



# 2023 MARKETPLACE VENDOR BOOTH RULES AND REGULATIONS

## June 17 and 18, 2023

Below are the Rules and Regulations for the 2023 49<sup>th</sup> Annual Cherry Blossom Festival. Go to <https://cherryblossomdenver.org/marketplace/> to submit your application online.

**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 submitted online no later than May 1, 2023.

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

<b>BOOTH RENTAL PRICING*</b>	
MAKE CHECKS PAYABLE TO <i>SAKURA FOUNDATION</i>	
	Rental Fees <i>ALL FEES ARE DUE WITH APPLICATION</i>
FOR-PROFIT VENDORS	
Single booth (10 x 10), 1 8ft table, 2 chairs for vendors with products/services for sale + <u>10% of sales**</u> <b>OR</b> Double booth (10 x 20), 2 8ft tables, 4 chairs for vendors with products/services for sale + <u>10% of sales**</u>	\$400
Extra 8 foot table	\$600
Extra 6 foot table	\$25 each
Extra folding chair	\$25 each
<i><b>VENDORS ARE REQUIRED TO PURCHASE ALL TABLES AND CHAIRS FROM ORGANIZERS. CUSTOM RACKS, DISPLAY CASES AND SHELVING ARE PERMITTED.</b></i>	
NON-PROFIT VENDORS (NPV)	
<i><b>PROOF OF NON-PROFIT STATUS MUST BE PROVIDED WITH THE APPLICATION</b></i>	
Space with 8 ft table, 2 chairs for NPVs with products/services for sale + <u>10% of pre-tax sales**</u>	\$250
Space with 8ft table, 2 chairs with information only/no sales	\$300
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	\$100

\*All fees are for the entire weekend.

\*\*Participation fee of 10% of sales due at 5pm on Sunday, June 18, 2023.

### **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**.
- 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 17, 2023, otherwise, the vendor will be required to pay 30% of sales no later than July 31, 2023.** 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 –the open parking lot across the street from Sakura Square is currently under construction,

### **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 17 and **4:00 p.m.** on Sun, June 18. **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 18, 2023. 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, 2023** and will be refunded fees paid. 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.*

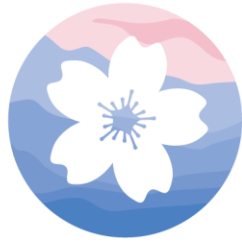
### **VENDOR APPLICATIONS WILL BE CONSIDERED BASED ON THE FOLLOWING FACTORS:**

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 **received no later than May 1, 2023**. Note: checks are the only form of payment that will be accepted this year.

*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 Grace Leung, Program Coordinator, at [GraceL@sakurafoundation.org](mailto:GraceL@sakurafoundation.org).**



Cherry Blossom  
**FESTIVAL**  
— AT SAKURA SQUARE —

# 2023 MARKETPLACE VENDOR APPLICATION

## June 17 and 18, 2023

**Completed application, Waiver, Release and Indemnity Form and payment must be received no later than May 1, 2023**

Name of Company/Organization*: <i>*If you are a non-profit, ATTACH PROOF OF STATUS</i>	
Name of Contact:	
Address:	
City, State, Zip Code:	
Cell number:	Email:
Website address:	
Sales tax I.D. number:	
<b>IF YOU ARE A NEW VENDOR:</b> Detailed description of items to be sold and/or demonstrated: <b>*IF PHOTOS ARE NOT AVAILABLE ON YOUR WEBSITE, ATTACH PHOTOS TO THIS APPLICATION.</b>	

<b>BOOTH RENTAL ORDER FORM*</b>			
MAKE CHECKS PAYABLE TO <b>SAKURA FOUNDATION</b>			
	<b>Rental Fees</b> <i>Fixed fees are due with application</i>	<b>Quantity</b>	<b>Total Price</b>
<b>FOR-PROFIT VENDORS</b> <i>Due to space limitations, we offer Single OR Double booth spaces only</i>			
Single booth (10 ft x 10 ft) <b>Booth fee + 10% of sales collected on 6.18.23</b>	<b>\$400</b>		
Double booth (10 ft x 20 ft) <b>Booth fee + 10% of sales collected on 6.18.23</b>	<b>\$600</b>		
Extra six foot table	<b>\$25 each</b>		
Extra eight foot table	<b>\$25 each</b>		
Extra folding chair	<b>\$5 each</b>		
<b>NON-PROFIT VENDORS (NPVs)</b> All NPVs will be in a highlighted section together on the festival grounds and will share tent space <i>Proof of non-profit status must be provided with the application</i>			
Space with 8 ft table, 2 chairs for NPs with products/services for sale + <u>10% of sales**</u>	<b>\$250</b>		
Space with 8ft table, 2 chairs with information only/no sales	<b>\$300</b>		
Up to 2 extra folding chairs	<b>Free</b>		----
<b>PARKING FOR ADDITIONAL VEHICLE ONLY</b>			
Available on a limited basis. If you have a vehicle that occupies more than one parking space, notify Festival Organizers to discuss parking options.	<b>\$100</b>		
<b>TOTAL AMOUNT DUE WITH APPLICATION</b>			<b>\$</b>

\*All costs are for the entire weekend.

