



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

Procedures and Information

The Lavender in the Village Festival is committed to maintaining an exciting fresh look. The Lavender in the Village Festival committee reserves the right to accept or reject any and or all applications. The committee also reserves the right to locate/relocate vendor booths according to the needs of the festival.

1. Non-profit applicants must submit written proof that they are legitimately working on behalf of a non-profit organization, i.e. letter from I.R.S or appropriate agency.
2. Non-profit applicants may sell items as fundraisers, distribute information, or solicit membership. Applicant must submit a list of all foods/beverages to be sold.
3. Vendors are responsible for compliance with all federal, state and local laws, regulations and taxes.
4. Lavender in the Village Festival reserves the right to prohibit sales or distribution of any and all printed material or any other items which may be considered objectionable to the festival attendees.
5. 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 be not allowed without the prior approval of Lavender in the Village Festival and/or Lavender in the Village of Los Ranchos de Albuquerque, Inc.
6. **Lavender Products** are restricted to lavender produced/grown in New Mexico.
7. 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.
8. Vendors are expected to remain on site during festival hours. Booths must be staffed at all times.
9. Tents are located on the grass. Tents have sides, front, back flaps, and dividing wall between booths. Vendors must provide tables, chairs, signage and any display equipment.
10. All sales and promotions must be conducted **inside** the vendor's booth space.
11. No electricity or potable water at the green.
12. Security will be provided on 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.



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

13. Vendors 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.

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 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: _____



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

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: _____