

Festival In The Park



Business Sponsorship & Vendor Application

Sponsored by Calvary Chapel Castle Rock
1100 Caprice Drive • Castle Rock • Colorado • 80109

Tel: 303.663.2514 • Email: info@calvarychapelcastlerock.com
Website: www.CastleRockFestival.com

Rules & Regulations

Assignment of Exhibit Space

Festival in the Park reserves the right to refuse applications that do not meet the standards set for the festival. In addition, an exhibit not reflecting a family standard or the spirit of the festival may be deemed non-acceptable. All applications go through a review process based on the following and are not accepted on a first come first serve basis.

- Balance of products offered
- Uniqueness and appeal
- Space availability

All applicants are required to fill out and sign the enclosed Exhibit Application/Agreement and mail at least 2 weeks before the festival date.

Furnishings

A 10x10 tent, 8 foot table, and 2 chairs will be provided at no extra charge. Other furniture, floor coverings and accessories are the sole responsibilities of the Exhibitor. All decorative materials **must be fire resistant**. All furnishings must be contained within booth boundaries (strictly enforced).

Electrical

Electrical outlets will be available to each exhibitor booth on request. Exhibitors are responsible for providing their own power surge protection and extension cords. Festival in the Park is not responsible for damage resulting from power surges.

Restriction of Use

No Exhibitor/Sponsor shall sublet, assign or share any part of the space allocated to him without the written consent of Festival in the Park. Materials or literature may not be sold or distributed outside of your booth space and must be from the exhibiting organization only. Festival in the Park reserves the right to inspect and approve or reject all literature and materials both prior to, and during the festival. Collection or solicitation of donations is prohibited at all times.

Cancellation Policy

If the cancellation of an Exhibitor Application/ Agreement is desired, Festival in the Park must receive the written request for cancellation on or before August 5th, 2009

Retail Exhibitors

Every retail exhibitor must have a valid Castle Rock Business and tax license through the Town of Castle Rock. License applications may be obtained at the Town Hall 100 N. Wilcox St. Castle Rock, CO. You can also download an application at: <http://tinyurl.com/castlerockbiz> The license fee is \$10 and takes a minimum of 2 weeks to be approved. For questions regarding a business license, please contact the Deputy Town Clerk: Janet Turbett 303-660-1370.

Other Rules/Regulations

- Only items specified and submitted with an approved exhibitor application form will be permitted to be sold. Please provide a detailed listing.
- Festival in the Park reserves the right to limit the sale of items that duplicate other entries or vendor's items.
- Festival in the Park does not provide change services.
- Festival in the Park does not require any sales commissions from exhibitors.

Set-Up & Teardown

Vendor booth setup time will be between the hours of 8am-9:30am on Saturday, August 15th. No exceptions. Exhibitors arriving late to the festival may forfeit the booth space as well as their deposit. Teardown will be from 4pm-5pm on Saturday, August 15th. All products and furnishings must be removed from the grounds by 5pm. Any merchandise not collected and removed from the exhibit area by this time will be considered refuse and will be disposed of.

- Exhibitors are required to have a representative at the booth at all times.
- Loading & unloading is only permitted during the 8am-9:30am setup time. Vehicles are at no time allowed on the grassy areas of the park. If you require loading and unloading of heavy equipment that requires vehicle access, please contact our office: 303-663-2514.

Parking

Because of parking regulations at the park, no parking space may be reserved or guaranteed. We suggest coming early to reserve a spot close to your booth for loading and unloading.

Security & Insurance

Festival in the Park will have a fully trained security staff on the premises at all times. In case of loss, damage, or theft, please contact security personnel immediately. Festival in the Park is not responsible for loss, theft or damage of property or merchandise at any time. All exhibit staff that are paid employees of the exhibitor (i.e., not volunteers) must be covered by worker's compensation per Colorado state law.

Hold Harmless

Exhibitor agrees to defend and hold harmless Calvary Chapel Castle Rock (Sponsor of the Festival), and it's staff from all claims and liabilities for bodily injury, property damage or losses incurred by exhibitor's participation in the event. Exhibitor will provide their own insurance coverage through their own agent. Proof of insurance may be required.

