



# Carbon Valley Half Marathon & Expo

## VENDOR APPLICATION

If you are an event supporter with a booth, please include with your sponsorship.

May 20, 2017 · 13.1k Run & Team Relay 8:00 a.m. · 5k – 8:15am, 1 mile Fun Run 9:00 a.m. · Expo runs 8 a.m. to 12 p.m.

Firestone Sports Complex – 6850 Tilbury Avenue, Firestone CO

Vendor Deadline: May 5, 2017, 5 p.m.

Business or Organization: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Vendor Space: \_\_\_\_ 10'x10' (\$50) \_\_\_\_ 10'x20' (\$ 75) \_\_\_\_ 10'x10' for Nonprofit (\$30, with proof of 501c3 status)  
\_\_\_\_ 20'x20' or Oversized 10'x40' (\$125) for vehicles or special displays  
\_\_\_\_ up to 20'x20' Event Supporter **(fee included with sponsorship)**

**Electrical is not available.**

Describe Food/Vendor Type: \_\_\_\_\_

Are you selling merchandise at your booth? YES / NO (if yes, must meet and provide bullet points below)

- All vendors selling merchandise must provide a copy of their current sales tax license for the State of Colorado with their completed vendor application.
- Town of Firestone businesses must have a current business license.
- Vendors are responsible for collecting and remitting all applicable sales tax to the state. Colorado: 2.9 % Firestone 3%

**INSURANCE:** Vendor spaces are not insured by the CV Half Marathon .

**FOOD VENDORS: Food vendors will be limited to the first 6 vendors to sign up with a completed application and paid vendor fee.** Please call prior to filling out your application to verify available food vendor openings. Food vendors must submit a Weld County Public Health Temporary Food Event Application (downloadable from our website ) a copy of the vendor's Colorado Retail Food Establishment License (or tax-exempt status form) and a Certificate of Insurance listing the Carbon Valley Half Marathon as Additionally Insured.

**SET-UP TIME:** Vendors may set up from 6 to 7:45 a.m. All vendors must be set up by 7:45 a.m. Vendors may not tear down booths before 12 p.m. All vendors must be cleared from the area by 3 p.m.

**PAYMENT:** Make checks payable to Carbon Valley Half Marathon.

**SITE INFORMATION:** The expo site will be located within the park area of the Firestone Regional Sports Complex. Vendors will be located on the grass areas lining the sidewalks. Vendors will be emailed a site plan with set-up information by May 18, 2017. Site plans will also be available on event day. Vendors are responsible for bringing their own equipment (canopies, tables, chairs and materials), and are **REQUIRED to bring weights (bricks or sandbags)** for canopies in case of high winds. Failure to do so may result in a fine issued by the CV Half Marathon. Vendor space assignments will be drawn at random by the Vendor Coordinator. The Carbon Valley Half Marathon & Expo reserves the right to change site locations and dimensions due to event logistics.

## **CV Half Marathon & Expo VENDOR RULES AND REGULATIONS**

- Set up vendor space at the event site at Firestone Sports Complex, 6850 Tilbury Ave., Firestone, CO on Saturday, May 20, 2017, by 7: 45 a.m. **THERE WILL BE NO SETUP ALLOWED AFTER 8 A.M.**
- Exhibitors will be allowed to TEMPORARILY park near the event site for unloading and loading. Immediately following this process, you must move your vehicle(s) to the Vendor Parking as indicated in the site plan. Any vehicle left unattended in the event area may be towed at the owner's expense. Vehicles *must* be moved by 7:45am.
- All materials and equipment brought on the property shall be at the total risk of the vendor. Anything that would cause real or potential danger to any person will be prohibited on the premises, except Police, Fire and Ambulance exhibits.
- Displays may not exceed vendor space boundaries. Tents *must* be weighted with sand bags per FFFPD regulations.
- Vendors must remove all refuse from booth area upon breakdown. If the exhibitor fails to remove their exhibit and refuse, the CV Half Marathon & Expo committee will have the space cleaned at the expense of the vendor, under which circumstances the vendor agrees to make immediate reimbursement.
- Vendors must have an attendant at their vendor space at all times during the CV Half Marathon & Expo
- Food distribution will be allowed in designated areas only and with prior approval. All other booths will not be allowed to distribute prepared food, even if complimentary. Exceptions include individual complimentary candy items (ie. candy bowl). Product sampling is allowed with prior approval from the Vendor Coordinator prior to the CV Half Marathon & Expo
- Unique displays which require special instruction (cars, etc) are allowed with prior approval from the Vendor Coordinator prior to the CV Half Marathon & Expo
- Any damage caused to the park or amenities by vendors/exhibitors will be charged to and paid for by the vendor. This includes any items owned by the CV Half Marathon that are removed from the premises.
- Demonstrations may be conducted within vendors' space only, with due consideration and coordination with adjacent vendors.
- REFUNDS - No refunds will be given after May 15, 2017.
- SELLING AT BOOTHS - Selling is permitted at the CV Half Marathon with approved application, paid vendor fee and successfully meeting selling merchandise rules outlined on page 1. No distribution of flyers and/or marketing material will be allowed outside of the vendor space, including in the park area or street.
- **Vendors are required to stay set up from 8 a.m. to 12 p.m. Tear down can occur after 12 p.m.**
- In case of inclement weather, the CV Half Marathon will go on in most situations. If it is determined that the weather would make the Expo's success impossible, refunds will be issued to vendors. That determination will be made by 6am on race day.
- Vendors or their staff can be turned away for what the committee considers inappropriate behavior towards other vendors, visitors or staff. Exhibitors who have been turned away will forfeit their vendor fee.

These rules and regulations must be accepted and adhered to by each exhibitor and its representatives. The CV Half Marathon reserves the right of final decision in rules interpretation and enforcement. By signing below, vendor recognizes and acknowledges that he or she assumes full risk of any injuries, property damage or loss which he or she may sustain as a result of his or her participation in the CV Half Marathon & Expo. Further, vendor agrees to indemnify and hold harmless the Carbon Valley Half Marathon, the Town of Firestone, its officers, employees and insurers from any and all liability for any damage, loss, injury or costs associated with or arising from his or her acts or omissions in connection with his or her participation in the CV Half Marathon & Expo. By signing below, the vendor agrees to all rules and regulations of the CV Half Marathon & Expo on this application.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Mail your application to:  
Carbon Valley Half Marathon  
Jennifer McRae  
c/o Crown Travel & Events  
PO Box 336338  
Greeley, CO 80633

Or scan & send to:  
crowntravelevents@gmail.com