



## Christmas Boutique Vendor Information

### Description and Event Dates

The **Family Festival Fun Days** of ESM's *Festival of Trees* will be held at:

#### Event Location

The Doubletree Hotel / World Arena  
1775 E. Cheyenne Mountain Blvd  
Colorado Springs, CO 80906

#### Days and Times:

Saturday, November 19 <sup>th</sup>	9 AM to 5 PM
Sunday, November 20 <sup>th</sup>	10 AM to 3 PM

### General Festival information

THE FESTIVAL OF TREES is an elegant event for the holiday season including:

- Beautiful Christmas Trees – over 30 entrants with awards given
- Jingle Bell Gala – dinner on Friday night November 18, 2011, with entertainment, awards for our best trees, wreath and table décor, and an auction of trees and other items
- Festive Family Fun Days – two days of community music and entertainment groups, photos with Santa, and our Christmas Boutique vendor hall with unique gifts, Christmas decorations, and crafts.

THE FESTIVAL OF TREES **benefits ESM (Ecumenical Social Ministries)**, a local nonprofit organization committed to serving low income and homeless people in our community with food, medicine, jobs assistance, housing and utilities assistance, mental health assistance, and educational programs.

## Vendor Table Information

- Single 8 foot table - \$115
- Two 8 foot tables - \$150 (limited to 10 vendors)
- Maximum tables allowed – two
- Electrical hook- up is provided on request. There is no additional cost for electrical hook-up, but your request must be made at the time of application submittal. Electrical hook-up cannot be requested the day of the event.
- Two chairs will be provided at no cost to every vendor.
- This is a non-juried event; first-come, first-serve for placement in the ballroom where main activities are taking place. Those at a later date may be placed in the hallways and foyers outside of the ballroom.
- Deadline for application is October 15, 2011.
- Table fees will be deposited as they are received. Payment must be made in full with the application.
- Every attempt will be made to accommodate all special table requests. Please include your request with your application.
- Vendor notifications of acceptance will be sent to you as soon as the completed application and all documentation and payment have been processed.
- Tables may be left up overnight as the ballroom will be locked on Saturday evening. For those vendors in the hallways and/or foyers, merchandise should be secured and covered by the vendor. Coverings must be supplied by vendor. The outside doors are locked in the evening and security is present, but keep in mind that the hallway areas are open to t hotel guests. The Festival of Trees, ESM and the DoubleTree Hotel is not responsible for loss or damage.

## Vendor Setup Information

- ESM will provide for table set-up and lay-out. Maps of location and other information will be provided prior to the event.
- Vendor set-up will begin at 6:00 a.m. on Saturday, November 19<sup>th</sup>.
- Doors to the public open at 9:00 a.m. on Saturday, November 19<sup>th</sup>.
- Doors to the public open at 10:00 a.m. on Sunday, November 20<sup>th</sup>.
- The event closes at 3:00 p.m. on Sunday, November 20<sup>th</sup>. Vendors may begin tear-down at 3:00 p.m. but no sooner.
- Vendor is responsible for adequate help to set-up / tear-down own display. Festival of Trees, ESM and the DoubleTree Hotel cannot guarantee staff or volunteer help.
- Hand-crafted, high-quality items should be offered for sale. Christmas-themed items are a plus.
- Festive attire is recommended, but not necessary.
- Each vendor will receive passes for vendor and one assistant.
- ESM reserves the right to use photos of the event for its own purposes of marketing and information.

## Vendor Sales

- All sales are transacted directly between the vendor and the buyer.
- Vendor is responsible for own cash, check and credit card processing. The DoubleTree Hotel charges \$92.72 for wireless connection. Vendor is responsible for this cost, payable directly to the DoubleTree Hotel. Please indicate on your application if you will need wireless connection so it can be coordinated with the DoubleTree on Saturday morning.

## Sales Taxes

The Festival of Trees does not take commissions.

If you have your own Sales Tax ID, you may file your taxes on your own. Please indicate your Sales Tax ID number on the application and include a copy of your Sales Tax License when submitting your paperwork.

If you do not have a Sales Tax ID, you must collect a total of 7.4% sales tax on each item you sell and turn the money into Festival of Trees. Sales tax envelopes will be provided on Saturday morning during set-up. Please turn in your envelopes to the Festival of Trees table between 3:00 p.m. and 5:00 p.m. on Sunday, November 20<sup>th</sup>.