**Completed online application, Waiver, Release & Indemnity Form, and Photo Release,  
and payment due no later than May 1, 2023 to:**

**Sakura Foundation**

ATTN: Cherry Blossom Festival

1255 19<sup>th</sup> Street, Suite 103 Denver, CO 80202

**Thank you for your interest in this year's Cherry Blossom Festival at Sakura Square.**

**We look forward to a successful partnership and an outstanding festival!**

I have read and agree to all documentation provided for participation in the Cherry Blossom Festival, including rules and regulations, waiver, and photo agreement.

Name of Company/Organization: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

# WAIVER, RELEASE AND INDEMNITY

## THIS IS A RELEASE OF LIABILITY. PLEASE READ BEFORE SIGNING

I desire to participate in the CHERRY BLOSSOM FESTIVAL (the “Activity”). I acknowledge, agree and represent:

1. I hereby **RELEASE** and **WAIVE** any and all **RIGHTS, CLAIMS AND ACTIONS** for any **INJURIES, LOSSES, DAMAGES, COSTS AND EXPENSES** of any nature I have or may acquire against all parties involved in the Activity including, without limitation, **TRI-STATE DENVER BUDDHIST TEMPLE, SAKURA FOUNDATION, and SAKURA SQUARE LLC** and each of their respective directors, trustees, officers, agents, employees and contractors (collectively, the “**SPONSORING ENTITIES**”) which in any way arise out of or relate to my participation in the Activity, including, without limitation, any claims based on **NEGLIGENCE OR BREACH OF WARRANTY**. I understand that I am participating in the Activity at my own risk. **FURTHER, I AGREE NOT TO SUE FOR ANY OF THE FOREGOING**. The foregoing waiver, release and covenant to not sue includes, without limitation, any and all responsibility or liability whatsoever any Sponsoring Entity may have for **PERSONAL INJURY, DEATH, PROPERTY DAMAGE or OTHER LOSS OR DAMAGE** I may suffer from any cause whatsoever related to my participation in the Activity, including the actions or inactions of spectators or other participants.

2. I **ASSUME FULL RESPONSIBILITY FOR ALL RISKS OF DEATH, PERSONAL INJURY, PROPERTY DAMAGE OR OTHER LOSS OR DAMAGE I MAY SUFFER OR CAUSE** while participating in the Activity, whether due to the **NEGLIGENCE** of Sponsoring Entities or any other party or from any other cause. I agree to **DEFEND, INDEMNIFY AND HOLD SPONSORING ENTITIES HARMLESS** from any and all liability, damage, cost or expense (including but not limited to attorney and witness fees) which may be incurred or suffered by them on account of any claim for death, personal injury, property damage or any other damage resulting from my participation in the Activity.

3. This Waiver, Release and Indemnity is intended to be as broad as permitted by law. In the event any provision is overly broad, invalid or unenforceable, such provision may be reduced in scope by the minimum amount necessary to make it valid and enforceable, and in any event the remainder of this Waiver, Release, and Indemnity shall continue in full legal force and effect.

4. All disputes arising from participation in the Activity, including any claims for personal injury, death or property damage, will be governed by the internal laws of the State of Colorado and exclusive jurisdiction thereof will be in Denver County, Colorado, or the federal courts in the State of Colorado.

5. I grant the right for Activity organizers to take photographs of me and my property in connection with the Activity programs and events. I authorize the Activity to copyright, use and publish the same in print and/or electronically. I agree that photographs of me may be utilized with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content.

I UNDERSTAND THIS WAIVER, RELEASE AND INDEMNITY IS A RELEASE OF ALL CLAIMS. I HAVE READ AND VOLUNTARILY SIGN THIS WAIVER, RELEASE AND INDEMNITY, AND FURTHER, AGREE THAT NO WRITTEN OR ORAL REPRESENTATIONS OR OTHER INDUCEMENTS NOT SET FORTH ABOVE HAVE BEEN MADE TO ME TO OBTAIN MY AGREEMENT TO THE FOREGOING. I CERTIFY THAT I AM AT LEAST 18 YEARS OF AGE.

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

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**Signature of Participant**

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**Printed Name of Participant**



**SAKURA**  
FOUNDATION

**Photo Release**

**I grant to Sakura Foundation, its representatives and employees the right to take photographs of me, my property and members of my organization in connection with Sakura Foundation programs, activities and events. I authorize Sakura Foundation its assigns and transferees to copyright, use and publish the same in print and/or electronically.**

**I agree that Sakura Foundation may use such photographs with or without my name or my organization's name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content.**

**I have read and understand the above.**

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

**Name (please print):** \_\_\_\_\_

**Organization (if applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_