



2019 Gypsum Daze Merchant Vendor Application

Company/Organization _____
 Contact Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 Telephone _____
 Emergency Contact _____
 Email _____
 Website _____

Previous Vendor _____ Number of Years _____



**Merchant Applications are accepted until space is gone.
 No applications will be accepted after Friday, July 12, 2019**



**Setup Fri July 19, 2019
 Merchant Vendor Setup: 9:00 am
 ALL VENDORS MUST BE SET-UP BY 3:00 pm Friday**

MERCHANT VENDORS:

Non- profit 12'x12' Space..... **\$25** **\$50** w/ electricity (must provide proof of non-profit status)
 Single 12' x 12' Space **\$75** **\$100** w/ electricity
 Double 12' x 24' Space..... **\$125** **\$175** w/ electricity
 Triple 12' x 34' Space..... **\$150** **\$200** w/ electricity

ELECTRICITY: ____ 20amp (1-2 plugs max)

Select tear down time on Saturday:

____ 3:30 pm to 4:30 pm (before concert) OR ____ 10:00 pm to 11:00 pm (during concert) requires purchase of electricity

ITEMS TO BE SOLD:

SPECIAL REQUESTS:



Mail application and booth fee to:

Town of Gypsum
 C/o Gypsum Daze
 PO Box 130
 Gypsum, Co 81637



I have read, understand and abide by all information given with this application/contract including Merchant Vendor Guidelines

**Applicant
 Signature** _____

Date: _____

Office use only: Date of receipt _____ Booth # _____ Check # _____



Vendor Rules & Regulations

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS

Merchant Vendor Set-up:

Friday, July 19, 2019

9:00 am

ALL VENDORS MUST BE FULLY SET-UP

BY 3:30 PM ~~Friday, July 19~~

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 entrance. The vendor village is in the parking lot to the right of Town Hall. Look for Check-In Tent.

Vendor Meeting: MANDATORY for all vendors!

Friday, July 19, 2019 – 3:00 pm, meet under dining tent in the food court.

Sales dates/times:

Friday, July 19, 2019 – 5:00 pm – 3:00 pm Saturday, July 20, 2019 – 11:00 am to 3:30 pm (unless late tear down requested (10:00pm))



VENDOR CHECK-IN

Check-in will take place at the check-in tent on Lundgren Blvd. Check-in will begin Friday, July 19, 2019. **Please do not to unload until you have checked in.**

- ✓ **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 booth space location.

ROAD CLOSURE: Valley Road will close down to all traffic Saturday, July 21 at 6:30 am for our 5K and parade. No vehicle access allowed into event campus or Valley Road after 7:00 am.



Booth restock with a vehicle on Saturday available from 6:00 am to 7:00 am, no exceptions

ELECTRICITY: If electricity requested, please bring your own exterior three prong extension cord that is at least 100' long. You will be provided with one 20 amp circuit.

WATER ACCESS: If direct water access is requested on your application, please bring your own water hoses and splitter.

TEAR DOWN: Your booth placement will be based upon when you indicated you would like to break down Saturday.

- If you choose a 3:30 pm breakdown, you will not be able to bring your vehicle onto the grounds until 3:30 pm. You will have from 3:30 pm until 5:00 pm to have your booth loaded up and all vehicles removed from the event grounds.
- If you chose a **10:15 pm breakdown**, you will not be able to bring your vehicle onto the grounds until 10:15 pm.

SECURITY: Night Security will patrol from 11:00 pm Friday night until 7:00 am Saturday morning.

PARKING: ****Parking is restricted so please abide by these loading, parking and unloading rules****

- There is NO PARKING allowed on event grounds at any time. Violators will be towed at owner's expense.
- Friday load in Once checked in, 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.
- 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.

GENERAL RULES:

- Vendors are to keep their booth areas clean and attractive at all times.
- Please provide your own booth or serving unit, tables, and chairs.
- The event is held outside, so suitable protection from the sun, wind, and rain is suggested.
- There are no refunds for weather.
- No tent stakes are allowed on asphalt. All tents must be anchored by at least 30lb weights on each corner post.
- It is recommended that there be one other attendant at the booth to assist with unloading, set-up, and strike.
- Booth assignment is final and up to the sole discretion of Town of Gypsum.





Vendor Rules & Regulations

LIABILITY REGULATIONS:

- ✓ **Pets** - no pets are allowed at the event. No exceptions.
- ✓ **Refunds** - No refunds will be given in case of rain. No refunds are given if the vendor is expelled for not following rules and regulations of the event.
- ✓ Absolutely no refunds are given after June 1, 2019 for cancellation.
- ✓ **NSF check fees** are an additional \$25 to cover bank fees.
- ✓ **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 the 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 thereto.
- ✓ **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 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 the 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.
- **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