August 25) if you arrive between 8am and 5pm. Gates will be locked after 5pm until 8am the day of the fest. You may arrive after 8am on the day of the fest. Keep in mind you must be set up and have your vehicle off the field by 10am.



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2017 BOOTH FEES:

Food – Beverage Booths

\$250



Included with the booth fee are:

-  **4 non-transferable festival passes**
-  **1 Vendor Vehicle Pass to unload/load your equipment and supplies.**

Informational – Public Service ~ Craft – Retail

\$75

Included with the booth fee are:

-  **2 non-transferable festival passes**
-  **1 Vendor Vehicle Pass to unload/load your equipment and supplies.**

Once you are set-up, your vehicle pass is good for parking 1 vehicle (*total length must be no more than 20'*) in the vendor parking area during the fest. **Vehicles are allowed on the festival grounds for loading in and loading out only. Vehicles must be off the field by 10:00 am and may not return until after the music has ended and attendees' safety is not at risk!** Vendors are liable for any damage caused by their vehicles.

Up to 4 additional passes for employees may be purchased at half price **before August 1, 2017**. Children 12 and under are free. Children may only access the vendor area through the front of your booth, and **must be supervised at all times**.

ELECTRIC FEES

*(Electricians on site day of fest – Call for more information or if you have any out of the ordinary requirements before submitting application.) Lighting is required. If you do not have portable (battery powered) lighting capable of lasting until 9pm, you will need electric service. (See **BOOTH REQUIREMENTS**)*

Food / Beverage Booths:

110 V	20 Amp duplex receptacle (one – two cords)	\$ 75
220 V	30 Amp receptacle	\$100
	50 Amp receptacle	\$150
	100 Amp hook-up (hard wired)	\$200

Craft / Retail booths ~ Informational / Public Service booths:

110V	One cord – 5 Amps maximum	\$ 25
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LODGING

Please book your lodging early! Two new hotels were built in Trinidad in 2008 (La Quinta Inn & Suites and Holiday Inn Express), however, rooms are still limited, and will fill up. Lodging sells out quickly! Campsites at Trinidad Lake State Park are also limited, and fill up quickly. More information is available on the website under General Info/Area Info.

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BOOTH DEPOSIT:

A **\$100 refundable deposit** is required with all applications and will be refunded by mail after the booth space is cleared, cleaned and it has been determined that the requirements set forth in this agreement have been met. Deposit is required even if you have participated in previous years.

INSURANCE:

A current Certificate of Liability for a minimum of \$2,000,000 (aggregate) naming Trinidaddio Blues Fest and the City of Trinidad as an additional insured is required. Vendor accepts responsibility for all lost or stolen merchandise, personal belongings, equipment, supplies, etc.

Vendor accepts all responsibility and liability, and agrees to incur the cost of any damage to their booth, equipment, merchandise, personal belongings, supplies etc. Vendor also accepts all responsibility and liability, and agrees to incur the consequential cost of any injury to other vendors, customers, festival staff, employees or volunteers, as well as property damage to other vendors, customers, festival staff, employees, volunteers, festival equipment and supplies, festival grounds, or to the environment caused by any action or inaction of the vendor to maintain a safe work environment, or equipment or product failure of the vendor.

APPLICATION INSTRUCTIONS:

In order to apply, print this entire document, and **retain all but the application for your records**. Type or legibly print the required information on the application, sign, date and submit as described below. If your application is accepted, your check for the vendor fee will be cashed; conversely, if your application is not accepted your checks for both the vendor fee and deposit will be returned. Properly complete application and mail in at least 5 working days before the application deadline. Incomplete applications, or those received after the application deadline, and postmarked less than 5 days before the application deadline, may be rejected.

Be sure to include:

- 1) Properly completed, signed and dated application
- 2) Check or money order for all applicable fees **and a separate check for deposit**, made payable to: Trinidaddio Blues Fest.
- 3) Certificate of Insurance (legible copy, if applicable).
- 4) Detailed product descriptions and prices
- 5) Photos of your products and/or booth (If photos are not adequate, samples of merchandise may be required.)

All applications must be received no later than July 1, 2017.

All applications must be sent via U.S. mail, courier or hand delivered in an envelope addressed as indicated immediately below. **Applications received via email or fax will not be considered.** Please send your application, check, and any other required information to:

Trinidaddio Blues Fest
ATTN: VENDOR DIRECTOR
1400 San Pedro
Trinidad, Colorado 81082

Thank you very much!

