



**February 16-18, 2024**

**Delta Hotel by Marriott (Formerly Ramada Inn), Northglenn CO**

10 East 120th Avenue, Northglenn, Colorado 80233

## **FESTIVAL BOOTH APPLICATION**

(Print this page, enclose check, and send by U.S. Mail OR send by email to [vendorcoordinator@ryegrassproductions.com](mailto:vendorcoordinator@ryegrassproductions.com) along with payment information)

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

(Please include email – invitations sent by email if possible)

**Product description:** Please enclose photos (or e-mail photos to [vendorcoordinator@ryegrassproductions.com](mailto:vendorcoordinator@ryegrassproductions.com)) if you are new to this festival. Please indicate if your merchandise is handmade by you. Please indicate if your display is taller than 6' in height (tall displays are restricted to the side and back wall).

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### **PRICING:**

Inside Vendor Room: regular table is \$175.00, and premium corner table is \$200.00.

Table In Atrium (only a few available): \$225.00.

Each option includes standard 6' table space and 2 weekend wristbands.

Applications are non-refundable unless the festival is cancelled for reasons out of our control.

How many table spaces are requested? \_\_\_\_\_ Total Cost: \_\_\_\_\_

*Your reservation is not confirmed until payment has been received. Checks will not be cashed until your application is approved. Spaces will be assigned at the discretion of the Vendor Coordinator. Returning vendors will be given preference in regard to space assignment.*

**If applying by email, please provide credit card payment information below:**

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_ Exp date: \_\_\_\_\_ CVC: \_\_\_\_\_

**VENDOR ADVERTISEMENTS:** we are looking to provide Vendor ad space in the Festival Program this year for an additional cost (TBD). Please indicate if you are interested and we will contact you: YES NO

**APPLICATIONS WITH FULL PAYMENT ARE DUE NO LATER THAN: JANUARY 10, 2024**

**MAKE CHECKS PAYABLE TO:** Ryegrass Productions

**MAIL APPLICATION AND CHECK TO:**

Ryegrass Productions, 1332 N Cascade Ave, Colorado Springs, CO 80903

**Midwinter Bluegrass Festival, February 16-18, 2024**  
**Delta Marriott Hotel (Formerly Ramada Inn), Northglenn CO**  
10 East 120th Avenue, Northglenn, Colorado 80233  
I-25 and 120th Ave., Denver, Colorado

**PARKING AND LOADING-IN:** You will find it most convenient to park on the east side of the building to load in through the double doors. We will open the double doors at 1:00 pm. We will also open the room from the atrium side at the same time.

**CHECK-IN/ SET UP:** Friday, Feb. 16, 1:00 to 4:30 p.m.

We will not unlock the vendor room in Gray's Peak until 1:00 pm. If you arrive early, just relax and enjoy the music in the atrium. You will be provided with your wristbands as you are setting up, and tables will be marked to identify your placement.

**EXHIBIT HALL OPEN HOURS:**

Friday 4:30 p.m. - 9:30 p.m.

Saturday 10:00 a.m. - 9:30 p.m.

Sunday 10:00 a.m. - 6:00 p.m. (Festival now goes to Sunday evening)

The festival starts at 5:00 pm on Friday February 16<sup>th</sup>.

**CLOSING, MOVE OUT:** Sunday 6:00 - 10:00 p.m.

**These times are subject to change based on final performance schedule.**

**BOOTHS:** The space is approximately 8' wide and includes a 6' x 30" table, with roughly 2' on one side to allow for passage between tables. There will be roughly 3' of space behind each table, with 2 chairs provided by the venue.

- Each vendor will be provided with 2 weekend wristbands. If you have more than 2 workers, you will need to buy additional passes at the regular rate.
- Any display features that exceed 6' in height are restricted to the back and side walls of the venue to prevent blocking sightlines through the vendor area.
- Spaces will be marked out prior to set-up and vendors must set up within those parameters.

**NOTES ABOUT THE REMODELED HOTEL:** we are excited to be holding the festival in the newly remodeled Delta Hotel. The atrium space is significantly improved and is now more open. We anticipate that a few vendor tables may now be located just outside the vendor room in the atrium. Atrium tables will be reserved on a first come first served basis and at an extra cost.

**SECURITY:** the Vendor room will be locked Friday and Saturday nights. However, Midwinter Festival and Ryegrass Productions cannot assume liability for any stolen items since we do not control access to the Vendor room. Security of your merchandise is your responsibility. Tables set up in the atrium can only be secured if the merchandise is moved into the Vendor room at the end of each day.

**QUESTIONS ABOUT THE VENDOR SPACE:** please contact Karen Laman at [vendorcoordinator@ryegrassproductions.com](mailto:vendorcoordinator@ryegrassproductions.com)

Thank you, and we look forward to seeing you February 16<sup>th</sup> at the festival!

**Please bring this sheet with you to the festival so you'll have your show info handy**

**QUESTIONS/CONCERNS:** please contact Karen Laman at [vendorcoordinator@ryegrassproductions.com](mailto:vendorcoordinator@ryegrassproductions.com)