

# **KALAMAZOO SCOTTISH FESTIVAL ASSOCIATION**

## **Kalamazoo Scottish Festival Association**

P.O. Box 511, Oshtemo, MI 490770511

Web page: [www.kalamazooscottishfest.org](http://www.kalamazooscottishfest.org)

Email: [info@kalamazooscottishfest.org](mailto:info@kalamazooscottishfest.org)

Dear Sir/Madame:

We cordially invite your participation as a Vendor at the 2024 Kalamazoo Scottish Festival and Highland Games, on Saturday, September 7, 2024, at Kindleberger Park, 122 N. Riverview Drive, Parchment, MI 49004. The City of Parchment is again our host and Festival hours will be 9 AM until 5 PM.

The Kalamazoo Scottish Festival Association is excited for our 2024 Festival!! This day-long family-friendly event is free to the public. Last year we estimate over 3,000 attended. As we promote the Festival through many avenues we expect an even greater turnout this year! The Festival will feature Clan Tents, Music, Pipers, Entertainment, Scottish Educational Sessions, Kids Games, Food Vendors, Crafting Vendors and, of course, Highland Games.

We hope that you will join us. Please complete the Vendor Registration Application and a check payable to the Kalamazoo Scottish Festival Association and send them to our Secretary, Kate Boeve, at 175 Dartmouth Avenue, Holland, MI 49423. You may also pay online on the webpage: <https://www.kalamazooscottishfest.org/> noting your business name in the memo. If you have any questions about the Festival or your participation, please feel free to contact one of us.

Sincerely,

Sarah Wilson  
KSFA Vendor Co-Chair  
(614) 961-8179  
[sewksfa1@gmail.com](mailto:sewksfa1@gmail.com)

Genna Worline  
KSFA Vendor Co-Coordinator  
(616) 232-0601  
[gwksfa1@gmail.com](mailto:gwksfa1@gmail.com)

**Kalamazoo Scottish Festival Association**  
P.O. Box 511, Oshtemo, MI 49077

# Kalamazoo Scottish Festival Vendor Registration Application 2024

Page 1 of 3

Business Name \_\_\_\_\_

Owner's Names \_\_\_\_\_

Operator Name if Other than Owner \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ (Mobile or Landline?)

Email: \_\_\_\_\_

Merchandise to be Sold: ( ) Food or Beverages ( ) Dry Goods ( ) Other Products

**Please note that no alcohol is permitted in Kindleberger Park.**

(Only those items listed will be permitted, but a general description, e.g., "Scottish cut glassware" or "Bagpipes and accessories" will suffice):

Description of Food or Merchandise: \_\_\_\_\_

\_\_\_\_\_

Description and Dimensions of Sales or Display Unit \* (*Tent, Trailer, Booth, Food Truck etc.*):

\_\_\_\_\_

Need for electricity/water or other services? \_\_\_\_\_

If tables or chairs are needed, please complete in the fees section below.

**Documentation Required by Law** (Must be obtained directly by vendor):

(All vendors): Michigan Sales Tax # \_\_\_\_\_

(All vendors): Insurance Company and Policy # \_\_\_\_\_

\_\_\_\_\_

(Food or beverage vendors): Kalamazoo Co. Health Dept. Permit # \_\_\_\_\_

**Fees:**

20 foot x 20 foot booth/truck space @ \$150.00 each - \_\_\_\_ spaces \$ \_\_\_\_\_

10 foot x 10 foot booth/truck space @ \$75 each - \_\_\_\_ spaces \$ \_\_\_\_\_

8' x 2.5' table @ \$12.00 each - \_\_\_\_ 6' x 2.5' table @ \$10.00 each - \_\_\_\_

Chairs @ \$5.00 each - \_\_\_\_ Total for tables and chairs: \$ \_\_\_\_\_

**Total paid online:** \_\_\_\_\_ **Total enclosed as check payable to KSFA:** \_\_\_\_\_ \$ \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date of Application \_\_\_\_\_

# Kalamazoo Scottish Festival Vendor Registration Application 2024

Page 2 of 3

## Hold Harmless/Waiver Form

This Hold Harmless Waiver Form should be signed by the primary person leasing space during the Kalamazoo Scottish Festival and Highland Games and is intended to cover signee and any staff/volunteers they engage during the event.

I am acting as a vendor at the Kalamazoo Scottish Festival Association Festival and Games and do understand and agree that I will hold the said Event and its insurance carrier harmless in the event that I or any other noted representative of my business personally suffer any injury or accident during the performance of our duties as a vendor at the festival. I also understand that this waiver applies ONLY to me or my representatives personally and not to the General Public who may be injured or suffer an accident within this same area. I agree that I or my representatives will underwrite any medical costs or other costs related to me or my representatives' injury or accident personally and/or in conjunction with me or my representatives' personal insurance carrier, and that in accordance with this waiver, I or my representatives will not file a claim against the Kalamazoo Scottish Festival Association or their insurance carrier at some later date for such injury or accident.

I acknowledge that this Hold Harmless/Waiver applies only to me or my representative's activities within my vendor space. When I am attending other events or activities during the Festival and Games I will be treated like any other member of the general public.

Furthermore, I grant full permission to the Kalamazoo Scottish Festival Association to use any photographs, videos and other types of recordings of me in any advertising, trade or any commercial purpose in accounts and promotions of this Event. I waive the right to inspect versions of my image used for publication or the written copy used in connection with the accounts and promotions of the Event.

Effective for the period of September 6 – 8, 2024.

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Province: \_\_\_\_\_ Country: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**This form must be completed, signed and included with your registration and payment.**

# Kalamazoo Scottish Festival Vendor Registration Application 2024

Page 3 of 3

## Rules and Regulations Governing Vendor Activity

1. Vendors will set up and confine their business to their assigned areas. KSFA will plan to provide “air space” between vendors.
2. Setups may begin at 9 A.M. on the day before the Festival and continue until 7 P.M. We recommend unloading and setting up your area on Friday to minimize the time setting up on the morning of the Festival. Overnight security will be available, although vendors assume all responsibility for their own materials, equipment and other property, so it is recommended that merchandise be set up the morning of the Festival.
3. All vendor space locations will be designated by the Festival Committee and setup for the vendor spaces as noted on the registration request.
4. Setups continue on the morning of the Festival and must be complete by 8:30 A.M.
5. On the morning of the Festival, Vendor vehicles must be unloaded and moved into an assigned parking area by 8:00 A.M. Main roads will be closed to vehicular traffic entering the park by 8:30 A.M.
6. Entrance is free of charge to the Festival site.
7. Vendors shall keep their sales or display units (booth, tent, canopy, trailer, etc.) and the immediately surrounding area neat, clean, free from accumulating refuse or debris and in safe condition and shall conform with all federal, state, or county regulations relevant to sanitation and safety.
8. Vendors may conduct business or otherwise exercise their contract rights through delegation to their employees or to their own chosen volunteers. Such delegation shall not relieve vendors of any liability for their obligations under this contract.
9. Vendors may begin closing shop by 4:45 P.M. on the day of the Festival and must remove all their equipment, merchandise and other property from the Festival site by 8:30 P.M. on that day.