



# Vendor Rules & Regulations

**LOCATION & DIRECTIONS:** Take I-70 West or East to Gypsum, CO. Take EXIT 140 and travel south through the roundabout continuing under the railroad tracks. Turn right onto Valley Road. Approximately 400 yards on the left is the event center. The vendor village is in the parking lot to the right of Town Hall.

## VENDOR CHECK IN

Check in will take place at the check in tent near the main entrance on Lundgren Blvd. Check in will begin Friday July 14, 2017. **Please do not to unload until you have checked in.** Food Trailer setup: 7:30am, Food Tent Setup: 8:30am, Merchant Vendor Setup: 9:00am. **Items we will provide you at check in:** Vendor Welcome Packet (2 vendor parking permits, event schedule and program), local & State Sales tax Information and map of grounds & booth space location.

### Set-up:

**Friday July 20, 2018**

Food Trailer setup: 7:30am

Food Tent Setup: 8:30am

Merchant Vendor Setup: 9:00am

**ALL VENDORS MUST BE SET-UP BY 3:30PM**

### Friday

If you need to setup earlier or cannot setup until Saturday morning, you must request it in writing to

[kdeherrera@townofgypsum.com](mailto:kdeherrera@townofgypsum.com)

**\*\*Vendors will not be allowed to set-up after 7:30am Saturday morning as there will be no access to the event grounds due to our parade.**

**Vendor Meeting: MANDATORY for all vendors!**

Friday July 20, 2018 – 3:30pm, meet under dining tent in food court.

### Sales dates/times:

Friday July 20, 2018 – 5pm – 10pm (may close down at 8:30pm if no electricity purchased)

Saturday July 21, 2018 – 11am to 10pm

- Saturday replenishing and restocking service to your booths with one vehicle will have access from 6am to 7:30am, no exceptions. This is for the safety of our event patrons. Valley Road will close down to all traffic at 8:30am.
- There will be two tear down times available Saturday. 3:30pm to 4:30pm and 10:30pm to 12am. Vendors will not be allowed to tear down at any other time during the event unless approved in writing by event coordinator.
- **PARKING** - **\*\*Parking is restricted so please abide by these loading, parking and unloading rules\*\***
  - There is NO PARKING allowed on event grounds property at any time.
  - Friday load in: You will be able to load into your booth space, but you will have ONE HOUR total to get your vehicle unloaded and moved. This is to allow other vendors to load into their spaces. Your parking permit will indicate the time you arrived for load in and must be placed in the dash of your car.
  - Parking is NOT allowed in lower Town Hall, Library and Rec Center parking lots during event Hours. Violators will be towed at owner's expense.
  - Designated Vendor parking during event hours is at the Sports Complex lot on the top of the hill designated "Vendor Parking". This lot can be accessed off Cooley Mesa Road near the softball field.
  - You will receive 2 parking passes upon arrival. The Event will issue only two vehicle passes per booth.
- **FOOD VENDORS:**
  - a. **ITEMS YOU MUST PROVIDE AT CHECK-IN:** Your appropriate fire extinguisher, Your State sales tax license and Certificate of insurance naming Town of Gypsum as additional insured (food vendors only).
  - a. **ICE SERVICE:** We will provide **ice service at 9am and 3pm daily** in the back corner of the food court. If you require ice service, there is a \$20 service charge. 20lb bags are \$5 each. Please indicate on your application how many 20lb bags you estimate needing per day. NOTE, vehicles will not be allowed into the food court during sales hours. All restocking of supplies needs to be done before 7:45am daily or brought in by hand. Plan ahead.
  - b. **Each food vendor who is cooking or warming food must have at least one 2A-10-BC fire extinguisher (a 5 lb. dry chemical) in their booth. Please show your fire extinguishers to the event coordinator during set-up.**
  - c. **ELECTRICITY** has been included in your booth fee but it is **limited to your approved application's allotment.** If you require more than your original allotment, the request must be made in writing to the Event Coordinator no later than June 30, 2017.
  - D. **HEALTH REGULATIONS:** All vendors are required to register with the Eagle County Department of Health. Terri Vroman, 970-328-8755 or <mailto:terri.vroman@eaglecounty.us> comply with Colorado State and Federal health code. If the Health Department finds your booth in violation, Town of Gypsum is held harmless. Further, if your booth is shut down, vendor fees are not refundable.
- **RV camping** – Riverdance Resort, 6700 Highway 6 · (970) 524-1103

