



## 2022 MARKETPLACE VENDOR BOOTH RENTAL AGREEMENT, RULES AND REGULATIONS



IF YOUR APPLICATION IS ACCEPTED, YOU WILL RECEIVE CONFIRMATION VIA EMAIL. Receipt of this signed application binds you, the vendor, to all rules and regulations of the Cherry Blossom Festival. **Completed application, Waiver, Release & Indemnity Form and payment must be post-marked or received by April 30, 2022.**

**Should space limitations, lack of cultural appropriateness and/or other reasons cause denial of an application, the submitter will be notified and the booth rental fee will be returned.**

<b>BOOTH RENTAL PRICING*</b>	
MAKE CHECKS PAYABLE TO SAKURA FOUNDATION	
	<b>Rental Fees</b> <small>ALL FEES ARE DUE WITH APPLICATION</small>
FOR-PROFIT VENDORS	
Single booth (10 x 10), 1 8ft table, 2 chairs for vendors with products/services for sale + <b>10% of sales**</b>	\$350
<b>OR</b>	
Double booth (10 x 20), 2 8ft tables, 4 chairs for vendors with products/services for sale + <b>10% of sales**</b>	\$550
Extra 8 foot table	\$20 each
Extra 6 foot table	\$20 each
Extra folding chair	\$5 each
<b>VENDORS ARE REQUIRED TO PURCHASE ALL TABLES AND CHAIRS FROM ORGANIZERS. CUSTOM RACKS, DISPLAY CASES AND SHELVING ARE PERMITTED.</b>	
NON-PROFIT VENDORS (NPs)	
ALL NPS WILL BE IN A HIGHLIGHTED SECTION TOGETHER ON THE FESTIVAL GROUNDS <b>PROOF OF NON-PROFIT STATUS MUST BE PROVIDED WITH THE APPLICATION</b>	
Space with 8 ft table, 2 chairs for NPs with products/services for sale + <b>10% of sales**</b>	\$200
Space with 8ft table, 2 chairs with information only/no sales	\$250
ADDITIONAL PARKING	
Parking for one additional vehicle, <b>IF SPACE IS AVAILALABLE</b> <b>Please note:</b> If you have a trailer or over-sized vehicle, please contact the organizers in advance to discuss	\$75

\* All fees are for the entire weekend.

\*\* Participation fee of 10% of sales due at 5pm on Sunday, June 26, 2022.

### Booth Rental and Participation Fees

- Fixed booth, equipment and, if applicable, parking fees are due with the application and are to be paid via check or money order made payable to *Sakura Foundation*. Credit card payments can be made online and will include a processing fee – email [stacey@sakurafoundation.org](mailto:stacey@sakurafoundation.org) for the link.
- The participation fee for both for-profit and non-profit vendors selling products/services is **10% of sales, payable by check to Sakura Foundation by 5:00pm on Sunday, June 26, 2022, otherwise, the vendor will be required to pay 30% of sales no later than July 31, 2022.** A completed form with documentation of calculation is kindly requested with payment. A festival rep will distribute the form and collect your participation fee at your booth on Sunday.

### Booth Rental Packages

- **Single Booth includes:** One (1) 10'x10' pop-up tent with sides and weights, access to 12 amps of electricity, 1 clip-on electric fan, one 8 ft table and 2 folding chairs. *Electricity capacity is limited to phone rechargers and the like. Should you wish to request any pay for additional amps, please contact festival organizers.*
- **Double Booth includes:** One (1) 10' x 20' pop-up tent with sides and weights, access to 12 amps x 2 of electricity, 1 clip-on electric fan, two 8 ft tables and 4 folding chairs. *Booth space exceeding 10' x 20' is not available.*
- You may order additional tables and/or chairs for your booth if needed. Please indicate desired table size on your application (i.e. 6 ft or 8 ft table).
- Vendors may use only the rental equipment provided by the festival. Vendor's personal chairs and tables are not permitted. Custom racks, display cases and shelving are permitted.
- One parking space per vendor is provided for each day of the festival. **YOU WILL RECEIVE YOUR PARKING PERMIT VIA EMAIL AND WILL NEED TO DISPLAY IT UPON ENTRY.** The permit needs to be displayed on your dashboard at all times during the entire festival. **OVER-NIGHT PARKING IS STRICTLY PROHIBITED. Violators will be towed at their own expense. Thank you for your cooperation.**
- If you have an oversized vehicle or trailer, please contact the festival organizer to discuss possible options and additional fees. Please note that parking is limited this year – we will no longer have access to the open parking lot across the street from Sakura Square,

