Application Instructions Computer

** These are the instructions for computer registration and not a mobile device**

| Donkey Derby Days 2025 | | All Event Maps | Booth Registration |
|------------------------|--|----------------|--|
| Search 🔸 | 6.4 | \sim | |
| Map Legend | | (+) | You are selecting only your booth preference(s). The Show Manager will |
| All Exhibitors | and the second s | Zoom In | assignment. |
| Exhibitors (this map) | TWO MILE HIGH CLUB | | Please choose multiple options |
| A-Z | BOOTH REGISTRATION |) | |
| | IMPORTANT: **Read ALL instructions carefully, PAYING CLOSE ATTENTION TO THE MESSAGES IN THE GREEN BOXES. STEP 1: To begin, click 'Next' below, then select your primary Vendor/Booth type Step 2: Click 'Continue to Checkout' by scrolling to the bottom right side of the page. STEP 3: Answer all questions and follow the 'Next' prompts in order to move through the application. Next >> FOOD You are a food/beverage vendor. Merchant You are a Bennett Avenue Merchant. Merchant | Zoom Out | VENDOR TYPES: CRAFT Vendors who sell their own personal handmade items. These items MUST be handmade items. These items MUST be handmade items. These items NOT personally handmade, AND their primary place of business is home. COMMERCIAL: Vendors who meet 1 or more of the following criterize, a) commercial preserve/siter for thot by sell commercial preserve/siter for thot by sell commercial preserve/siter for thot by sell commercial preserve/siter for thot by sell whileses that meets along of the above oriteria Ex. Retail establishments, realtors, sales reps, etc. NON-PROFIT. Registered non-profit organizations FOOD: Vendors selling food/beverage items for immediate consumption "This does NOT include vendors exiling pre- packaged food items (ex. Jams)ellies, handmade calesaccokies, etc) |

Step 1: Open the application, read the instructions, then click "Next>>"

Step 2: Select your vendor/booth type based on the category descriptions in the green box to the right. Read all information carefully.

| Donkey Derby Days 2025 | | All Event Maps | Booth Registration |
|---|--|----------------|---|
| Search Map Legend All Exhibitors Exhibitors (this map) | TWO MILE HIGH CLUB Donkey Derby Days 2025 | + Zoom In | You are selecting only your booth preference(s). The Show Manager will notify you of the final booth assignment. Please choose multiple options |
| | Choose your booth type below Choose your booth type below Car Tour products are all handmade. Home-BASED You are all hems, and your primary place of business is your home. COMMERCIAL You are a commercial product/service and/or store. MON-PROFIT You are a food/beverage vendor. Mon-Prefit Food Was are a Bennett Avenue Merchant. | Zoom Out | VENDOR TYPES: CRAFT Verdors who sell their own personal handmade items. These items MUST be handmade by the seller. HOME-BASED: Vendors who sell items NOT personally handmade, AND their primary place do business is home. COMMERCIAL: Vendors who meet 1 or more of the following criteria: a) commercial presence/slore front b) sell and the following criteria: a) commercial presence/slore front b) sell business that meets any of the above oriteria. Ex. Retail establishments, realfors, sales reps, etc. NON-PROFIT: Registered non-profit organizations FOOD: Vendors selling food/beverage items for immediate consumption "This does NOT include vendors selling pre- paraded to return (zr. Jaeline) MERCHANT: Merchants with a store front along Bennett Avenue. 10° X 10° BOOTH FEE(S): CRAFT=5300 |

Step 3: Scroll to the bottom of the right-hand side of the page where you will see your vendor selection. Click "Continue to Checkout." Please select only one option. If you make a mistake, you can delete your selection by clicking the red X to the right of the incorrect selection, then you MUST select the correct category in order to proceed. Please note, if you select more than 1 category, your fees will be based on the category with the highest value.



Step 4: Click "Update Services Selection: Next>>"

| Booth Registration | | | < Return to Registration Map |
|--|---------------------------------------|----------------|-------------------------------------|
| Booth & Services Exhibitor Profile | Your Cart | Order Checkout | Confirmation |
| SELLABLE SERVICES WILL BE TAKEN CARE OF IN THE QUES BYPASS THIS SCREEN BY CLICKING "Update Services Selection | TIONAIRE. n : Next>>" BUTTON BELOW | | |
| Booth and Services Selections | | | |
| | Booth #1 - Preferences | | |
| | Choice(s): Craft \$ 0.00 | | |
| | | | Update Services Selection : Next >> |
| | | | |
| | | | |

Step 5: Here you will need to create an exhibitor profile by continuing below. ******Be sure to include a detailed description of your business.

| IU ITEMS. |
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Step 6: Make sure all fields are filled in correctly, then click "Update Exhibitor profile: Next>>"

| Exhibitor - Public Information | Exhibitor - Administrative Information |
|--|---|
| Information visible on the map by the public | Information visible only to us, used internally |
| | |
| | First Name * |
| | Last Name * |
| | Email * |
| | Phone * |
| | Address Line 1* |
| | City * |
| | State or Province * |
| | Zip / Postal Cor |
| | Update Exhibitor Profile : Next >> |
| | |