### Questions?

**Krista DeHerrera, Town of Gypsum Event Coordinator**  
Office: 970-524-1727, Cell 970-376-4393 or [kdeherrera@townofgypsum.com](mailto:kdeherrera@townofgypsum.com)



# Vendor Rules & Regulations

## GENERAL GYPSUM DAZE VENDOR GUIDELINES:

1. Please bring a minimum of 100' OUTDOOR grounded extension cords labeled with your company name on it for electrical connections.
2. Vendors are to keep their booth areas clean and attractive at all times.
3. You need to provide your own booth or serving unit, tables and chairs.
4. Please bring your own electric cords and water hoses and splitter if needed.
5. The event is held outside, so suitable protection from the sun, wind and rain is suggested.
6. There are no refunds for weather.
7. No tent stakes are allowed on asphalt. All tents must be anchored by at least 30lb weights on each corner post.
8. It is recommended that there be one other attendant at the booth to assist with unloading, set-up and strike.
9. Night Security will patrol from 11pm until 8am Friday night.

## REGULATIONS AND LIABILITY

- ✓ **Pets** - no pets are allowed at the event.
  - ✓ **Refunds** - No refunds will be given in case of rain. No refunds are given if vendor is expelled for not following rules and regulations of the event. Absolutely no refunds are given after July 15, 2018 for cancellation.
  - ✓ **NSF check fees** are an additional \$25 to cover bank fees.  
**Booth assignment is final** and up to the sole discretion of Town of Gypsum.
  - ✓ **Taxes** - VENDORS are required to collect **7.4% sales tax**, 3.0% for Town of Gypsum, 1.5% for Eagle County & 2.9% for State. A list of all participants will be submitted to Eagle County and the State of Colorado for tax collection purposes. We will provide tax collection information and the website where you can submit following the event. Town of Gypsum DOES NOT require a local business permit to be a vendor at Gypsum Daze.
  - ✓ **Liability** - VENDOR shall indemnify and hold Town of Gypsum and Town of Gypsum staff and volunteers harmless from any claim or cause of action arising out of or in connection with the acts or omissions of VENDOR under this Agreement, and shall reimburse Town of Gypsum for any costs, including, but not limited to, reasonable attorney's fees incurred in defense against any such claim in addition to any other remedy available to Town of Gypsum.
  - ✓ **Loss or Theft** - All work is displayed/sold at the risk of the VENDOR. The organizers of the event are not responsible for loss, theft or damage to any artwork, display facilities or person.
  - ✓ **Resolution of Disputes** - In the event of a dispute arising in any manner as a result of, or in any way related to this Agreement, the parties hereto agree to submit the same to mediation and/or arbitration as a prerequisite to legal action. In the event arbitration or legal action is commenced, the prevailing party shall be rewarded reasonable attorneys' fees and costs including arbitration fees incurred as a result of said dispute.
  - ✓ **Agreement Modifications** - No prior or present Agreements or representations shall be binding upon any of the parties hereto unless incorporated in the Agreement. No modifications or changes in the Agreement shall be valid or binding upon the parties unless in writing, executed by the parties to be bound hereto.
  - ✓ **Violations** - VENDOR acknowledges that a breach of any of the terms of this Agreement may result in the termination of this Agreement and the preclusion of the VENDOR's participation from Town of Gypsum without a refund of fees.
  - ✓ **Governing Laws** - This Agreement shall be governed by the laws of the State of Colorado, and the health, sanitation and fire regulations of Town of Gypsum and Eagle County.
  - ✓ **Any participant not observing event rules will be subject to removal from the event, with all fees forfeited.**
  - ✓ **Complaint Procedure:** If a VENDOR has any complaints during event, please submit in writing the issue along with date and time to the Event Coordinator. Town staff will convene within 2 hours of the submission and will provide a resolution promptly after deliberation.
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