

ALL VENDORS RULES & REGULATIONS

Cripple Creek sits at an elevation of 9,494 feet above sea level. All vendors should be prepared for sudden changes in weather and temperatures, to include intense rain, hail, wind, cold and heat. It is recommended that vendors drink plenty of water and keep in mind that the effects of alcohol can be greatly intensified at this altitude. We want our participating vendors to be successful and safe.

- **Vendor Confirmation Packet:** Vendors will receive an electronic confirmation packet by May 15. The packet will be emailed to the primary email address listed on your vendor application. The packet will include your assigned space number(s), your check-in location, event maps, vendor instructions and general information.
- **Vendor Spaces:** All spaces are outdoors. Vendors are not allowed to relocate or sell any merchandise other than outlined herein. Vendor spaces may not be split, shared, resold, or sublet. All exhibits must be staffed and open to the public during the event hours (Friday(optional) from 2:00 PM to 9:00 PM, Saturday from 10:00 AM to 6:00 PM; Sunday from 10:00 AM to 5:00 PM).
- All space assignments are made at the discretion of the Event Manager or managing outside agency.
- All retail spaces are 15' x 10' for food vendors and 10' by 10' for all other vendors.
- **If you have displays, equipment, or products (including wagons or trailer tongues) that cannot fit into the confines of this space, you will need to purchase and/or will be charged for additional space(s).**
- Street layouts are predetermined with the legal requirements for fire lanes and the safety of our visitors in mind.
- **Cancellations:** No refunds will be issued for no shows. If you cancel, we will refund the space rent ONLY if we can re-book your space. A \$40.00 cancellation fee will be applied and deducted from any refund money. In addition, jury fees and processing fees will be forfeited. The event will be held rain or shine, and no refunds will be given after June 6th.
- **Merchandise Rules:** Unauthorized event merchandise including t-shirts, mugs, etc. will not be allowed. Written permission is required to use the event name in any form. Prohibited verbiage includes "Cripple Creek Donkeys", "Two Mile High Club", "Donkey Derby Days", or anything specific to the event.
- **Tent/Canopy Rules:** Tents and booths must be able to withstand extremely inclement weather including wind. Safety is our number one concern, and we cannot stress enough the need for substantial weight on each of your tent poles/ booth items (displays, tables, etc.). While we do not require a specific weight requirement for each of your tent poles, we request a minimum of 75 lbs. per pole, with a minimum of 4 poles per 10' x 10' tent. A higher weight per pole is highly encouraged. Tent stakes or spikes will not be permitted. You must use sandbags or water barrels on paved surfaces. In the interest of public safety, ALL CANOPIES MUST BE SECURED. Canopies can be left out overnight; however, they must be secured throughout the event as described above.
- **Electrical Service:** There is limited electricity provided by the City of Cripple Creek. Specific needs must be requested and paid for in advance. The use of generators is limited and strictly prohibited without prior approval. ****You must inquire about generator usage in advance. Generators must be low-emission, whisper quiet models, and you must supply a photo of your generator.**
- **Wi-Fi:** As this is an outdoor event, Wi-Fi is not provided. Any vendor requiring Wi-Fi to conduct business at their booth must make alternate arrangements (ex. personal mobile hotspot, etc.).
- **Soliciting/Distribution of Materials:** Soliciting and/or handing out pamphlets, leaflets, flyers, or any other materials in areas other than your designated vendor space is strictly prohibited, unless agreed upon through a sponsorship package. Any person doing so will be required to leave, and any business associated with the activity will not be invited back. Printed materials distributed or made available at your designated vendor space must be related to the juried products or services offered.
- **Sales Tax:** All vendors are required to collect and remit sales tax on taxable items. A license is required: State of Colorado: <https://tax.colorado.gov/how-to-apply-for-a-colorado-sales-tax-license>
Current State of Colorado Multiple Event license holders can submit through your regular terms, with proof of Multiple Event License number.