## Questions and Contact Information

General Festival Information including these Vendor Guidelines and Contract can be found at the Festival of Trees Web site [www.ecusocmin.org/festivaloftrees](http://www.ecusocmin.org/festivaloftrees) . Or, call ESM at 228-6781; Email [festivaloftrees@ecusocmin.org](mailto:festivaloftrees@ecusocmin.org)



## 2011 CHRISTMAS BOUTIQUE VENDOR APPLICATION

*(Please return this application with payment to Christine Bucher by October 15, 2011)*

ESM 201 N. Weber Colorado Springs, CO 80903

This Application for participation in the Festival of Trees 2011 (hereinafter "Event") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, between the Festival of Trees, (hereinafter "Festival") and \_\_\_\_\_ (hereinafter "Vendor").

### Vendor Contact Information

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

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

### Medium of Work (check all that apply)

Ceramics       Painting       Wood       Glass  
 Fiber       Jewelry       Graphics / Photography       Other

Please provide a brief description of the items you will be selling. All items sold must be taxed.

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### Table and electricity request

Number of 8 ft tables (circle choice) 1                      2  
Electricity (circle one)                      YES                      NO

Special needs (every attempt will be made to meet these needs; vendor will be informed if needs can be met).

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## Particulars

- 1) Set up for the Event is scheduled for Saturday, November 19<sup>th</sup>, 2011 from 6 a.m. to 9 a.m. The doors open to the public at 9 a.m.
- 2) Take down following the Event will occur on Sunday, November 20<sup>th</sup>, from 3 p.m. to 5 p.m.
- 3) TERM. The term of this application is from the date it is signed through November 20, 2011.
- 4) COST OF PARTICIPATION. Vendor will pay the following fees:  
\$115 for one 8 ft. table  
\$150 for two 8 ft tables (limited to 10 vendors)  
Payment must be made at time the contract is submitted, via cash or check. No credit card. Make check payable to "Ecumenical Social Ministries."
- 5) RESPONSIBILITIES OF VENDOR. Vendor will:
  - A. Participate in the entirety of the event.
  - B. Provide all necessary equipment to successfully market and sell Vendor's product throughout the entirety of Festival.
  - C. Provide enough product to meet public demand throughout the event.
  - D. Provide adequate staffing to effectively market and sell Vendor's product throughout Festival. The event is open to the public from 9 a.m. to 5 p.m. Saturday, November 19<sup>th</sup> and from 10 a.m. to 3 p.m. Sunday, November 20<sup>st</sup>.
  - E. Provide adequate staffing for timely set up and take down.
  - F. Provide water and other refreshments for him/herself.

G. Provide copy of Sales Tax ID/Sales Tax License to Festival (if applicable). If Vendor does not have own Sales Tax ID/Sales Tax License, Vendor is responsible to charge the applicable taxes while selling their product and complete the applicable form, turning in all tax payments to the designated Festival employee no later than 5:00 p.m., Sunday November 20<sup>th</sup>.
- 6) RESPONSIBILITIES OF FESTIVAL. Festival will:
  - A. Provide promotional marketing on our web site and other public event calendars prior to and during the Event at no cost to vendor.
  - B. Provide signs for vendor booth.
  - C. Provide passes for vendor plus one assistant.
  - D. Collect sales tax from those vendors who do not have their own Sales Tax ID/Sales Tax License
- 7) CANCELLATION POLICY. A \$50 cancellation fee applies, when a written request is received by August 31, 2011. No refunds after August 31, 2011.

INDEMNIFICATION AND LIABILITY RELEASE

If any of the information I have submitted changes before the day of the event, I will contact the Festival of Trees Vendor Coordinator at 719-228-6781 with the new information. I understand that I am responsible for all of the supplies for my table(s), which may include change, signs, sales tags, gift bags, etc. Exhibitors are required to attend the entire event (Saturday, November 19, 9:00 a.m. to 5:00 p.m. and Sunday, November 20, 10:00 a.m. to 3:00 p.m.) and will be penalized for leaving the event early by being denied application at the Festival of Trees event next year. The Festival of Trees (FOT) reserves the right to accept or reject any application for whatever reason. The FOT may change the table(s) location at anytime without prior notification. I, the Vendor, shall perform the work involved in this event at my own risk. I shall indemnify and hold harmless the FOT, ESM and the DoubleTree Hotel from any and all claims, demands, losses, liability, damages, or expenses, including attorney's fees and other legal expenses, arising in any way from my involvement in this event, including all claims relating to the injury or death of any person or damage to any property.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Signature - Vendor

\_\_\_\_\_  
Tax ID # - If applicable  
(include copy of sales tax license with application)

\_\_\_\_\_  
Date

***PAYMENT IN FULL TO BE MADE AT TIME OF SUBMITTAL OF APPLICATION  
CASH OR CHECK (Make out to Ecumenical Social Ministries)  
PLEASE KEEP A COPY FOR YOUR RECORDS***

Festival of Trees use only

Date Received: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Table #: \_\_\_\_\_