

**Broomfield Trails Marathon  
General Vendor Rules & Regulations  
Sunday, November 4, 2018 7:00 AM – 2:00 PM**

**Vendor Agreement**

Vendor/Exhibitor selection is determined by the Broomfield Trails Marathon. Selection is based on details provided in each application, booth presentation, quality of products, mix of vendors and uniqueness of application/booth. Interested parties must submit a completed application to determine availability.

Vendors are not confirmed until the applicant has submitted a signed application, the application has been received and confirmed, and proper payment and insurance documents received, as well as the agreement countersigned by a Broomfield Trails Marathon representative.

The Broomfield Trails Marathon reserves the right to refuse applicants should an applicant not be deemed an appropriate fit for this event based on a variety of reasons, including, but not limited to, applicant type saturation, match to event theme or other reason at the Broomfield Trails Marathon's sole discretion.

Only the business of the accepted application is allowed to display in the space provided. No space may be sublet or contracted to another party, group or organization.

**Load-In, Load-Out & Parking**

Load-in is available on Saturday, November 3<sup>rd</sup> 3:00 – 6:00 PM or Sunday, November 4<sup>th</sup> 5:00 – 6:00 AM. Vendor set up needs to be complete and vehicles in vendor parking by 6:45 AM.\*

Vendors will be assigned to spaces and notified a minimum of seven days prior to the event of their designated spot. Each vendor space is 10' x 10' unless other arrangements have been made in advance with the event coordinator.

Load-Out will begin at 2:00 PM.

Vendor parking will be available in a designated area.

\*Times subject to change.

**Set Up/Break Down**

Vendors are allowed to drive on the designated sidewalk path **only** to unload items for their booths. Due to these limitations, you must unload, move your vehicle to vendor

parking and then return to set up your space. The Broomfield Trails Marathon and its representatives are not responsible for items and merchandise left unattended.

Load out will begin at 2:00 PM. Please follow event staff instructions for this process. It is the responsibility of each vendor to unload and set up their space, as well as to break down their space and equipment at the end of the event. Event staff is not available to assist in these tasks.

It is expected that all vendor booths are open during all event hours 7:00 AM – 2:00 PM on November 4<sup>th</sup>. Booths should never be left unattended.

### **Sites & Limitations**

No alterations may be made to the ground surface where your space is designated. Each vendor must provide their own table and chairs. If you are bringing a tent, it must be secured with weights, sand bags or other equipment (stakes are not allowed). All items must stay within your allotted space.

Electrical hookups are not available. A limited number of spots for vendors with generators are available based on the order in which your application is accepted.

WiFi or internet hookups are not available.

Music is not permitted at individual vendor booth.

Distribution of food and beverages at your expo booth is limited to packaged samples only. Samples may be distributed in full packages or in sample cups. If repackaging samples at your booth, you must comply with all food and beverage safety handling regulations as required by law. Food and beverages may not be sold at your booth.

Look out for the environment. Please dispose of or pack out your trash at the end of the day.

### **Cancellations**

Cancellation of any agreement by the vendor must be sent via email to [Expo@BroomfieldMarathon.com](mailto:Expo@BroomfieldMarathon.com). Fees will be refunded on the following cancellation schedule:

Prior to October 1<sup>st</sup> = Full refund  
October 1<sup>st</sup> – 20<sup>th</sup> = 50% refund  
After October 20<sup>th</sup> = No refund

Vendors who do not submit notice and do not attend the event will not be refunded.

Vendor understands that due to the Broomfield Trails Marathon being canceled in full or in part due to weather, fire, calamity or any other act of God, public enemy, strikes, statues or ordinances or any legal authority beyond the control of the event organizers there will be no refund.

This event will take place rain or shine. Vendors should come prepared for the weather. Vendors are fully responsible for their own products/items and own collateral and any damage that may occur from the weather.

Should a vendor be unable to set up during the designated times and no other arrangements have been made with the event organizers, the event organizers may choose to terminate the vendor agreement. In such an event, no refunds will be given.

### **Food Vendors**

Food vendors will only be allowed to set up in the designated area. Food vendor spots will be assigned prior to the date of the event.

Once accepted as a vendor, your food category cannot be changed.

Your menu must be submitted to the event organizer a minimum of one week prior to the Broomfield Trails Marathon. Once submitted, your menu cannot be changed.

Prices must be displayed during the event where patrons can easily view them.

Alcohol may **only** be sold by designated vendors in the designated area and vendors will be informed of any additional regulations prior to the event.

**PLEASE NOTE:** If you are not on the City of Broomfield's list of approved food vendors, you must undergo a health inspection prior to set up at the event. You will be asked to furnish proof of your health inspection prior to being allowed to set up at the event.

### **Insurance**

All vendors are required to carry their own insurance and furnish proof of insurance to the event coordinators prior to the event. Each vendor must furnish proof of general liability insurance of no less than \$1,000,000 and commercial automobile liability insurance, including hired and non-owned vehicles of no less than \$1,000,000 CDL per accident.

Vendors without current insurance on file will not be allowed at the event.

## **Licenses, Permits & Taxes**

Each vendor is responsible for obtaining necessary permits or licenses by law for use at the event. Each vendor is responsible for the payment of all taxes, fees and charges required by law associated with the use of the premises and any sale/distribution of items. Please contact the Colorado Department of Revenue for more information about sales taxes.

## **Logo Use**

Any vendor wishing to use the official logo of the Broomfield Trails Marathon in any capacity must contact [Marketing@BroomfieldMarathon.com](mailto:Marketing@BroomfieldMarathon.com) prior to use for approval of proposed collateral.

## **Additional Agreements**

The Broomfield Trails Marathon is not responsible for the vendor, vendor participants', lost or stolen property or any other articles.

All media and public communications requests must be handled by the Broomfield Trails Marathon's marketing team and can be sent to [Marketing@BroomfieldMarathon.com](mailto:Marketing@BroomfieldMarathon.com).