

WARREN STATION'S GOODS IN THE WOODS 2023

Merchandise Vendor Application

July 1st / 1pm-5pm / Warren Station Center for Performing Arts
Keystone, Colorado

You are invited to be a vendor at *Keystone's Goods in the Woods* artisan marketplace for its 3rd summer. This growing event is the perfect opportunity for our local artists to share their love for their passions, talent, and network with locals and visitors in Keystone Resort, and make some friends along the way!

EVENT DETAILS

- Date: Saturday, July 1st, 2023
- Hours: 1:00PM – 5:00PM
- Location: Warren Station & Quaking Aspen Amphitheater
 - 164 Ida Belle Drive, [Keystone Resort](#), Colorado 80435
 - This event is both indoors and outdoors.
- Number of anticipated attendees: 250-500

SERVICES & PRODUCT GUIDELINES

- Exhibitors must be present and open for business during the event hours, 1 – 5 pm.
- Exhibitors may only sell products identified in this application.
- Each exhibitor will be chosen based on how their product fits in with the general theme of the event. We strive for a unique and diverse exhibitor experience for our guests however, we may have some medium overlap. We do space similar vendors out accordingly.

BOOTH SPACE GUIDELINES (choose one from the below)

- Outdoor booth space includes an 8ft rectangle table with black linen.
- Outdoor tent space includes a 10x10 tent & (3) staged walls (sun/weather) includes 8ft table & black linen
- Indoor single booth space includes 8ft table, linen, & electrical hook ups
- Double indoor booth space includes (2) 8ft rectangle tables with black linen and electrical hook ups

Vendors can provide their own freestanding displays if necessary.

INSURANCE REQUIREMENTS

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

- **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.

Please contact Ryane at ryane@keystoneneighbourhood.com with any concerns.

- Vendor shall supply a certificate of insurance to KNC evidencing the above insurance coverage by no later than **June 16th, 2023.**

SALES TAX

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- 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%.

APPLICATION DEADLINES & FEE SCHEDULE

- **Friday, June 9th, 2023** – Applications and COI Due
- **Friday, June 16th, 2023** – Notification of Acceptance

Please contact Ryane Botzon, Special Events Coordinator at ryane@keystoneneighbourhood.com or (970) 423-8992 for any questions regarding the application process.

All vendors will be notified via email by Friday, June 9th, 2023, as to their acceptance into the event. You can submit your application via email.

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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:

- Outdoor Table & Linen
- Outdoor Tent 10x10 with (3) Walls, Table & Linen
- Indoor Table & Linen with electrical access
- Indoor Double space with (2) tables and linen

PRODUCTS TO BE SOLD:

Please list the category of items that you will be selling during the event including a brief description of the display booth. Your space will be assigned based on this. Once you are accepted as an official vendor, you may only display or sell items underneath this description. If you have additional items that you'd like to sell after the application is turned in, please reach out to ryane@keystoneneighbourhood.com with the item, for approval.

Description: _____

Average Price Point: _____

PLEASE SUBMIT THE APPLICATION AND CERTIFICATE OF INSURANCE TOGETHER.

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Business Name: _____

All vendors must provide at a minimum their own 3-prong extension cord and power strip if requiring electric. Vendors are responsible for checking all equipment prior to the event to make sure it is in proper working order.

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 Events. Applicant agrees to abide by all the rules set forth in this application and to be present to conduct business during all agreed event hours. By signing below, Applicant understands that the Keystone Neighbourhood Company has the right to refuse any vendor for any reason. Also, the 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

- I will clean up around my booth space before leaving the event grounds on Saturday, July 1st. _____
- I am aware that I must submit my own Sales Tax to the State of Colorado, which is currently 6.375%.

Print Name: _____

Signature: _____

Date: _____