### Rules and Regulations

1. Set up begins at **8:00 a.m.** on both days of the festival. Your booth needs to be ready for sales promptly at **11:00 a.m.** on both days.
2. You can begin disassembling your booth at **6:00 p.m.** on Sat, June 25 and **4:00 p.m.** on Sun, June 26. **Remain open to visitors until those times.**
3. You are responsible for the set up and take down of your booth.
4. You are highly encouraged to provide your own banner identifying your booth. The size of your sign is not to obstruct the view of the booth next to you on both sides.
5. Your booth must be staffed at all times.
6. You must provide your own relief for breaks and lunch.
7. There will be limited security during the night. **You are responsible for protecting your property. Items left overnight in your booth are at your own risk.**
8. **At the close of the festival Sunday evening, please remove all of your belongings from the booth and pick up any trash in and around your booth area. Please have your merchandise cleared for table and tent removal NO LATER THAN 5:30PM on Sun, June 26, 2022. If you have not vacated your space at that time, festival staff will move your belongings with you and will not be responsible for any damage or loss incurred.**
9. You will be responsible for calculating and collecting your own sales tax (local, city, state & federal). Festival Organizers will email sales tax information to you before the event.
10. **Due to health regulations you will not be permitted to sell food items whether packaged or not.** There is a separate application for food vendors.
11. Alcohol is not allowed in your booth nor outside of the designated areas. It is to be consumed under the Temple gym and in the designated outside areas **ONLY**.
12. **No unauthorized electrical equipment or devices will be permitted in order to prevent overloading of the generators.** Electrical use is limited to phone rechargers and the like unless additional arrangements and payment are made in advance with the festival organizers.

13. **Subletting your booth is expressly prohibited.** Only vendors named on the application form are permitted to participate in the festival. If subletting is discovered, all involved vendors will be barred from participation in the festival and no refunds will be provided. Items not listed on the application which have not been pre-approved may not be sold at the festival. Violators will be warned to stop selling non-approved or offending products/items immediately.
14. Booth assignments will be made by the Festival Organizers. *No requests from vendors are guaranteed.*
15. Cherry Blossom Festival will not be liable for items sold by vendors that carry a warranty.
16. **Cancellation policy:** There is no rain date for the festival. No fees will be refunded due to the cancellation of the event due to acts of nature or because of events beyond the control of the Cherry Blossom Festival. Additionally, vendors who wish to cancel their booth space must do so by email **no later than April 15, 2022** and will be refunded fees paid minus 25%. There will be no refund given for cancellations after that date.
17. **Photography Agreement:** Vendors shall permit photographs and video recording of their booths, employees and agents. All photographs and video footage shall be the sole property of the Cherry Blossom Festival and may be used by Festival Organizers in any manner or media without obligation to exhibitor. *Please inform Festival Organizers at the time of your application if you choose to opt-out of being photographed.*

**VENDOR APPLICATIONS WILL BE CONSIDERED BASED ON THE FOLLOWING FACTORS:**

1. Previous vendor participation in the Cherry Blossom Festival.
2. Fulfillment of the required Japanese theme based on descriptions and photograph(s) submitted by the vendor or available on the vendor's website.
3. Variety of vendor products. We are committed to providing our visitors and patrons with a wide variety of high-quality Japanese-themed products. However, there may be some overlap in the similarity of products sold by another vendor. These decisions will be made at the discretion of the Festival Organizers and should be respected by all vendors.
4. Receipt of completed application, Waiver, Release and Indemnity Form and payment **post-marked or received no later than April 30, 2022.**

*Should vendor applications exceed marketplace space, all other vendors will be placed on a waiting list and notified via email of their status.*

Questions? Please contact Stacey Shigaya at [staceys@sakurafoundation.org](mailto:staceys@sakurafoundation.org) or 303.951.4486, Monday through Friday, 8am to 3pm MST.