

2024 TRAIL OF LIGHTS

SERVICE AGREEMENT & VENDOR APPLICATION



DENVER BOTANIC
GARDENS
Chatfield Farms

Event Dates & Hours

Nov. 29 – Dec. 1, Dec. 5-8, 12-24, 26-31 and Jan. 1, 5-9:15 p.m. *Last entry is at 8:30 p.m.*

Craft Fair Dates: Nov. 29 – Dec. 1, Dec. 5-8, 12-22.

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 October 13 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 Trail of Lights 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, 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.

Vendor Hours

Vendors are REQUIRED to be present for the hours as listed above. Food vendors may drive vehicle to booth space for drop off but are required to have vehicle in vendor parking at least 30 minutes prior to opening. Craft vendor load-in instructions will be detailed in the welcome letter. Vehicles are not permitted to drive to booth space during Trail of Lights operation and will result in a damages fee. Vendors not complying with operational times may lose damage deposit and possible expulsion from Trail of Lights 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 events team via text as listed on the application. Overnight Security will not be provided.

Move-In/Set-Up

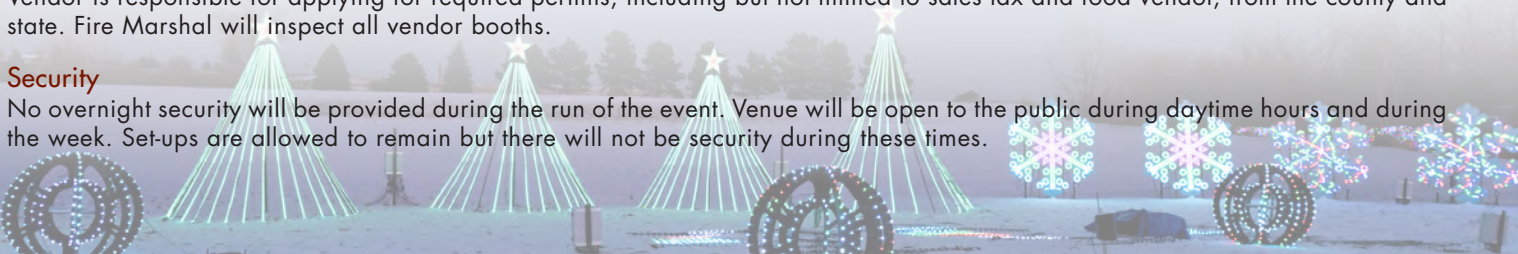
Load-in is on Friday, November 29 between 2-4 p.m. Email Jamie at chaffield-specialevents@botanicgardens.org to confirm arrival time. Vendors will be inspected by South Metro Fire Rescue (SMFR) at 4 p.m. on Friday, November 29. You will be notified if SMFR changes the inspection time. Food vendors are permitted to drive to booth space to unload but vehicles must be out of booth area by opening at 4:30 p.m. Craft vendors will be able to park near the stables but must be able to use wagons and carts to get items from parking area to booth space.

Permits & Inspection

Vendor is responsible for applying for required permits, including but not limited to sales tax and food vendor, from the county and state. Fire Marshal will inspect all vendor booths.

Security

No overnight security will be provided during the run of the event. Venue will be open to the public during daytime hours and during the week. Set-ups are allowed to remain but there will not be security during these times.



2024 Trail of Lights

This application does not automatically guarantee participation in the 2024 Trail of Lights.

Parking

Parking location will be detailed in the confirmation letter. Parking location may change for Trail of Lights, weather accommodations or other needs as deemed by the Chatfield Farms events 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 Chatfield Farms events team. To ensure success of vendors, Chatfield Farms events team 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. Vendors are NOT permitted to sell alcohol at any time. Doing so will result in vendor being asked to leave immediately without refund. 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 and damages will be charged.

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 will incur garbage damages fees for not complying.

