

Rocky Mountain Irish Gathering 2023 Vendor Application & Agreement

Application Deadline April 15, 2023

**THERE ARE NO VENDOR FEES APPLICABLE for 2023.
IT IS OUR GOAL TO ASSURE ALL THOSE PARTICIPATING A SUCCESSFUL EVENT!**

Vendor Name: _____

Phone: _____ Email: _____

Requirements for Vendors:

Number of 10' x 10' booth spaces # _____

Number of 10' x 20' booth spaces # _____

Number of 6' tables # _____

Number of chairs # _____

Electricity Requirement for Booth:

Will you require electricity? YES _____ NO _____ \$20.00 per Two-plug 15 AMP

**Please note that the availability of electricity is limited and will be provided on a first come, first serve basis.
We suggest waiting until you receive confirmation of your booking in order to verify your electricity assignment.

Vehicle & Parking Requirements:

Number of Vehicle(s) # _____ Number of Trailer(s) # _____

Type of Vehicle(s): _____ Type & Size of Trailer: _____

The following items below will be displayed and/or sold in the Vendor's space. Please describe in detail the item(s) to be sold and provide a link to your website of product being sold. Only items listed on your application will be allowed to be sold. Also, please include a photograph of your booth set-up, so that we may promote your booth on the RMIG Facebook page.

Staff & Security will be provided during all public open hours each day at the Gathering and the venue will be locked and secured each night. Every effort will be made to keep the grounds secure and your product and equipment safe.

Rocky Mountain Irish Gathering [RMIG] Terms & Conditions

Vendor agrees to the following terms and conditions for participation:

1. The vendor will sell only the products listed on this application. The majority of products sold must be of Irish theme, preferably made in Ireland or America. Celtic themed products may also be sold, being the minority.
2. Display & merchandising material must be confined to the Vendor's own booth area. No advertising or printed material, which in RMIG's opinion is undignified or otherwise objectionable, shall be distributed. Vendors have the right to distribute brochures, sales, or merchandising materials, only from the space assigned to and occupied by them. No solicitation or distribution of leaflets/marketing materials is allowed in public areas or on The Lincoln Center grounds.
3. Vendors shall not engage in any display, publication, performance, or other activity which is in conflict with any applicable law, regulation, rule or ordinance, nor shall Vendor, or its representatives or employees, engage in any lewd display, publication, or performance. Vendor will be responsible for obtaining all necessary governmental permits and licenses. Vendor shall comply with any rules promulgated by RMIG or The Lincoln Center.
4. Vendor will occupy the space, and only that space, designated by the RMIG and operate from 11am-9pm on Friday 8/11/2023, from 11am-9pm on Saturday 8/12/2023, and from 11am-8pm on Sunday 8/13/2023. Each day The Lincoln Center will be open for vendor access starting at 10am. All coverings of exhibits must be removed, and Vendor staff must be on duty not later than one-half (1/2) hour PRIOR to the published opening hours of the RMIG. Conversely, Vendor staff MUST remain at the booth until closing each and every day. Actual full-time occupancy or staffing of exhibit space by Vendor personnel is mandatory.
5. Vendor may not assign or sublet the whole or part of the space allotted, or exhibit therein, any programs or services other than those specified in this application unless such arrangement is preapproved in writing by RMIG.
6. Setup will be allowed between 11am- 8pm on Thursday, 8/10/23 only to ensure that vendor is set up and prepared for first day operations at 11am on Friday, 8/11/23. All loading doors are located off the alley on the south side of The Lincoln Center ONLY. This area is a LOADING ZONE ONLY and NO LONG-TERM PARKING IS ALLOWED. All vehicles must be moved by 8pm on Thursday, August 10. Loading through any of The Lincoln Center's main entrance doors is allowed but is limited to small dollies and carts ONLY and will be monitored by Lincoln Center staff. NO VENDOR SPACES ARE TO BE DISMANTELED PRIOR TO 8PM ON SUNDAY, 8/13/2023. Vendor area must be taken down and completely removed by 12am (midnight) on Sunday, 8/13/2023. There will be dumpsters available on site for final trash and clean up.
7. Vendors are responsible for complying with all Federal, State and City laws. Wiring must comply with Poudre Fire Authority and underwriter's rules. Smoking in exhibits, in the venue, or on The Lincoln Center grounds is forbidden. Crowding will be restricted and all ingress/egress pathway, emergency exits, and entryways must be maintained to the minimum NFPA requirements, as determined by The Lincoln Center. Vendor may not bring any combustibles or hazardous materials into The Lincoln Center. The vendor, their staff, or assigns are responsibility for complying with all safety related requests and following emergency directions.
8. You may not have any pets or animals, other than guide/assistance dogs, on The Lincoln Center grounds.

9. It should be understood that this festival is held inside, in a climate-controlled space, and all vendors are responsible for their tents, displays, extension cords, and associated setup materials in The Lincoln Center. No equipment beyond basic tables and chairs will be provided by RMIG or The Lincoln Center. ALL VENDOR SPACES AND EQUIPMENT MUST BE FREESTANDING. NO PHYSICAL OR MECHANICAL ATTACHMENT TO THE FLOOR, WALLS, OR CEILINGS WILL BE ALLOWED.

10. You may not use any public address or other sound amplification system as part of your vending operation.

11. Vendor will name Rocky Mountain Irish Gathering, The City of Fort Collins, and The Lincoln Center as additional insureds on the vendor's liability insurance policy for the event Rocky Mountain Irish Gathering, August 11-13, 2023 and must provide a Certificate of Insurance* by no later than load-in/checking in on Thursday, 8/10/23. The policy should provide for a minimum of \$1,000,000 of liability coverage. Vendor will further indemnify and hold harmless from any and all loss, claims, demands, liability and actions in conjunction with this event and this agreement.

*Vendor may also mail your insurance certificates to: John Schreck, Festival Director, Rocky Mountain Irish Gathering, PO Box 340, Mead, Colorado 80542.

12. Final gross sales amounts must be reported to RMIG staff on the final day of the event at or around 8PM on Sunday, 8/13/23. Merchandise sales commissions are the responsibility of RMIG and will not be subject to the vendor or their assigns.

13. As a vendor, you are responsible to obtain a Temporary Sales Tax license to participate in special events in the City of Fort Collins. You will need to go to the City of Fort Collins website to obtain the necessary form (<https://www.fcgov.com/salestax/special-events.php>) and be sure to display your temporary sales tax license at your booth location. You may not participate without the proper form to display.

By signing here, I state that I have read the Terms and Conditions and that I and/or my organization will abide by their provisions if I am/we are accepted as a vendor.

Vendor Signature: _____ Date _____

Rocky Mountain Irish Gathering Signature: _____ Date _____

Email application by April 15, 2023 to: info@rockymountainirishgathering.com or Fax: to 970-535-4999

We will confirm receipt of your application, so be sure to include your email and contact information.