



# 2016 CELTIC HARVEST FESTIVAL EDGEWATER VENDOR PACKET EVENT INFORMATION

2016 marks our 7<sup>th</sup> year of the Celtic Harvest Festival Edgewater. We are excited to keep this festival growing and adding to the quality of this event. The Celtic Harvest Festival will be held in Edgewater, Colorado on September 17<sup>th</sup> and 18<sup>th</sup> at Citizen's Park. Music, activities, food, drink, dance, and Celtic fun will be enjoyed both days.

Edgewater is located just minutes from downtown Denver bordered by Wheat Ridge, Lakewood, and Denver. Edgewater prides itself on its small town atmosphere within the Denver Metropolitan area. Just west of Sloan's Lake, Edgewater offers many restaurants and pubs well attended by people from all over Colorado. Citizen's Park is a 6 acre park located in the center of Edgewater, surrounded by residential housing and Edgewater Elementary.

The Celtic Harvest Festival draws a wide variety of attendees. We draw participants from all over the Metropolitan area as well as the State of Colorado. We anticipate an attendance upwards of 15,000 people for our venue. The event is held in Citizen's Park located at 24<sup>th</sup> and Chase St., Edgewater, CO from 10:00am to 9:00pm on Saturday, September 17<sup>th</sup> and 11:00am to 5:00pm on Sunday, September 18<sup>th</sup>.

## VENDOR APPLICATION PROCESS

Please complete the application and return it to the listed address. Once the application has been received and approved, your organization will be contacted and will receive a confirmation packet. Payment is due at the time of application. Deadline for vendors is June 19<sup>th</sup>, 2016, but space is limited so please do not wait to get your application turned in. After the deadline we will still accept vendors (space dependent) but cannot guarantee maximized publicity through pre-event printed publicity.

Don't forget to like us on Facebook as well. We will be posting your information on our Facebook page as well following approval. [www.facebook.com/celtcharvestfestivaledgewater](http://www.facebook.com/celtcharvestfestivaledgewater)

## VENDOR INFORMATION

**Security:** Security will be provide 24 hours each day at the Festival and every effort will be made to keep the grounds secure and your product and equipment safe. Celtic Harvest Festival Edgewater is not responsible for any theft, damage, etc. that may occur during the Festival and all related Festival activities at the grounds. There will be paid security Friday evening 8:00pm through Sunday evening at 5:00pm

**Credit Card Sales:** The Celtic Harvest Festival will have a credit card machine available at the front gate for cash withdrawals.

**Change:** The Celtic Harvest Festival will provide change to any vendor as needed when change is available. Please make sure to bring your own change to make sure you have what is needed.

**Vendor logos:** All approved vendors will have the option to submit vendor logos to event for posting on the website and use in event material.

## **VENDOR RULES**

No Vendors will have exclusivity, other competing vendor's products and services will be allowed. The Festival will not place vendors with identical products or services next to one another for the benefit of all.

**Vending Time:** The length of time an exhibitor must remain at location is Saturday, September 17<sup>th</sup> from 9:30am-7:30pm and Sunday, September 18<sup>th</sup> from 10:30am-5:00pm. All locations at the Festival will have great traffic flow so extra fees for corner booths will not be necessary. Following approval of vendor application and one week prior to the event, vendors will be given a time they can access the park with vehicles for both set-up and tear down. Vehicles will only be allowed inside the park area between these times.

**Food Vendors:** All food vendors will have spaces set up within the park on turf or infield. NO vehicles will be allowed to park within the park throughout the event. Food vendors must also supply a copy of a Retail Food License/health department certificate from either Jefferson County or from Tri-County in order to be considered.

**Vendors Sales:** All vendor sales are limited to the space designated by the event manager for each vendor. Vendors will not be permitted to walk around the event selling merchandise or services.

**Signage:** No signs outside of the vendors' space assigned to each vendor will be allowed.

**Craft and Material Vendor Area:** No water or drink sales and only pre-packaged food will be allowed for sale.

**Sales Tax:** All vendors are required to pay their own sales tax from any sales made at the Celtic Harvest Festival. The City of Edgewater will provide a sales tax form for the vendors to document and pay the city sales tax. The current sales tax rate in Edgewater is 3.5%

**Event Entrance Fee:** All vendors will be allowed up to five VIP entries into the event for each day of the event. Additional passes can be purchased at the gate for \$5/person.

**Any guideline or rule set up in this application may be changed from time to time by the Event Manager.**