

GENERAL RULES AND INFORMATION

(Management reserves right to decline registration for the next year in the case of non-compliance with any of the rules)

Contacts on day of event: Laura Easley 719-235-0261 - Terri Hayes 719-332-3241.

- Sale of food or beverages is only allowed from approved concession vendors.
- **Taxes:** Vendors are responsible for providing the State and City with tax information for income generated during the event. Sales Tax numbers must be submitted with application.
- **Generators: Electricity is not provided.** Only “quiet” generators are allowed (noise no more than 65 decibels) and must be run with commercial-grade electric cord covered **completely with gorilla tape**. Gorilla tape is the only tape that will stick to pavement, no duct tape. **WE DO NOT PROVIDE EXTENSION CORDS or GORILLA TAPE.** Quiet generators may still be required to be moved up to 30 feet from the booth if necessary, so bring extension cords and Gorilla tape. This must be coordinated with event personnel and affected businesses **prior to the event.**
- **Trash Disposal:** Every vendor is responsible for supplying their own trash receptacle and for taking their trash with them upon departure. No public dumpsters will be available. Street must be cleared of all debris.

SET UP AND TEAR DOWN

- Set up begins at 6 a.m. the morning of the event. **No set up will be permitted after 8:00 am. - the street will be closed.** You must maintain operation in your booth until 3 p.m. Dismantling your booth before closing time is not permitted and will eliminate you from participation the next year.
- **NO CARS WILL BE ALLOWED ON SECOND OR WASHINGTON STREETS BETWEEN 8 AM-3 PM.**
- **NO VENDOR SPACE SETUP AFTER 8 A.M. OR BREAKDOWN PRIOR TO 3 PM WILL BE PERMITTED.** Management reserves right to shut down operation of non-compliant vendors.
- See map to see which street to enter from to get to your space.
- **Parking:** There is no designated vendor parking. Vendors may drive their vehicles to assigned space to unload, but must move their vehicle (immediately after unloading) to side streets for the remainder of the event. Vendor sign must be displayed on dashboard regardless of where vehicle is parked. This is to identify your vehicle in an emergency.

SPACES

- **Space Assignment:** Vendors have space assignments in the confirmation packet. Please see map. We do not provide exclusivity of products. We do our best not to place competitors together, but no guarantees.
- **Space Requirements:** Canopies and umbrellas are **required** - It can get extremely hot or there may be rain. However, **canopies, tents and umbrellas must be secured with tent weights**. Exhibitors may hang a store name or logo sign from their canopy. All exhibitors are encouraged to create a unique, comfortable, “boutique-like” environment within their space parameters. Vendor display must not interfere with neighboring spaces. No setup on or blockage of sidewalks is permitted.
- **Space Size:** All spaces are 10’ x 10’; they are clearly marked on the pavement, and you must set up **within** the parameters of that space.

Additional Information for FOOD VENDORS:

- **OIL DISPOSAL: Unless otherwise directed, FOOD VENDORS MUST TAKE THEIR OIL WITH THEM – IT MAY NOT BE DUMPED IN THE TRASH CANS OR DUMPSTER!**
- Food vendors must have current licenses AND Health Certificate.

CHECKLISTS

Packet **MUST INCLUDE** the following to be considered:

- Submit signed application.
- Sales Tax numbers must be WRITTEN ON application.
- Fill out detailed description of products/services. YOU MAY NOT OFFER SOMETHING DIFFERENT THE DAY OF THE EVENT! We place those around you based on what you are selling or the service you provide.
- Submit check, money order or arrange credit card payment of FULL AMOUNT upon submission. Space is not assigned until payment is made.
- Submit copy of Business License
- Submit copy of General Liability Insurance with Tri-Lakes Chamber of Commerce named as Additional Insured.

Food Vendors – IN ADDITION must:

- Submit copy of Food Vendors Health Certificate.
- Submit copy of Food License

Within a Few Days Prior to The Event

- Print your Vendor Parking Pass and have it ready to put on your dashboard.
- If you will have a tent, acquire tent weights.
- Trash disposal: You must take your trash with you when you leave – so BRING TRASH BAGS!
- Plan to bring gorilla tape and extension cords, scissors, pens etc. **The event does not provide any equipment. Even if you have a quiet generator (not all of them are quiet!), you may still be required to place it away from your booth, therefore needing extension cords and gorilla tape.**
- Prepare signage for your booth. Hand written signs are discouraged unless very neat and legible.

Day of Event

- Put Vendor Parking Pass on your dashboard.
- Follow directions on the map to enter the area through your designated street and direction.
- OIL DISPOSAL: FOOD VENDORS MUST TAKE THEIR OIL (and Trash) WITH THEM – IT MAY NOT BE DUMPED IN THE TRASH CANS OR DUMPSTER!
- Arrive by 6 a.m. Enter through the correct direction or you will be turned away and sent to the correct entrance. You must be open for business by 8 a.m. YOU ARE NOT ALLOWED TO CLOSE UNTIL 3 p.m.
- Exit with patience and caution out the same direction that you entered.