



# Highlands Ranch Music Arts Festival

Presented by Highlands Ranch Concert Band

## Vendor Registration Packet

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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

Contact email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Vendor:	Retail	Services	Artist/Artisan
<small>(Please circle only one)</small>			

Please enclose a check to HRCB for the following:

\$50	Vendor space
\$25	Electricity (if requested)
\$25	Early take-down fee

**Total paid:** \_\_\_\_\_

Retail vendors must include a sample list of the products to be sold. Services vendors should identify the services being offered. Artists and artisans must include a minimum of five (5) sample pictures of their work to be displayed/sold.

Receipt of your payment for a vendor space at the 2008 Highlands Ranch Music Arts Festival is proof of acceptance of the terms and conditions of the festival. No refunds will be made for cancellations after April 13, 2008. Space requests within the park must be made prior to April 1, 2008 to be considered.

Thank you for your interest in the 2008 Highlands Ranch Music Arts Festival!

Please send this completed form and your check to:

**2008 Highlands Ranch Music Arts Festival  
PO Box 631253  
Highlands Ranch, CO 80163-1253**



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## Terms and Conditions

The following terms and conditions apply to all vendors, artists, and artisans who seek to participate in the 2008 Highlands Ranch Music Arts Festival, May 17-18, 2008 at the Civic Green Park in Highlands Ranch, CO:

1. All vendors must have applicable liability insurance coverage as required under Colorado law, for the sale of goods or services listing Metro District of Highlands Ranch and Highlands Ranch Concert Band as also insured.
2. Colorado and Douglas County sales tax is the responsibility of the vendor. The Highlands Ranch Concert Band assumes no liability for improper sales tax.
3. The Highlands Ranch Concert Band will provide a space of approximately 10' x 10' within Civic Green Park for each vendor space. Exact dimensions and locations will vary depending on the number of vendors participating and the requirements of the Metro District of Highlands Ranch.
4. Space is provided from 9:00 am on Saturday, May 17 through 9:00 pm on Sunday May 18, 2008. Vendors must be on site and in their space **no later than 11:00 am** on Saturday and may not take down **before 9:00 pm on Sunday**. These restrictions are in place to avoid interfering with the performance groups. Payment of an early take down fee will indicate that the vendor chooses to leave the festival early and will accept a position at the margin of the festival to allow for an earlier take-down period. Early take down is limited to space availability and will be provided on a first-come, first-served basis.
5. Vendors may remove their tents Saturday night after 9:00 pm if they choose but must be back up before 12:00 noon on Sunday. No security is provided overnight although the Douglas County Sheriff's office has provided additional patrols. Secured overnight storage may be available at an additional fee. Please let us know if you desire this.
6. No beverages may be sold or given away during the Festival. Candy may be given away in moderation.
7. Vendors are responsible for maintaining their space. This includes ensuring that trash is placed in the appropriate receptacles.
8. Upon approval and receipt of payment, vendor agrees to allow publicity materials to include names, likenesses, and other materials as may be deemed appropriate for advertising, publicity or marketing of the event without compensation.
9. Parking is NOT available near the park. Please make the necessary arrangements for bringing your equipment into and out of the park. Drop off areas will be designated for each side of the park. Please let us know if you have specific requirements for loading and unloading.
10. This Festival is a family oriented event that is free to the public. The Highlands Ranch Concert Band retains the right to remove vendors who are disruptive, violate any of these terms and conditions, or otherwise present a conflict with the stated purpose for this event.