



Kalamazoo Scottish Festival Association, Inc.

P.O. Box 511, Oshtemo, MI 49077-0511 (269) 491-4623

Web page: www.kalamazooscottishfestival.org

E-Mail: kalamazooscottishfestival@yahoo.com

We cordially invite your participation as a vendor at the 2011 Kalamazoo Scottish Festival, on Saturday, August 27th. This year we will be celebrating our 19^h Anniversary at the Kalamazoo County Fairgrounds, 2900 Lake Street, Kalamazoo, Michigan.

Enclosed you will find the Vendor Registration Request and Contract. I would ask that you please take notice of the deadlines involved. All vendor paper work should be turned in no later than August 1, 2011. Please be aware that 10 foot by 10 foot vendor spaces are again available.

The KSFA will provide a night time security guard for overnight, but each vendor will be responsible for their own merchandise and booth. Set up may begin after 12 noon on Friday.

We will be having an informal Ceilidh, Friday evening at the Fairgrounds. Bring a dish to pass, plates and silverware, plenty of smiles and any impromptu entertainment you would like to share!

Campers are welcome. For reservations and information regarding camping call the Fairground office at (269) 383-8778.

We hope that you will indicate your acceptance by mailing the completed forms and a check payable to the Kalamazoo Scottish Festival Association. If you have any questions about the Festival or your participation, please feel free contact me.

Sincerely,

Jack Boykin
KSFA Vendor Coordinator
(269) 491-4623
jboykin@charterni.net

Kalamazoo Scottish Festival Association, Inc.

P.O. Box 511, Oshtemo, MI 49077

Vendor Registration Request 2011

Business Name _____

Owner's Names _____

Operator Name if Other than Owner _____

Business Address _____

Telephone and/or FAX Number(s) _____

Cell number: _____

Merchandise to be Sold: () Food or Beverages () Dry Goods
Products (Only those items listed will be permitted, but a general description, e.g.,
"Scottish cut glass ware" or "Bagpipes and accessories" will suffice):

Description and Dimensions of Sales or Display Unit * (e.g., Tent, Trailer, Booth, etc.):

(Vendors must provide their own or a rented unit—see below.)

Documentation Required by Law (Must be obtained directly by vendor):

(All vendors): Michigan Sales Tax # _____

(All vendors): Insurance Company and Policy # _____

(Food or beverage vendors): Kalamazoo Co. Health Dept. Permit # _____

Fees:

20 foot X 20 foot booth space @ \$175.00 each, ___ spaces \$ _____

20 foot X 20 foot booth space @ \$200 each after June: 1st ___ spaces \$ _____

10 foot X 10 foot booth space @ \$100 each, ___ spaces, dif. area \$ _____

10 foot X 10 foot rental canopy (set up) @ \$50.00 ea. ___ canopies \$ _____

20` x 20` rental canopy (set up) @ \$110.00 each, ___ canopies \$ _____

8` rental folding tables @ \$10.00 each, ___ tables: \$ _____

Rental folding chairs @ \$4.00 each, ___ chairs: \$ _____

Electric and water hook-ups @ \$25.00 each \$ _____

Total enclosed as check payable to KSFA, Inc.: \$ _____

Applicant's Signature: _____

Date of Application _____

Kalamazoo Scottish Festival Association, Inc.
PO Box 511, Oshtemo, MI 49077
Vendor Contract 2011

Date: _____

Until June 1, 2011 our 20' x 20' space is offered at the discounted price of \$175.00 each.

This is an agreement made and entered into as dated above by and between
The Kalamazoo Scottish Festival Association, Inc., (the Lessor) and

Name of Business: _____, (the Lessee)

Name and Title of Applicant: _____

Business Address: _____

Telephone and/or FAX number(s): _____

E-mail Address: _____

The lessor hereby grants and leases to the said lessee certain rights, privileges, and space during the period of the 2010 Kalamazoo Scottish Festival, on Saturday, August 27, 2011, at the Kalamazoo County Fairground, Kalamazoo County Michigan, to conduct, operate, or sell upon assigned space in said premises, such business and articles as are set forth in the Vendor Registration Request.

Under this contract and for the purpose described above, one or more spaces of approximately 20'x 20' are granted to the Lessee for \$175, and/or one or more 10`x10` for \$100 each and for the rights and privileges herein granted. The Lessee agrees to pay the Lessor the sum of \$_____, which constitutes the total fee for ___ ea. 20' x 20' space(s), and/or ___ ea. 10' x 10' space(s) plus any and all items rented through the Lessor. The total fee is due and payable upon execution of this contract. All paper work must be post marked no later than June 1, 2011. After June 1 the charge is \$200.00 for each 20' X 20' space, and/or \$100 for each 10`x10` space.

The Lessee agrees to provide a copy of certificate documenting liability insurance coverage in the amount of \$500,000, with endorsement to include 1.) The Kalamazoo Scottish Festival Association, Inc., and 2.) The Kalamazoo County Parks Division, and the County of Kalamazoo and its agents and employees. Such certificates must be provided to the Lessor no later than August 1, 2011.

In the event that this signed contract, full payment as agreed to in this contract, and the aforementioned certificate(s) of insurance are not received by the Lessor by August 1, 2011, this contract will be rendered null and void, and all rights and privileges herein granted will be of no effect. Upon written request a refund of half the non-discounted fee may be issued after June 1, 2011. No refund will be issued after August 1, 2011.

The Lessee agrees to conduct business and exercise the privileges herein granted in strict conformity to all relevant County, State, and Federal regulations and to the rules, regulations, and conditions of the Lessor, as set forth in page 2 of this contract. All such rules, both parties to this contract hereby accept regulations, and conditions.

Duly Assigned Representative of Lessor: _____

Lessee: _____

Please return a copy to Kalamazoo Scottish Festival Association, Inc., PO Box 511, Oshtemo, MI 49007

Kalamazoo Scottish Festival Association, Inc. (KSFA)

PO Box 511, Oshtemo, MI 49077

Vendor Contract 2011

Rules and Regulations Governing Vendor Activity

1. Vendors will set up and confine their business to their assigned areas. KSFA will plan to provide "air space" between vendors.
2. Set-ups may begin at 12 noon on the day before the Festival and continue until 8 P.M. As a vendor, to gain entrance to the Festival grounds, you must show Park personnel your entry pass. Overnight security will be available, although vendors assume all responsibility for their own materials, equipment and other property.
3. All vendor space locations will be designated by the festival committee and set-up for the 10 foot by 10 foot vendor spaces may or may not be in an area separate from the main vendor area.
4. Set-ups continue on the morning of the Festival and must be complete by 9 A.M.
Vendor vehicles must be off the field and into an assigned parking area by 8:30 A.M.
5. Each vendor will receive TWO adult passes for entrance to the Festival. Exceptions for additional passes must be agreed upon before July 15th. Others will pay the regular entrance fee at the gate. One parking pass per vendor.
6. Vendors shall keep their sales or display units (booth, tent, canopy, trailer, etc.) and the immediately surrounding area neat, clean, free from accumulating refuse or debris and in safe condition and shall conform with all federal, state, or county regulations relevant to sanitation and safety.
7. Vendors may conduct business or otherwise exercise their contract rights through delegation to their employees or to their own chosen volunteers. Such delegation shall not relieve vendors of any liability for their obligations under this contract.
8. Vendors may begin closing shop by 5:45 P.M. on the day of the Festival and must remove all their equipment, merchandise and other property from the Park by 8:30 P.M. on that day.