



Space Rental Agreement for Colorado Springs OktoberFest

This Agreement covers rental of space in the amount of \$_____ and Equipment Rental (if needed) in the amount of \$_____ for the **Colorado Springs OktoberFest** to be held at Western Museum of Mining & Industry on September 28, 29, & 30, 2018. All contracts are subject to approval by the Colorado Springs Oktoberfest Organizing Committee. Please complete this contract and make your check or money order payable to Colorado Springs Oktoberfest & mail to:

Colorado Springs OktoberFest
PO Box 91
Colorado Springs, CO 80901

Company Name _____
 Contact Person: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone #'s w _____ cell _____
 E-mail address: _____

Booth Prices:			
You provide tent	10x10	\$300.00	
You provide tent	10x20	\$400.00	
EQUIPMENT RENTAL (if needed)			
Item	Cost	Quantity	Total
8'x30" Table	\$15 ea	_____	\$ _____
Chairs	\$ 3 ea	_____	\$ _____
*Electricity (Must List below)	\$100.00	_____	\$ _____
If reserving electricity, what are you using the power for & how many outlets will you need? _____			
*Appliance _____	Watts _____	Volts _____	Amps _____ # Plugs _____
*Appliance _____	Watts _____	Volts _____	Amps _____ # Plugs _____
<i>You provide your own cords.</i>			

LIST OF ITEMS IN BOOTH (For Sale or Display) & PRICES: *(Please list in detail, if it's not listed here, you can't sell it!)*

You may also attach a separate listing.

EVENT DAYS AND TIMES OPEN TO PUBLIC:

Friday --	September 28, 2018	5:00 PM TO 11:00 PM
Saturday -	September 29, 2018	11:00 AM TO 11:00 PM
Sunday --	September 30, 2018	11:00 AM TO 5:00 PM

LICENSE & CERTIFICATION: All Vendors must submit the following information along with your contract.

1. Sales Tax License (State & City)
2. List of Items in your booth to be sold and/or display items.
3. Copy of Insurance Certificate.

LIABILITY: Neither the Colorado Springs Oktoberfest, O'Donnell & O'Donnell, LLP (Event Coordinator), Western Museum of Mining & Industry, or the officers, directors, employees, or agents of any of them, shall have any liability for any personal injury to the vendor or its officers, guests, agents, or employees, or to any other person in attendance at the Event; or for any damage to or theft of any property of the vendor or any of its officers, agents or employees, or of any person in attendance at the Event; whether such injury, theft or damage occurs prior to, during, or after the Event, unless such injury, theft or damage is the direct result of gross negligence or willful act of one or more such parties. The vendor, on signing the contract, expressly hereby waives same. It is recommended that each vendor purchase insurance covering the public liability and loss including damage and theft to protect against claims arising out of the operations of his or her booth.

TENTS: Tents must be secured tightly and/or heavily weighted in the event of sudden wind gusts. All tents must be approved & inspected by the Organizing Committee. **This is Oktoberfest so decorate accordingly! Make your booth authentic looking and inviting!**

ELECTRICITY, TABLES & CHAIRS: If you need Electricity, it is critical we know what you will be powering to supply enough electricity to your booth. You must provide your own electrical cords. We have a limited number of tables and chairs available for rent. You must register and pay in advance for these items. Please complete the information in the box above.

PARKING PASSES: Vendor will receive free of charge up to 2 Parking Passes for Vendor and Staff only. After that number, Vendor agrees to buy additional passes as needed at said prices. Please indicate below the number of passes needed.

INSURANCE: Proof of insurance is required from all vendors. A copy of your Certificate of Insurance must be submitted with this completed application. Coverage shall be a minimum of \$200,000.00.

FIRE REGULATIONS: It is imperative that all vendors and any other parties participating at the Event comply with applicable Federal, State, and Municipal fire codes. If you are using gas tanks, they must be tied securely to your unit to prevent tipping. Be advised, smoking is allowed in designated areas only. It is the responsibility of the vendor and their agents to become familiar with all the applicable fire safety regulations which are strictly enforced. In the event of a fire or other emergency, the Colorado Springs Fire Department, the Colorado Springs Oktoberfest, and O'Donnell and O'Donnell, LLP, shall not be liable for any damage or loss as a result of such emergency situation.

EVENTUALITIES: In the event of cancellation of the Event for any cause beyond the control of the Colorado Springs Oktoberfest, its agents and event sponsors shall have no liability to vendors whatsoever. The Event is an outdoor event and therefore subject to weather conditions. No provisions have been made in the case of rain or inclement weather. *No refunds whatsoever.*

PUBLIC SAFETY CONSIDERATIONS: All electrical equipment and connections should be set up and operated in a safe and responsible manner, taking care to minimize public exposure to risks associated with such equipment, including but not limited to controlling public access to this equipment, lighting instruments and cables to ensure public safety. If you are using gas tanks, they must be tied securely to your unit to prevent tipping. Trash cleanup around your immediate area is your responsibility and should be maintained at all times.

Vendor agrees to comply with and accept: (a) the Rules and Regulations printed on this application form and (b) such other rules or operating procedures as the Colorado Springs Oktoberfest may reasonably require for orderly construction, conduct, and dismantling of the Event from "move-in" through "move-out".

Colorado Springs Oktoberfest shall have full power in the interpretation and enforcement of all Rules and Regulations contained herein and the power to make such reasonable amendments thereto and such further Rules and Regulations as it shall consider necessary for the proper conduct of the Event provided same does not materially alter or diminish the contractual rights of vendor.

Signature of Vendor: _____ Date _____

Deadline: Contracts must be received by September 10th.
Staging Packets will be sent to you about 2 weeks prior to the Event.
If you have any questions, please call us at 719-635-8803. Thanks. Carol O'Donnell

For Official Use Only:
 Contract Approved on _____
 by: _____

Please complete the following information:

CHECKLIST:	
* Submit all Licenses & Certifications as requested above;	Completed: _____
* SETUP must be completed by 4 pm. Friday (for opening at 5pm);	
* Close down not before 11 PM on Friday & Saturday; & 5:00 P.M. on Sunday, unless otherwise directed by Event Staff.	
* Booth Fee (from above)	* Booth Fee \$ _____
* Equipment & Electrical Fees (from above)	* Equipment Rental \$ _____
* Indicate # of Additional Parking Passes needed: ____ (Limit of 2)	* Additional Passes \$ _____
	* Total Enclosed \$ _____

Please complete this contract and make your check or money order payable to Colorado Springs Oktoberfest and mail to:

Colorado Springs OktoberFest
PO Box 91
Colorado Springs, CO 80901



If you would like to charge your application fee to your credit card, please supply the following information legibly:

____ Visa ____ MasterCard ____ Discover

Credit Card # _____

Exp. Date: _____ Zip Code: _____

3 digit CSC: _____

Print name exactly as it appears on the Card: _____