2024 TRAIL OF LIGHTS SERVICE AGREEMENT & VENDOR APPLICATION



DENVER BOTANIC GARDENS Chatfield Farms



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

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 <u>chatfield-specialevents@botanicgardens.org</u> 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.



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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





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

Booth R	Rental Information		
Select	Vendor Boo	Fee	
	TYPE OF BOOTH	 Food Truck Trailer Booth/Structure Tent 	¢ 450
	OPEN FLAME COOKING	 Stove Fryer Grill No Open-Flame Cooking 	\$450
	CRAFT BOOTH	□ 10'x10' Booths Only	\$300

Booth Payment Information					
Payment Amount	\$				
Payment Type	Check (made payable to Denver Botanic Gardens)	🗆 Visa	□ MasterCard	□ Amex	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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Booth Products/Menu/Services

Please list all items that you will have available for sale at Trail of Lights. No additional items may be sold without written approval from Denver Botanic Gardens Chatfield Farms. If needed, include an additional page with your application listing all items. For similar items with different price points you may list the item once with the price range, i.e. if you sell candles at various prices, you may list the item as candles and the price as \$5-\$25.

ITEM	PRICE	ITEM	PRICE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE CODES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSU 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 I the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does i certificate holder in lieu of such endorsement(s). PRODUCER COMPACT AGENT AGENT ADDRESS PHONE NUMBER INSURED'S NAME INSURER S: INSURED'S NAME INSURER S: INSURER D'S NAME INSURER S: INSURE D'S NAME INSURER S: INSURER D'S NAME <th></th> <th></th>				
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SCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)				
DESCRIPTION OF EVENT: DATES, TIMES, AND LOCATION				
ERTIFICATE HOLDER CANCELLATION				
Denver Botanic Gardens, Inc. SHOULD ANY OF THE ABOVE DESCRIBED POLICIES THE EXPIRATION DATE THEREOF, NOTICE WI ACCORDANCE WITH THE POLICY PROVISIONS.				
909 York Street				
Denver, CO 80206-3799 AUTHORIZED REPRESENTATIVE				

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