
KEYSTONE WINE & JAZZ FESTIVAL 2023

Merchandise Vendor Application

JULY 15TH & 16TH | 1PM-5PM BOTH DAYS | KEYSTONE, COLORADO



Keystone's Wine & Jazz Festival is a sophisticated weekend-long event filled with great wine, amazing food, and smooth Jazz, all in the picturesque River Run Village at the base of beautiful Keystone Ski Resort. Thousands of people eat and drink their way through some of the finest vineyards and restaurants all while grooving out to regional jazz acts. This is a great opportunity to expose your wares to wine, food, music, and fun-lovers from near and far.

EVENT DETAILS

- Date: Saturday, July 15th & Sunday, July 16th, 2023
- Hours: 1:00PM – 5:00PM
- Location: River Run Village, [Keystone Resort](#), Colorado
- Number of Wine Enthusiasts: 4,000+

SERVICES & PRODUCT GUIDELINES

- Exhibitors must be present and open for business during the festival hours, **1 – 5pm**.
- 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 or not 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).
- Concession trailers will be considered as a double booth space.

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 **April 14th, 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

- **Friday, March 31st** – Applications Due
- **Friday, April 7th** – Notification of Acceptance
 - Information Packet Sent Out
- **Friday, April 14th** – 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 Bissette, 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 **April 7th** 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 x20- \$525

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

PRODUCTS 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 **April 14th**.

Card Type: VISA Mastercard Discover

Name On Card: _____

Card Number: _____

CCV: _____ Zip Code: _____ Expiration: _____



2023 Keystone Wine and Jazz Festival Electrical/Equipment Worksheet

Business Name: _____

Please list all electrical items that will be used during the Keystone Wine and Jazz Festival.

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	

ACKNOWLEDGEMENT AND ASSUMPTION OF RISK AND RELEASE:



The undersigned (“Applicant”) does hereby and forever release Keystone Neighbourhood Company, Keystone Resort, their subsidiaries, parent companies, sponsors, employees, agents, contractors and all related entities and persons (“Released Parties”) from all actions, suits, damages, claims and demands whatsoever in law or equity 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 the Keystone Neighbourhood Company has the right to refuse any vendor for any reason, which may include items to be sold or competition with Keystone Neighbourhood Company 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 Sunday, July 16th. If I leave garbage, debris, etc. in my space, I understand there will be a **\$250 clean-up fee** to be charged to 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 31ST:

Application Page	
Certificate of Insurance	
Electrical Worksheet	
CO Retail License Copy	

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