Donations

All exhibitor and sponsorship fees are considered donations made to Calvary Chapel Castle Rock, a registered 501c3 non-profit tax exempt organization. These donations help to cover the cost of Festival in the Park.

Exhibitor Application

Sponsorship Options

Option A - Vendor Booth (\$150 donation)

- 10x10 Vendor Booth (tent)
- 8 ft. Table + 2 chairs
- Electricity
- All merchandise sold must be pre-approved by Festival in the Park

Option B – Event Sponsorship (\$500 donation)

- Free 10x10 Vendor Booth (tent)
- ¼ page advertisement in the Festival program (Roughly 2,000 Circulation at Festival)
- Banner advertisement and website link on the festival website
- Logo on shared sponsorship banner displayed at the event
- Mentioned at least twice on stage

Option C – Event Sponsorship (\$1,500 donation)

- 10x10 Vendor Booth (tent)
- ¼ page advertisement or coupon in the Festival program (Roughly 2,000 Circulation at Festival)
- Banner advertisement and website link on the festival website
- Logo on shared sponsorship banner displayed at the event
- Logo on display posters given to businesses around Castle Rock (500 circulation)
- Large 3x6 banner displayed at the event (sponsor is responsible for providing banner)
- Small Logo on Event flyer handed out to Castle Rock residents (10,000 circulation)
- Mentioned at least twice on stage

Option D – Event Sponsorship (\$3,000)

- (2) 10x10 Vendor Booths (tents) * Premium location choices
- ½ page advertisement or coupon in the Festival program (Roughly 2,000 Circulation at Festival)
- Banner advertisement and website link on the festival website
- Logo on shared sponsorship banner displayed at the event
- Logo on display posters given to businesses around Castle Rock (500 circulation)
- 2 Large 3x6 banners displayed at the event (sponsor is responsible for providing banners)
- Large Logo on Event flyer handed out to Castle Rock residents (10,000 circulation)
- 2 on stage announcements by the K-LOVE radio station emcee, and special onstage giveaways

Special Opportunities

- Any of the above options can be customized to fit your company/organization's needs.

Application

Exhibitor (as booth ID sign should read): _____
Business / Organization: _____
Contact: _____ **Title:** _____
Mailing address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: _____ **Fax:** _____
Email: _____

All Applicants: (Check one)	<u>Quantity</u>	<u>Amount</u>
<input type="checkbox"/> Option A (Exhibitor Booth)	_____ @\$150 =	_____
<input type="checkbox"/> Option B (Exhibitor Booth + Sponsorship as Described Above)	@\$500 =	_____
<input type="checkbox"/> Option C (Exhibitor Booth + Sponsorship as Described Above)	@\$1,500 =	_____
<input type="checkbox"/> Option D (Exhibitor Booth + Sponsorship as Described Above)	@\$3,000 =	_____

Other Option previously agreed upon:
 Price: _____ Description: _____

TOTAL ENCLOSED: \$ _____

Payment Method (circle one) Check - Money Order - Credit Card
 (Make Checks Payable to "Calvary Chapel Castle Rock")

Name on Card: _____ Signature: _____

Card Number: _____ Exp. _____ CID: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

I have read this exhibitor Application/Agreement and the rules and regulations regarding the use and maintenance of an exhibit booth at Festival in the Park. I agree to be bound by and perform the duties of an exhibitor as set forth and defined therein. The undersigned represents and warrants that he/she has the authority and power to execute this Exhibitor Application/Agreement on behalf of and in the name of the Exhibitor herein. Festival in the Park reserves the right to refuse an Application/Agreement for any reason. This Agreement, when signed by the Exhibitor and Calvary Chapel Castle Rock is a legal and binding contract.

Date: _____ Name/Title: _____ Signature: _____

Date: _____ Name/Title: _____ Signature: _____

Mail to: Calvary Chapel Castle Rock c/o Festival in the Park 1100 Caprice Drive Castle Rock, CO 80109 or **Fax to:** 303-663-1629