



## NON-PROFIT Vendor Requirements

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**Application Deadline: July 1, 2019**

**[This is your copy of the contract agreement, PLEASE READ & RETAIN FOR YOUR RECORDS.](#)**

Event: **Trinidaddio Blues Fest**

Date: **Saturday, August 24th 2019**

Times: Gates open to the public by 11 am ~ Music starts at Noon and ends approximately 9 pm

~ See Vendor set up times under **[ADDITIONAL REQUIREMENTS](#)**

Place: **Central Park ~ 500 – 543 Stonewall Ave. ~ Trinidad, CO 81082**

**Vendor Entrance: 700 Smith Ave – See attached map**

Thank you for your interest in operating a vendor booth at the Trinidaddio Blues Fest! Trinidaddio Blues Fest will take place in beautiful Central Park. After many successful years, the event, nominated for Best Blues Fest, US has become a top National Blues Fest. 2019 will once again reach a new mark of excellence in Trinidad's foremost annual event!

The Trinidaddio Blues Fest is a fund-raiser for local non-profits and over the past years has never failed to provide much needed assistance for these deserving groups. With steady growth since its inception in 1999, attendance figures are again expected to be over 5,000 for the 2019 festival.

**The 2019 Trinidaddio Blues Festival will have 20+ Craft/Retail booths in addition to several informational and public service booths.**

We look for high quality products that are unique, original, unusual, handcrafted, or just beautiful, desirable and in good taste. Artisans and craftsmen are encouraged to take advantage of this opportunity.

*The Trinidaddio Blues Fest is the only vendor of official Trinidaddio Blues Fest merchandise.* The date your application is received does not guarantee acceptance, nor does your participation in previous festivals.

***Non-Profit organizations will be notified of their acceptance when their application has been received and reviewed by Trinidaddio board.***

### **BOOTH REQUIREMENTS:**

The appearance of your booth, and presentation of your merchandise affects both the success of the festival, as well as your own. We want to see that everyone has a pleasing "Daddio" experience.

**The festival staff determines booth placement.** Placing your booth in any other location may result in loss of deposit and eviction from the festival.

■ Booth Space for **Craft – Retail – Informational – Public Service** booths is limited to a one 10' L x 10' W x 10' H booth (including all accessories) of sufficient quality to withstand wind, rain, hail and other inclement weather. Come prepared for all types of mountain weather!

■ When using a tent(s) for your booth, for both the appearance of the festival, and for your safety and the safety of others, we **insist** you have four sides for your tent(s), the fourth side to cover the front at night, should it be set up the night previous to the fest, or by necessity because of weather conditions. The number of sides used will be determined by need and weather.

■ You must provide and set up your own lighting. **Generators are not allowed** except for emergency backup situations. Battery powered lighting is acceptable and encouraged; however, keep in mind, **ALL VENDORS MUST REMAIN OPEN DURING THE ENTIRE FEST!** Leaving the Fest before the crowd has dispersed and the field lights have come on, **WILL RESULT IN LOSS OF DEPOSIT AND POSSIBLE FINES!** Low voltage, LED, TFL or other energy efficient lighting is required.

■ Your booth must remain open during the entire festival (remember, gates open at 11 am). You may not leave early, nor will vehicles be allowed on the site until the field lights are turned on and the crowd has dispersed. Leaving early will result in loss of deposit.

■ Please staff your booth with personable, friendly workers! Remember, smiling is contagious. Poor attitudes will not be tolerated, and could result in loss of deposit and eviction from the festival.

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- Your booth must be neat, attractive and well maintained. You must have a professional quality sign... **No neon lights or flashers.** Banners and flags are encouraged.
- You are responsible for setting up, maintaining, and removing your own booth, your merchandise, and your trash. Your booth must be removed and the area cleaned up **before 10 am, Sunday, August 25, 2019.** Failure to do so may result in loss of deposit and possible additional fees for cleanup.
- **All booths must have an easily accessible 5 lb. fire extinguisher with valid inspection tag attached.**

### ADDITIONAL REQUIREMENTS:

- ✚ 20 lb. bags of ice will be available for purchase on site for \$5.00 per bag (price subject to change).
- ✚ **Absolutely No Pets allowed on Festival grounds.**
- ✚ Due to safety concerns, glass containers, non-biodegradable Styrofoam, breakable plastic, carry-in alcohol, umbrellas, illegal items and weapons are not allowed on Festival grounds. Please see that this is reflected in your inventory.
- ✚ All vendors are required to remove any packaging, dunnage, used supplies or other materials brought into the festival grounds. Failure to do so will result in a cleaning fee being deducted from your deposit.
- ✚ Vendors may set up the day before (Friday, August 23) *if you arrive between Noon and 3pm.* Gates will be locked after 5pm until 8am the day of the fest. You may arrive after 8am on the day of the fest. Keep in mind you must be set up and **ALL VEHICLES MUST BE OFF THE FIELD BY 10 AM.**

### **Environmental Concerns:**



We attempt to be as environmentally conscious as possible, and encourage you to do your part and help us build our reputation as a “green” festival. As such, we require the use of biodegradable utensils and accessories (plates, cups, point of sale packaging, etc.)

