
KEYSTONE OKTOBERFEST 2023

Merchandise Vendor Application

SEPTEMBER 2ND | 1PM - 6PM | KEYSTONE, COLORADO



Dig out the lederhosen and bring out the family for Keystone's 10th Annual Oktoberfest in River Run Village. A variety of craft beers on tap, traditional German dancers, polka music, and Bavarian foods make for the perfect celebration to end to the Keystone Festivals season. With Kinderfest, a celebration for the kiddos, food vendors, merchandise vendors, and three different stein-hoisting competitions, Keystone Oktoberfest has something for everyone to enjoy a mountain afternoon.

EVENT DETAILS

- Date: Saturday, September 2nd, 2023
- Hours: 1:00PM – 6:00PM
- Location: River Run Village, [Keystone Resort](#), Colorado
- Number of Oktoberfest Enthusiasts: 3,000+

SERVICES AND PRODUCT GUIDELINES

- Exhibitors must be present and open for business during the festival hours, **1:00 – 6:00pm**.
- Exhibitors may **only sell products identified in the application and accepted** into the festival.
- Our vendors will be chosen based on how the product fits in with the general theme of the festival and whether it competes with a current onsite vendor. We strive for a unique and diverse exhibitor experience for our guests.

BOOTH SPACE GUIDELINES

- A single booth is 10'x10' and a double is 10'x20'.
 - **Not all requests for double booth spaces will be granted.** We have limited space and in order for us to accommodate everyone we have to limit the amount of double booth spaces.
- Vendors are to provide their own freestanding display booth, with a minimum of **40lb** weights attached to EACH leg and to the canopy in an approved manner (ex: ratchet straps, high quality rope).
- All spaces are on pavement outside.

INSURANCE REQUIREMENTS

All merchandise vendors must maintain insurance that complies with the following requirements:

- **Workman's Compensation Insurance** covering all employees or subcontractors engaged by Applicant in accordance with the minimum statutory requirements of the State of Colorado.



- **Commercial General Liability Insurance** in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, including the following coverages: contractual liability, personal injury, broad form property damage, independent contractors, and premises operations. Keystone Neighbourhood Company, Vail Summit Resorts, Inc., and any other entity reasonably requested by KNC shall be named as additional insureds on the commercial general liability policy.
- **Automobile Liability Insurance** in the minimum amount of \$500,000/\$1,000,000 bodily injury limits and \$500,000 property damage limits or combined single limits of \$1,000,000.
- Vendor shall supply a certificate of insurance to KNC evidencing the above insurance coverage by no later than **May 12th, 2023**

SALES TAX & ASSESSMENT FEE

- All exhibitors are responsible for the collection and payment of sales tax to the Colorado Department of Revenue. **The current River Run Village sales tax is 6.375%.**
- Exhibitors will also be required to remit a **.5%** sales assessment of the total gross sales collected during the festival. You will need to submit a separate payment for this to the KNC at the conclusion of the festival.

APPLICATION DEADLINES & FEE SCHEDULE

- **May 5th** – Applications Due – You will likely be notified before this date if you apply early.
- **May 12th** – Payments Due (Booth and Electrical)
 - **Will run payments on the card provided in application**
 - All Paperwork Due – Certificate of Insurance, Environmental Health, CO License
 - No refunds provided after this date

For online applications and more information, please visit www.keystonefestivals.com

Please contact Erin Bisette, Special Events Manager at erin@keystoneneighbourhood.com or 970.423.8990 for any questions regarding the application process. All vendors will be notified via email after **May 5th** as to their acceptance into the festival. You can submit your application via email, fax (970.423.8994) or mail (140 Ida Belle Drive, Suite F4, Keystone, CO. 80435).

CONTACT INFORMATION

Company Name: _____

Mailing Address: _____

City, State, Zip: _____

Company Website or Facebook: _____

Name of Primary Contact: _____

Contact's Phone (REQUIRED): _____

Contact's Email (REQUIRED): _____

Booth Space: 10 x 10 - \$375

Trailer / Mobile Unit / 10 x 20- \$525

All trailers/mobile units are subject to approval based on size and electrical needs, may be asked to operate from 10x10 space

MENU ITEMS TO BE SOLD:

Please list all items which you will be selling during the event including a brief description and picture of the display booth. Your space will be assigned on the basis of this list and the picture(s) enclosed. Once you are accepted as an official vendor, you may only display or sell the items you have listed and no additional items will be allowed without the official approval from the KNC event staff. You may add an attachment describing your items if need be.