Certificate of Liability Insurance (Sample Attached)

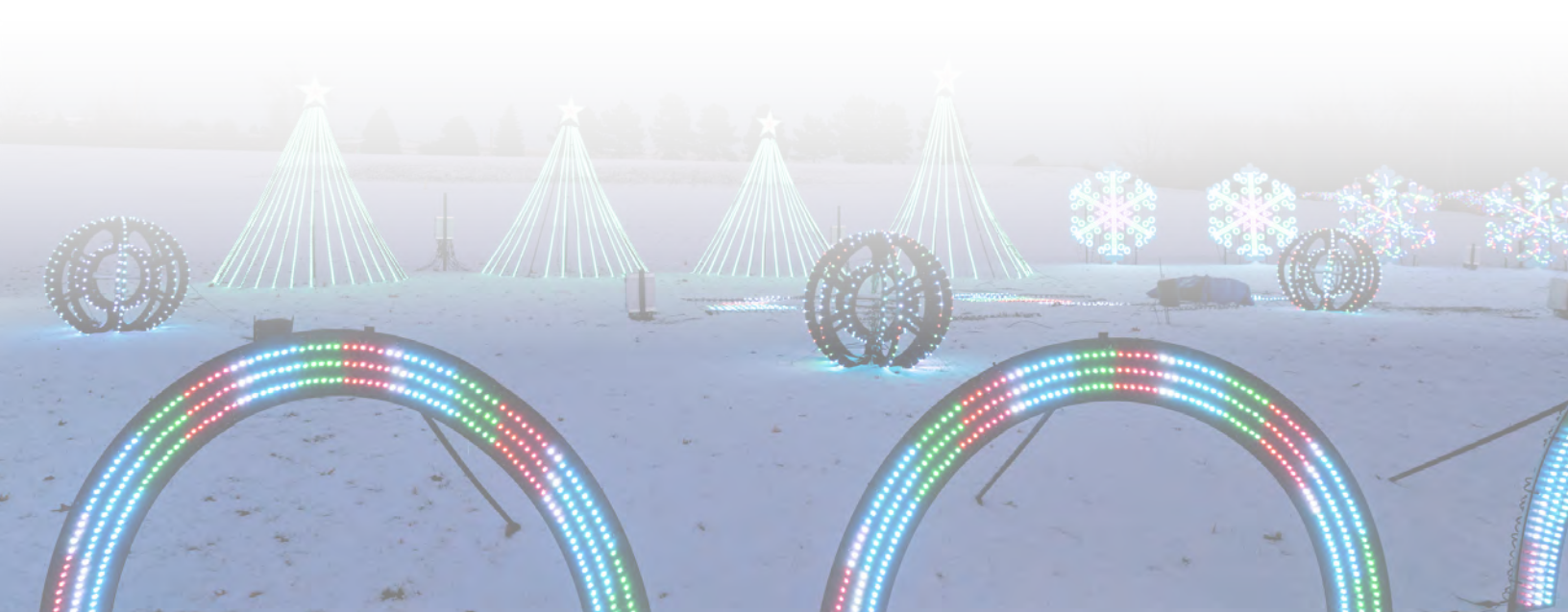
All vendors are required to provide a copy of certificate of liability insurance with Denver Botanic Gardens added as additionally insured. Depending on business classification, vendors may also be required to provide proof of Worker's Compensation. Vendors must make that determination.

Vendor Signature: _____ Date: _____

By typing your name on this line, it denotes an authorized signature and you fully understand ALL Trail of Lights 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



2024 Trail of Lights

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Vendor Information

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

Booth Rental Information

Select	Vendor Booth Set-up Information		Fee
	TYPE OF BOOTH	<input type="checkbox"/> Food Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Booth/Structure <input type="checkbox"/> Tent	\$450
	OPEN FLAME COOKING	<input type="checkbox"/> Stove <input type="checkbox"/> Fryer <input type="checkbox"/> Grill <input type="checkbox"/> No Open-Flame Cooking	
	CRAFT BOOTH	<input type="checkbox"/> 10'x10' Booths Only	\$300

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 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

MAIL 8500 West Deer Creek Canyon Road Littleton, CO 80128	PHONE Jamie Heldt 720-865-4352	EMAIL chatfield-specialevents@botanicgardens.org
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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).

PRODUCER AGENT ADDRESS PHONE NUMBER	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED INSURED'S NAME ADDRESS PHONE NUMBER	INSURER A : INSURER'S NAME	NAIC #
	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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <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	AUTOMOBILE LIABILITY <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	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> 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

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