



# Briarfest Marketplace

September 7, 8 and 9, 2018

## Vendor Application

Application & Payment Deadline: **August 31, 2018**

**Please read and keep a copy!**

- **Complete and sign this Vendor Application and submit with:**
- Signed copy of Vendor Hold Harmless/Indemnity Agreement. (Business insurance requirements may apply.)
- **\$100 Vendor Application Deposit** (non-refundable) - **We will not accept any applications without a deposit.** Upon acceptance, payment will be processed. Please make check or money order made payable to St. Gabriel's Catholic Church – Briarfest. Application deposit will be applied towards the vendor space fee, listed at the bottom of this page. **Remaining balance is due August 31, 2018** or the space will be forfeited.
- **Mail to: St. Gabriel's Catholic Church – Briarfest Vendors (8755 Scarborough Drive, Colorado Springs, CO 80920)**

**Contact: [vendors@briarfest.net](mailto:vendors@briarfest.net) for more information.**

**Market & Community Expo Vendor /Contact Information: (please print legibly)**

Name of Business / Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

I give permission for my contact information to be used on the Briarfest website and social media:  Yes  No

Type of Business / merchandise for sale/description of exhibit **(please be as specific as possible – Briarfest Committee will review and has the right to determine if appropriate for the event and accept or deny vendors accordingly).**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Space Fees:** please check one  \$175 for 3 days: Fri –Sun  \$150 for 2 days: Sat & Sun (hours on reverse side)

	Vendor Space Fees	# of Spaces		Total Amount
10 x 10 space (110 sq. ft)	\$175 per booth for Fri - Sun \$150 per booth for Sat - Sun (\$25 discount for returning vendors by 5/1/18)		=	
Canopy Rental	\$75 Extra		=	
Electricity	\$100 Extra for 110v		=	

Total

<i>For Office Use Only:</i>	Deposit Rc'd: _____	Hold Harmless: _____	Deposit /	- \$ _____ \$ _____
____ Returning	Date Accepted: _____	Balance Pd: _____	Payments	
vendor by 5/1/18	Vendor Notified: _____	Ck #s: _____	Balance Due	

## 2018 Briarfest Marketplace Vendor Information

Thank you for your interest in Briarfest 2018. Following is important information that vendors must agree to:

**Event Location:** St Gabriel's Catholic Church - 8755 Scarborough Drive, Colorado Springs, CO 80920

**Dates / Hours of Operation for Vendors:**

Friday, September 7: vendors open from 5:00 pm – 11:00 pm

Saturday, September 8: vendors open from 10:00 am - 6:00 pm

Sunday, September 9: vendors open from 12:00 pm - 6:00 pm

**Vendor Space:** Briarfest will provide a 10 x 10 space as per application. Vendors are responsible for providing all tables, chairs, canopies, signage, quiet generators, etc. Only one vendor per space (NO subletting or sharing of space).

**Canopy rentals** are available while supplies last at an additional charge (request on application).

**Electricity Requests** can be made on the application for an additional charge.

**Water:** Water will be available for vendors use at designated filling locations.

**Set-Up:** Friday set-up is between 1:30 – 4:00 pm for those that signed up for a 3 day booth. Saturday –Sunday set-up is between 7:00 – 9:30 am. (All set-up must be completed 30 minutes prior to the event starting.) This is an **OUTDOOR** event so canopies are recommended. Canopies must be properly anchored to withstand all weather conditions, including strong wind. Stakes are not permitted as some areas are on asphalt. (5 gallon buckets or sand bags are recommended to anchor down canopies.) There is access to water to fill bucket. St. Gabriel's Catholic Church or the Diocese of Colorado Springs will not be held liable for damages caused by tents, canopies or materials that blow away.

**Tear Down / Clean up:** Vendors are responsible for tearing down, cleaning up, and removing all trash/garbage from their booth. Vendors must close by 6:00 pm on Sunday and be packed up and off the property by 7:30 pm. Commercial sized dumpsters will be provided.

**Cancellation/Refund Policy:** Briarfest will be held rain or shine. There are NO refunds of the application deposit. There are NO REFUNDS after August 31, 2018, including for no shows or low sales.

**Parking:** Vendors will NOT be able to park your vehicle or trailer near the vendor space during the event unless it is part of your booth and fits within your space. Finalized parking location information will be sent prior to the event.

**Sales Tax:** Vendors are responsible for collecting and paying the appropriate City and State sales tax for products sold.

**Regulations:** Approved applicants are solely responsible for maintaining their compliance with relevant state, local, and federal health regulations, codes, licenses, insurance, and taxes.

**Security:** There will be security on site, but vendors are responsible for all merchandise and booth equipment, during and after Briarfest. It is recommended that all valuables be removed each day and brought back the next day. St. Gabriel's Catholic Church and the Diocese of Colorado Springs will not be held liable for any theft or damage to vendor's goods or property.

St. Gabriel's Catholic Church reserves the right to remove from the event any vendor (or representative) and /or merchandise, in which in the opinion of the Briarfest Committee is unacceptable or detracts from the dignity of the church and/or event or if it varies from description listed on front side of this application. Vendors removed from this event will not be eligible for any refund. **Vendors are not accepted until Briarfest Representative has signed below.**

**I have read and agree to abide by all the Briarfest rules. I understand that failure to follow any of the regulations can mean expulsion from this year's event with no return of fees. As a vendor, I release St. Gabriel's Catholic Church and the Diocese of Colorado Springs from any liability for any damage, injury or loss to any person or goods which may arise from the rented space.**



Vendor Printed Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Briarfest Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**PARISH FESTIVAL VENDOR  
HOLD HARMLESS/INDEMNITY AGREEMENT**

PARISH: St. Gabriel's Catholic Church

PARISH is understood to include the (Arch) Diocese of Colorado Springs, Colorado.

VENDOR: \_\_\_\_\_

TYPE OF VENDOR: \_\_\_\_\_

DATES OF USE: September 7, 8 and 9, 2018.

The above named VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named VENDOR at the above named PARISH.

VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than two million dollars (\$2,000,000) per occurrence. VENDOR also agrees to have the PARISH named as an **"Additional Insured"** on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the VENDOR'S activities. It is agreed that VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

**If and only if** VENDOR fails to comply with the above (second) paragraph, then VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF USE that is brought against PARISH by the above named VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue to full legal force and effect.

SIGNED BY: \_\_\_\_\_

(Must be an official agent of VENDORS)

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(REV 7/11)

