

# 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 2022 Kalamazoo Scottish Festival and Highland Games, on Saturday, September 10, 2022. It will be held again at Kindleberger Park in the City of Parchment, Michigan. Festival hours will be 9 AM until 4 PM.

Enclosed you will find the Vendor Registration Request and Contract.

The Kalamazoo Scottish Festival Association is excited for our 2022 Festival!! This is a family-friendly event and is free to the public to attend. We are promoting the Festival through many avenues and expect a great turnout from the community. The Festival will feature Clan Tents, Music, Dancing, Scottish Educational Sessions, Kids Games, Food Vendors, Crafting Vendors and, of course, Highland Games.

We will also be having an informal Ceilidh Friday evening at the Saugatuck Brewing Company in Kalamazoo. This is a free event for vendors, clans, Festival set-up crew and the public. Keep watching our website and Facebook page for details!

We hope that you will join us. Please indicate your acceptance by mailing the completed forms and a check payable to the Kalamazoo Scottish Festival Association. If you have any questions about the Festival or your participation, please feel free contact me.

Sincerely,

Ethan MacDonald  
KSFA Vendor Coordinator  
(269) 873-7369  
[info@kalamazooscottishfest.org](mailto:info@kalamazooscottishfest.org)

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

**Kalamazoo Scottish Festival Vendor Registration Request  
2022**

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 and Dimensions of Sales or Display Unit \* (e.g., Tent, Trailer, Booth, etc.):

\_\_\_\_\_

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 space @ \$150.00 each - \_\_\_ spaces \$ \_\_\_\_\_

20 foot x 20 foot booth space @ \$200 each after August 10 - \_\_\_ spaces \$ \_\_\_\_\_

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

10 foot x 10 foot booth space @ \$100 each after August 10 - \_\_\_ spaces \$ \_\_\_\_\_

Total enclosed as check payable to KSFA \$ \_\_\_\_\_

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

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

# Kalamazoo Scottish Festival Vendor Registration Request 2022

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 but 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 9 - 11, 2022

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 Request 2022**

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 12 noon on the day before the Festival and continue until 8 P.M. Overnight security will be available, although vendors assume all responsibility for their own materials, equipment and other property. We recommend unloading and setting up merchandise 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 9 A.M.
5. Vendor vehicles must be off the field and into an assigned parking area 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 3:45 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.