For vendor questions, please email: vendors@trinidaddiobluesfest.com

Neil Sexton, Founder
Trinidaddio Blues Fest
neil@trinidaddiobluesfest.com

Jerry Campbell, Director
Trinidaddio Blues Fest
jerry@trinidaddiobluesfest.com

Rusty Goodall, Director
Trinidaddio Blues Fest
rusty@trinidaddiobluesfest.com



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2017 VENDOR APPLICATION FORM

Booth / Company Name:

_____ Contact City: _____ State: _____ Zip: _____
Person: _____ Telephone: _____
Address: _____ Fax: _____
Address: _____ E-mail: _____

References:

Please provide references and phone numbers from two (2) other festivals or events in which you have participated as a vendor, or indicate if you have no previous experience

Festival/Event: _____ Festival/Event: _____
Contact Person: _____ Contact Person: _____
Phone #: _____ Phone #: _____

☐ I have no previous experience

Type of booth (check one):

- ☐ Food/Beverage (\$250 + electric fee)
☐ Craft/Retail (\$75 + electric fee, if required)

I have been a vendor at this festival in prior years.

- ☐ Yes
☐ No

Please provide a detailed description of all items you want to sell & prices:

Description:	Price:	Description:	Price:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Food Vendors:

Will you require 220-volt service?

☐ Yes ☐ No

Other special requirements:

Does your booth fit in the allocated 10 x 20 space?

☐ Yes ☐ No

If no, please describe your space requirements:

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Upon acceptance of this application, I agree to the following:

1. To read, understand, and abide by the attached rules, and requirements.
2. To comply with all federal, state, county and municipal laws and ordinances.
3. To man booth during all festival hours.
4. To sell only what is stated in this contract unless previously approved by Festival Committee.
5. Obtain approval of the Las Animas County Health Officer for all food handling procedures and deliver a written approval to the Festival office by 5:00 P.M. Monday, August 1, 2017.
6. To anticipate sales and have sufficient quantities of product on hand to not sell out. Please call to verify anticipated attendance.
7. Any lack of courtesy, good will and good taste toward attendees or staff could result in termination of this agreement, loss of your deposit and eviction from the festival area.
8. That this application, if accepted, will serve as a contract. In the case of any infractions requiring litigation, legal fees will also be sought in addition to any monetary fees deemed due and payable to the festival.

I hereby understand that neither the Trinidaddio Blues Fest nor any of its officers, agents, or employees shall be held liable for any claims seeking damages for personal injury or property damage that may arise out of your participation as a vendor for the festival. I also hereby agree to indemnify the Trinidaddio Blues Fest, its officers, agents, employees, and the City of Trinidad, harmless on account of any such claims.

Booth Fees:		# of Booths				
Food / Beverage	#	@	\$250	=	\$	
Crafts / Retail	#	@	\$ 75	=	\$	
Info / Public Service	#	@	\$ 75	=	\$	
Electric Fees:		# of Booths				
Food / Beverage	110V/20A duplex recpt	#	@	\$ 75	=	\$
Food / Beverage	220V/30A single recpt	#	@	\$100	=	\$
Food / Beverage	220V/50A single recpt	#	@	\$150	=	\$
Food / Beverage	220V/100A Hard Wire	#	@	\$200	=	\$
Craft-Retail-Informational-Public Service						
	110V/5A max (one cord)	#	@	\$ 25	=	\$
Please enclose Check # 1 in the amount of – {Subtotal} \$.00
Deposit:		# of Booths				
Please use separate check for deposit		#	@	\$100	=	\$
Please enclose Check # 2 in the amount of – {Subtotal of deposit(s)} \$.00
My 2 checks are enclosed for the total amount of:						\$.00

Please, clearly print booth name, company name and your name, then sign and date. Thank you!

Booth / Company Name: _____

Your Name (please print): _____

Sign Here: _____ Date: _____

This section for Trinidaddio Blues Fest Use Only

Approval: Trinidaddio Blues Fest (2 signatures required by Trinidaddio Blues Fest Directors)

By: _____ Date: _____ By: _____ Date: _____



San Juan St

12

Smith Ave

12

Stonewall Ave

12

Stor

Motorcycle Parking

Vendor Parking

Central Park

Willow St

Volunteer
Vendor & Band
Check In

Band
Parking

Volunteer
Port

VIP
Parking

Preferred Seating

Bar
Entrance

Bar
Exit

Preferred Seating

Bleachers

Trinidade XI
Merchandise &
Information

First Aid

Preferred Seating

Preferred Seating

Preferred Seating

Preferred Seating

Preferred Seating

Preferred Seating

Preferred Seating

Preferred Seating

Ambulance
Entrance/Exit

Security Check

Main
Entrance

Tickets

ID Check

Inspection
Check-in