



The 6th Annual Lavender in the Village Festival
Friday, July 10, Saturday, July 11, & Sunday, July 12, 2009

Vendor on the Village Green
Application and Agreement

Application Deadline: Must be postmarked no later than April 1, 2009.
Notification of acceptance will be sent by April 10, 2009.

If you would like to be a part of the Lavender in the Village, please complete the entire application and mail by April 1, 2009 to:

Kay Shollenbarger
Vendor Chair
6509 Avenida La Cuchilla, NW
Los Ranchos, New Mexico 87107

Location: Hartnett Park in the Village of Los Ranchos
6718 Rio Grande Blvd, NW
Village of Los Ranchos, New Mexico 87107

Dates & Times: *Preview Night*
Barn Dance, Dinner & Auction
Friday, July 10, 2009 6:00 pm – 10:00 pm

Festival
Saturday, July 11, 2009 8:00 am – 4:00 pm
Sunday, July 12, 2009 8:00 am – 4:00 pm

Booth Fees: **Booth Fees are non-refundable:**
Tent: 10' x 10': \$250.00
Booth Sharing: An additional \$50.00 limited to one additional business per booth.
No discount for multiple booths

For additional information please contact:
Kay Shollenbarger
rshollenbarger@comcast.net
cell: (505) 720-1034
home: (505) 344-7877



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A. Vendor Selection Process

The Lavender in the Village Festival is committed to maintaining an exciting fresh look. Merchandise and product mix will be taken into consideration when reviewing all applications.

Vendor Selection Criteria: Listed in order of preferential consideration:

1. Village of Los Ranchos de Albuquerque businesses or residents.
2. Previous (2008) on the Green vendors.
3. All others.

B. Procedures and Information

The Lavender in the Village Festival committee reserves the right to accept or reject any application. Booth assignments will be at the discretion of the vendor committee. The committee also reserves the right to locate/relocate vendor booths according to the needs of the festival.

1. Vendors are responsible for compliance with all federal, state and local laws, regulations and taxes. All vendors are responsible for collecting and reporting New Mexico gross receipts tax.
2. Lavender in the Village Festival and/or Lavender in the Village of Los Ranchos de Albuquerque, Inc. reserves the right to prohibit sales or distribution of any and all printed matter or any other items which may be considered objectionable to the festival or its attendees.
3. Items bearing the words "Lavender in the Village Festival" and/or "Lavender in the Village of Los Ranchos de Albuquerque, Inc." or its logos will not be allowed without the prior approval of Lavender in the Village Festival and/or Lavender in the Village of Los Ranchos de Albuquerque, Inc.
4. Lavender Products are restricted to lavender produced/grown in New Mexico.
5. Vendors are responsible for any damage they may cause to the premises or equipment and are responsible for booth clean up at the end of the event.
6. Vendors are expected to remain on site during festival hours. Booths must be staffed at all times.
7. Tents are located on the grass. Tent will have sides, front, back flaps, and dividing wall between booths. No flooring will be provided.
8. Vendors must provide tables, chairs, signage and any display equipment. All sales and promotions must be conducted inside the vendor's space.



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9. No electricity or potable water will be provided at the green.
10. After closing, security will be provided on the grounds Friday and Saturday evenings. Vendors are responsible for their own merchandise, products and equipment. The Lavender in the Village Festival will not be responsible for damage, theft or loss of vendor's merchandise, products or equipment.
11. Booth sharing is allowed, provided the booth-sharing fee is paid and all parties involved are identified on the application form. Submit one application per vendor and designate one person responsible for fees.
12. Booth Space: Will be limited to no more than two booths per vendor.
13. Vendor Parking: Parking for one vehicle per booth in a designated area.
14. No audio speakers to broadcast information or music will be allowed inside or outside of allotted booth area
15. Additional information, such as booth assignments, maps, set-up/tear-down and other pertinent information will be mailed in June.

Lavender in the Village Festival and/or Lavender in the Village of Los Ranchos de Albuquerque, Inc. assumes no responsibility for Workers' Compensation, FICA or withholding taxes for any and all employees or agents that work for any vendor in Lavender in the Village Festival and shall not be responsible for gross receipts tax.

Booth space lessee agrees to hold Lavender in the Village of Los Ranchos de Albuquerque, Inc. and the Lavender in the Village and their agents harmless from any and all liability whatsoever.

There will be no refunds should bad weather cause cancellation of the event or illness prevents the vendor from participating.

By submitting my application, I affirm that I have read and agree to comply with the festival's guidelines and procedures, and recognize that any non-compliance will result in ejection from the festival. I have read and signed the General Release and Hold Harmless Agreement.

Name: _____ Date: _____



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GENERAL RELEASE AND HOLD HARMLESS AGREEMENT

The undersigned agrees to abide by any policy or reasonable request by Lavender in the Village of Los Ranchos de Albuquerque, Inc. d/b/a 6th Annual Lavender in the Village Festival (collectively "Lavender in the Village Festival").

In consideration for the undersigned's participation in the 6th Annual Lavender in the Village Festival, the undersigned, on behalf of the undersigned's employees, agents, spouses and/or children, hereby releases Lavender in the Village Festival, its agents, volunteers and employees from all claims, demands, suits, causes of action, or judgments which the undersigned ever had, now have, or may have in the future or which my heirs, executors, administrators, or assigns may have, or claim to have against Lavender in the Village Festival, its agents, volunteers and employees, arising out of or in any way connected with the 6th Annual Lavender in the Village Festival, for all personal injuries, known or unknown, property damages, or claims for wrongful death, caused by the acts, omissions, or negligence of Lavender in the Village Festival, its volunteers, agents and employees.

The undersigned also hereby releases the Lavender in the Village Festival and any and all of its members, directors, officers, employees or volunteers from any responsibility for any injuries to the undersigned or the undersigned's employees and for any loss or damage to the undersigned's property while participating in the Lavender in the Village Festival.

The undersigned understands that there will be no refunds should bad weather cause cancellation of the event or illness prevents the vendor from participating.

The undersigned has read and executed this document with full knowledge of its significance.

NAME OF COMPANY: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

_____ Date: _____