- **Security:** We provide limited overnight security for all vendor spaces and will exercise reasonable precautions for the protection of the property of exhibitors, but we assume no responsibility for loss or damage to the property of exhibitors. Small articles or displays should be put away nightly for safekeeping by exhibitors.

FOOD VENDORS SPECIAL RULES & REGULATIONS

- All food vendors must have a current food service license issued by the Health Department for the State of Colorado. Please contact the Teller County Department of Public Health and Environment at (719) 687-3048 to ensure you have all the necessary licenses and paperwork needed to vend at our event. In the event a food vendor is not in compliance during the event, the vendor will be required to close until compliance can be accomplished.
- Packaged drinks must be purchased from Donkey Derby Days at a wholesale price. This is TBD as of now.
- Vendors using any type of compressed gas will be required to have cylinders restrained from falling by using a chain, rope or similar material to anchor bottles to a fixed post or similar object.
- All food vendors **must have a fire extinguisher** on site with at least a **3A-40B-C** rating.
- Bring your own trash receptacles & bags and they will be picked up throughout each day.
- Food vendors are required to pay 10% of gross sales commission. This commission must be remitted to management on Sunday. You will receive detailed instructions at the event outlining the commission payout procedure.

CHECK-IN AND SETUP

- **Check-in and Setup Time:** Check in begins promptly on Friday, June 27th at 7:00 AM and ends Friday, June 27th at 12:00 PM. All vehicles must be out of the event area no later than 1:00 PM. NO EXCEPTIONS. Friday check in and setup is mandatory; however, opening and staffing your vendor booth during Friday festival hours is optional. If you choose to open and staff your booth on Friday, you may do so from 2:00 PM – 9:00 PM. ALL booths MUST be open and remain open during the remaining event hours: Saturday from 10:00 AM – 6:00 PM and Sunday from 10:00 AM – 5:00 PM. NO EXCEPTIONS.
- You MUST check-in prior to setting up. You may NOT set-up outside of designated times.
- Vendors are responsible for the delivery, maintenance, safety and cleanliness of their designated space and immediate area. You must provide your own carts, dollies, and any other equipment necessary.
- All items must be located within the designated space as marked. You cannot have any items that extend into walkways, including awnings. This is required by the Fire Department and will be strictly enforced. Your full co-operation will avoid fines and further regulation from the fire department.
- You will not be able to park your vehicle in or near your vendor space during the event. If you park illegally, you will be ticketed and/or towed.
- Camping is only allowed in designated camping areas by City Ordinance, and not in your vendor spaces.
- **Service hours:** Exhibits may be serviced between 7:00am-9:00am on Saturday, and between 7:00am-9:00am on Sunday, by permitted vehicles only.
- Any matters not addressed specifically by the vendor agreement will be subject to the judgement of festival management and/or the TMHC.

CLOSING AND MOVE OUT

- **Closing and Move Out:** Move out begins Sunday, June 29th at 5:00 PM and ends at 7:00 PM. This means all vendors must close their booths at 5:00 PM and be packed and off the street by 7:00 PM, NO EXCEPTIONS.
- No exhibit or portion thereof may be removed from the event site during any period of the event. This means no vendor may tear down any exhibit or portion thereof before 5:00 pm on the final day. Small articles are an exception.
- Vendors that leave early or fail to open one of the days, may have their space relocated, forfeit all fees paid and may not be asked to participate in future events.
- All trash must be deposited in proper receptacles. A cleanup fee will be charged if necessary.
- When moving out please pack all your items prior to driving your vehicle in to load out.
- Please be patient and willing to lend a hand to your fellow vendor when possible.

****Rules and Regulations are subject to change without prior notice. ****

Management reserves the right to stop or remove from the event any exhibitor, or his representative, performing any act or practice which in the opinion of the management is unacceptable or detracts from the dignity of the event. Exhibitors removed from the event under these circumstances will not be eligible for any refund. **