Step 7: Answer all fields below AND attach 2 current photos of your products or services. Then click "Submit Answers: Next>>"

| Additional Questions | |
|---|----------------------------|
| Were you a vendor at the 2024 Donkey Derby Days Festival? 'required | ○ Yes ○ No |
| How many booths are you applying for? Booth sizes are 10'x15' for food vendors, and 10'x10' for all others. <i>required</i> | |
| You MUST attach at least two photos of your products. Attach 1st photo here: 'required' | Choose File No file chosen |
| Attached 2nd photo here: *required | Choose File No file chosen |
| How many ELECTRICAL plug-ins would you like? (The fee is \$100 per plug- in and electricity is NOT guaranteed at every location) | |
| How many WATER connections would you like? (The fee is \$100 per connection, and water is not guaranteed in every location) You MUST provide a food-grade hose. | |
| Please provide an Emergency Contact (name & phone #) 'required | |
| Note: All food vendors MUST complete the additional forms that will be included in the registration confirmation email. Click "Yes" if you have read this and understand. <i>'required</i> | O Yes O No |
| Additional Comments: | |
| | Submit Answers : Next >> |

Step 8: Carefully read the Release of Liability, click the box, "I agree to the above terms of service," then click "Next>>"

| Booth & Services | Exhibitor Profile | Your Cart | Order Checkout | Confirmation | |
|--|--|--|--|--|--|
| Terms of Serv | ice | | | | |
| RELEASE OF LIABILITY/ | HOLD HARMLESS AGREEMENT | | | | |
| This agreement is entered | l into by and between the Two Mile High Club | o, a non-profit Colorado Corporatio | on, Aponi Productions, and you. | | |
| In consideration of renting the City of Cripple Creek, and anyone else connect property, penalties, obliga errors or omissions of ver | booth space or participating in any fashion f Keg 1 Colorado, and any and all other spons ed with the management or presentation of D tions, liabilities or attorney's fees that may be dor, its agents, employees, sub-contractors, | or Donkey Derby Days June 27-28 ors of Donkey Derby Days, and th onkey Derby Days and will hold an asserted or claims by any person or invitees, provided for herein and | 9, 2025, the undersigned hereby agrees to ind leir officers, directors, trustees, employees, ag nd save each of them harmless from any and i, firm, entity, corporation, political subdivision d arising out of the performance of this agreen | emnify; Two Mile High Club, Aponi Productions, jents, representatives, volunteers and servants, all actions, damages, and claims, to persons or or other organization arising out of any negligent ment. | |
| By execution of the release damage to the full extent of damage of any kind or na | By execution of the release I agree to hold and save Two Mile High Club, Aponi Productions and all listed parties above and any sponsors not listed harmless from and against any liability, loss or damage to the full extent thereof and from and against all costs and expenses including attorneys fees, hereafter incurred or suffered by vendor by reason of the existence of any claim, liability, loss or damage of any kind or nature arising out of my participation as a vendor/exhibitor/entertainer at Donkey Derby Days. | | | | |
| I hereby acknowledge that I have received, read and understand the contents of the entire package that has been provided as part of the application and do hereby agree to all of the terms and conditions contained therein. I understand and agree that I am not to sell or attempt to sell items or provide services other than those listed herein or that are within a limited category not included in this agreement. | | | | | |
| Vendor/Exhibitor/Entertainer grees to comply with and accept all rules and regulations contained herein. | | | | | |
| N | | | | | |
| ee to the abov | e terms of service. | | | | |
| Print | | | | Next >> | |

Step 9: Read the Terms & Conditions in the green box, noting there is a \$21 non-refundable application fee. This fee does not guarantee space at the event. Please also note the "Booths Total" will show \$0.

| ooth Registration | | | | < Return to Registration Map |
|--|--|---|---|---|
| Booth & Services | Exhibitor Profile | Your Cart | Order Checkout | Confirmation |
| TERMS & CONDITIONS: The \$42.00 Application Fee is r If you are accepted as a vendo next available vendor. Please n | non-refundable and does NOT guara r, you will receive an acceptance en tote: We will NOT be accepting cash | intee acceptance. ail by April 15th, and a link to pay or checks. | your balance online. You will then have 2 w | reeks to pay or your space will be given to the |
| Items | | 1 | Amount | Payment Totals |
| 1 Booths Total | | | \$0.00 Payment Due | \$42.00 |
| 2 Application Fee | | | \$42.00 | |
| | I | f everything looks go | od, continue to checkout. | Pay Online |
| Please review your selections a | and exhibitor profile below to make s | sure it is accurate before submitting | Э. | |

PLEASE NOTE:

* Once your payment is processed, you will automatically receive a confirmation email, noting your application has been received.

** If you are accepted into the event, management will calculate your booth total based on the selections in your application. Accepted vendors will then receive an acceptance email with the booth total and a link to pay online. Payment can only be made electronically, and you will have 2 weeks to pay your balance, or your space will be given to the next vendor in line.