**Vendors are required to have trash containers,** police the area in front of their booth. Failure to comply will result in the assessment of clean up fees, which will be deducted from your deposit. **FESTIVAL WILL PROVIDE PICK UP OF YOUR BAGS OF TRASH.**

All vendors are required to remove anything they have brought into the festival grounds before leaving. Failure to do so will result in a removal fee being deducted from your deposit. ***Any hazardous waste must be removed from festival grounds, properly disposed by vendor and not dumped into festival dumpsters, trash containers, or left on the ground! Violators will be Prosecuted and Fined!***

Vendors found to be in violation of these requirements may be fined, assessed fees, forfeit deposit and/or removed from the festival, and may face possible criminal prosecution.

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### 2019 FEES ~ INCLUSIONS:

#### NON=PROFIT VENDOR ~ Single 10 ft x 10 ft Booth Space

**FREE**

Included with the booth fee are:

-  **2 non-transferable festival passes**
-  **1 Vendor Vehicle Pass** to unload/load your equipment and supplies and park in Vendor lot (space is limited ~ first come first serve.)

Once you are set-up, your vehicle pass is good for parking 1 vehicle (*total length must be no more than 20'*) in the vendor parking area during the fest.

**Vehicles are allowed on the festival grounds for loading in and loading out only. Vehicles must be off the field by 10:00 am and may not return until after the music has ended and attendees' safety is not at risk!**

Vendors are liable for any damage caused by their vehicles.

Up to 2 additional passes for employees may be purchased at \$20 each (General Admission only) **before August 1, 2019!** Children 12 and under are free. Children may only access the vendor area through the front of your booth, and **must be supervised at all times.**

### **ELECTRIC FEES**

**Lighting is required.** (See **BOOTH REQUIREMENTS**)

**110 V      5 Amp Maximum (one cords)**

**FREE**

### **LODGING**

Please book your lodging early! Two new hotels were built in Trinidad in 2008 (La Quinta Inn & Suites and Holiday Inn Express), however, rooms are still limited, and will fill up. Lodging sells out quickly! **Major hotels will be filled by August 1<sup>st</sup>!** Campsites at Trinidad Lake State Park are also limited, and fill up quickly. More information is available on the website under General Info/Area Info.

### **BOOTH DEPOSIT:**

A **\$100 refundable deposit** is required with all applications and will be refunded by mail after the booth space is cleared, cleaned and it has been determined that the requirements set forth in this agreement have been met. Deposit is required even if you have participated in previous years.

### **INSURANCE:**

A current Certificate of Liability for a minimum of \$2,000,000 (aggregate) naming Trinidaddio Blues Fest and the City of Trinidad as an additional insured is required. **Absolutely No Exceptions!** Vendor accepts responsibility for all lost or stolen merchandise, personal belongings, equipment, supplies, etc.

Vendor accepts all responsibility and liability, and agrees to incur the cost of any damage to their booth, equipment, merchandise, personal belongings, supplies etc. Vendor also accepts all responsibility and liability, and agrees to incur the consequential cost of any injury to other vendors, customers, festival staff, employees or volunteers, as well as property damage to other vendors, customers, festival staff, employees, volunteers, festival equipment and supplies, festival grounds, or to the environment caused by any action or inaction of the vendor to maintain a safe work environment, or equipment or product failure of the vendor.



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### APPLICATION INSTRUCTIONS:

In order to apply, print this entire document, and **retain the Vendor Requirements and Application Instructions for your records.** Type or legibly print the required information on the application, sign, date and submit as described below. **If your application is accepted, your check for the vendor fee will be cashed; conversely, if your application is not accepted your checks for both the vendor fee and deposit will be returned.** Properly complete application and mail in at least 5 working days before the application deadline. Incomplete applications, or those received after the application deadline, and postmarked less than 5 days before the application deadline, may be rejected.

### Check List ~ Please be sure to include:

- Properly completed, signed and dated application
- Check** for deposit. Make check payable to: Trinidaddio Blues Fest.
- Certificate of Insurance (legible copy).
- Detailed product descriptions and prices
- Photos of your products and/or booth (If photos are not adequate or available, samples of merchandise may be submitted.)

**All applications must be received no later than July 1, 2019.**

All applications must be sent via U.S. mail, courier or hand delivered in an envelope addressed as indicated immediately below. **Applications received via email or fax will not be considered.** Please send your application, check, and any other required information to:

Trinidaddio Blues Fest  
ATTN: VENDOR DIRECTOR  
1400 San Pedro  
Trinidad, Colorado 81082

### Thank you very much!

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PLEASE RETAIN THESE 4 PAGES OF VENDOR REQUIREMENTS FOR YOUR RECORDS.

For vendor questions, please email: [vendor@trinidaddiobluesfest.com](mailto:vendor@trinidaddiobluesfest.com)