

# **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 an Exhibitor 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, Exhibitors, 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 Exhibitor Registration Application and send it to our KSFA Secretary, Kate Boeve, at 175 Dartmouth Avenue, Holland, MI 49423. You will note in the Application that Exhibitors are not charged for their spaces, but if the Exhibitor sells a product, they should complete the Vendor portion of the Application with applicable payment. If you have any questions about the Festival or your participation, please feel free to contact one of us.

Sincerely,

Kate Boeve  
KSFA Exhibitor Co-Coordinator  
616.610.7671  
[kateboeve@gmail.com](mailto:kateboeve@gmail.com)

Sarah Wilson  
KSFA Exhibitor Co-Coordinator  
614.961.8176  
[sewksfa1@gmail.com](mailto:sewksfa1@gmail.com)

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

# Kalamazoo Scottish Festival Exhibitor Registration Application 2024

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

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

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

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

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

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

Description of Exhibition or Demonstration: \_\_\_\_\_

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

\_\_\_\_\_

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

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

Do you intend to sell any items? Y/N \_\_\_\_\_ **If no:** please sign and date this application at the bottom of the page.

**If yes:** The following section must be completed:

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 merchandise to be sold: \_\_\_\_\_

**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 each - \_\_\_\_\_

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

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

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

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

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## 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 exhibitor 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.**

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## Rules and Regulations Governing Exhibitor Activity

1. Exhibitors 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 5 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 exhibitors/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 exhibitor space locations will be designated by the Festival Committee and setup for the exhibitor 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, Exhibitor 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. Exhibitors shall keep their exhibition equipment, 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. Exhibitors 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 exhibitors of any liability for their obligations under this contract.
9. Exhibitors 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.