



## KALAMAZOO SCOTTISH FESTIVAL ASSOCIATION

### EXHIBITOR APPLICATION AND FORMS - 2025

P.O. Box 511, Oshtemo, MI 490770511

Web page: [www.kalamazooscottishfest.org](http://www.kalamazooscottishfest.org)

Email: [info@kalamazooscottishfest.org](mailto:info@kalamazooscottishfest.org)

We cordially invite your participation as an Exhibitor at the 2025 Kalamazoo Scottish Festival and Highland Games, on Saturday, September 6, 2025, at Kindleberger Park, 122 N. Riverview Drive, Parchment, MI 49004.

The Kalamazoo Scottish Festival Association is excited for our 2025 Festival!! This day-long, family-friendly event is free to the public. Last year we estimate over 4,000 attended and we expect an even greater turnout this year! The Festival will run from 9:00 AM until 5:00 PM, and will feature Clan Tents, Pipers, Exhibitors, Entertainment, Scottish Educational Sessions, Kids Games, Food and Merchant Exhibitors and, of course, Highland Games.

You will note in the Application that Exhibitors are not charged for their spaces. However, if the Exhibitor sells any product, they must complete the Exhibitor Application with applicable payment.

#### **\*\*New Fire Marshal Requirements for All Tents\*\***

Tent or Canopy structures will require certification and compliance with all fire codes (see Fire Marshal regulations on the KSFA website.) Once placed on the Festival Map, Tent positions will not be changed without approval by the KSFA. The map will be posted on the KSFA website.

1. Tents may have a canopy of any size. However, the canopy must match the size of space requested. You will not be allowed to join separate tents to make a larger structure size (example: two 10'x10' to make a 10'x20' canopy is not allowed).
2. Tents that have curtains or any other drapery, will need to have clear exits. You may have the drapes drawn for the period before the festival, but they should be tied back and secured during the festival hours.
3. Canopies must be anchored by stakes in the foot of the support legs, or by staked lines. All tents must be set up a minimum of 10 feet apart from the support legs or the staked lines of adjacent tents.
4. All canopies are required to have an affixed certificate of the flame resistance of the tent fabric material in a conspicuous place. (See NFPA 1:25 2.2.).
5. Each tent must have a visible and easily accessible portable dry chemical fire extinguisher with a minimum 2A-10BC rating. The extinguisher must have an updated inspection tag (inspection annually). It can be placed near tent supports or mounted, but not with zip ties. Please contact the Fire Marshal for any additional information.

**I WILL BE BRINGING A TENT WHICH MEETS THE ABOVE REQUIREMENTS: *initial* \_\_\_\_\_**

**I WILL BE BRINGING A PORTABLE FIRE EXTINGUISHER: *initial* \_\_\_\_\_**

In order to comply with fire code regulations, the completed Exhibitor Registration Form, Waiver Form, and (if selling any product) Exhibitor Registration Form and payment must be received by August 1, 2025. Documentation and payment may be emailed Sarah Wilson, or mailed to Kate Boeve, at 175 Dartmouth Avenue, Holland, MI 49423.

Sincerely,

Sarah Wilson  
KSFA Exhibitor Chair  
614.961.8176  
sewaneedle17@gmail.com

Kate Boeve  
KSFA Secretary  
616.610.7671  
kateboeve@gmail.com

# Kalamazoo Scottish Festival Association

P.O. Box 511, Oshtemo, MI 49077

## Kalamazoo Scottish Festival Exhibitor Application 2025

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 (include voltage): \_\_\_\_\_

**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 below:**

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

**Date of Application:** \_\_\_\_\_

**If YES: The following section must be completed, and sign and date below, as well make your payment through our website:**

Merchandise to be Sold: ( ) Food or Beverages ( ) Dry Goods ( ) Other Products

(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 exhibitor):

(All exhibitors): Michigan Sales Tax #: \_\_\_\_\_

(All exhibitors): Insurance Company and Policy #: \_\_\_\_\_

\_\_\_\_\_

(Food or beverage exhibitors): Kalamazoo Co. Health Dept. Permit #: \_\_\_\_\_

**Fees:**

20' x 20' booth/truck space @ \$150.00 each - \_\_\_\_ spaces \$\_\_\_\_\_

10' x 10' booth/truck space @ \$75 each - \_\_\_\_ spaces \$\_\_\_\_\_

8' x 2.5' table @ \$15.00 each - \_\_\_\_ 6' x 2.5' table @ \$12 each - \_\_\_\_

Chairs @ \$6.00 each - \_\_\_\_ Total for tables and chairs: \$\_\_\_\_\_

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

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

**Date of Application:** \_\_\_\_\_

## Kalamazoo Scottish Festival Exhibitor Registration Application 2025

### 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 an 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 exhibitor 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 exhibitor 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 5 - 7, 2025

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.**

# **Kalamazoo Scottish Festival Exhibitor Registration Application 2025**

## **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 exhibitors, in accordance with the fire codes regarding egress rules.
2. Setups may begin at 9 AM on the day before the Festival (Friday, September 5, 2025), and continue until 5 PM 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/exhibitors 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. The approved map will be emailed to all exhibitors and participants prior to Friday, September 5<sup>th</sup>.
4. Setups may continue on the morning of the Festival as early as 7 AM, and must be completed by 8:30 AM.
5. On the morning of the Festival, Exhibitor vehicles must be unloaded and moved into an assigned parking area by 8:00 AM. Main internal roads will be closed to vehicular traffic entering the park by 8:30 AM. The only exception will be temporary entrance in order to unload equipment for the Entertainment area.
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. They 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 PM on the day of the Festival, and must remove all their equipment, merchandise and other property from the Festival site by 8:30 PM on that day.

**Please note that no alcohol is permitted in Kindleberger Park.** Kindleberger Park is a dry park and our contract requires this of the festival and all attendees. Signing below is your acknowledgement and agreement to adhere to this policy.

**Applicant’s Signature of Acknowledgement:** \_\_\_\_\_

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