Item 1: _____ Cost: _____

Description: _____

Item 2: _____ Cost: _____

Description: _____

Item 3: _____ Cost: _____

Description: _____

Item 4: _____ Cost: _____

Description: _____

PAYMENT INFORMATION:

The required booth fee and electrical fees will not be charged until you have been accepted into the festival. Be aware that we will likely be charging your card on or about **May 12th**.

Card Type: VISA

Mastercard

Discover

Name On Card: _____

Card Number: _____

CCV: _____ Zip Code: _____ Expiration: _____

2023 Keystone Oktoberfest Electrical/Equipment Worksheet

Business Name: _____

Please list all electrical items that will be used during the Keystone Oktoberfest.

Be very specific and all-inclusive regarding electrical requirements. **All vendors must provide (at a minimum) their own 100 foot 3-prong extension cord and power strip.** Vendors are responsible for checking all equipment prior to the event to make sure it is in proper working order. Any equipment that is faulty and requires on-site electrical work will be charged an additional **\$100 fee**. Any Vendor found overloading circuits or causing nuisance tripping of breakers, will also be charged an additional **\$100 fee.** _____ **Initial Here**

Please complete the following electrical worksheet to determine electrical needs.

Submit worksheet with application.

Do you need electricity in your booth space? YES NO

Do you have a specialty plug or hook-up, such as RV hook-up or 220v? YES NO

If yes, please list the types of plugs: _____

ELECTRICAL WORKSHEET

If your equipment does not list amps, follow this equation to find the amps: $Watts \div Volts = Amps$

<u>Item</u>	<u>Amps</u>
	Total:

ELECTRICAL FEES (TO BE PAID WITH BOOTH FEE)

1-20 AMPS	\$25	
+ 20 AMPS	\$50	

Specialty Plug	Additional \$25	
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ACKNOWLEDGEMENT AND ASSUMPTION OF RISK AND RELEASE

The undersigned (“Applicant”) does hereby and forever release Keystone Neighbourhood Company, Vail Summit Resorts, Inc., their subsidiaries, parent companies, sponsors, employees, agents, contractors and related entities and persons (“Released Parties”) from all actions, suits, damages, claims and demands whatsoever in law or equity from any loss or damage to the undersigned or its property arising out of participation in any of the 2023 Summer Festivals. Applicant agrees to abide by all the rules set forth in this application and to be present to conduct business during all agreed festival hours. By signing below, Applicant understands that KNC has the right to refuse any vendor for any reason, which may include items to be sold or competition with KNC and/or River Run Merchants. Also, placement of all vendor space is non-negotiable and will not be changed for any reason. Applicant agrees to defend, indemnify and hold harmless the Released Parties from any and against all claims, liabilities, suits and causes of action (including attorney's fees and other costs) for injuries and/or deaths to any person or for damage or destruction of property resulting from any act or omission of Applicant, its agents and employees arising or growing out of the performance of this Agreement.

PLEASE READ CAREFULLY AND INITIAL THE FOLLOWING ITEMS

- My booth will be open for business during all festival hours, I may choose to open prior to the festival but not before 8am on any festival day.
- I will have sufficient weights and tie down straps (40lbs each) on all four corners of my tent to prevent any danger due to high winds and be sure my tent top is tethered to **each leg**.
 - **(Please refer to www.lakedillonfirerescue.org/permits-and-services, then select tents and canopies)**
- I will clean-up around my booth space before leaving the festival grounds on Saturday, September 2nd. If I leave garbage, debris, etc. in my space, I understand there will be a \$250 clean-up fee to be charged to the credit card on file.
- I am aware that I must submit my own Sales Tax to the State of Colorado, which is currently 6.375% as well as remit a .5% assessment fee to the KNC at the conclusion of the festival.

Print Name: _____

Signature: _____

Date: _____

Be sure you have the following items completed before you submit your application BY MARCH 25TH:

Application Page	
Certificate of Insurance	
Electrical Worksheet	
CO Retail License Copy	

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