

Vendor Application and Agreement

Please return all forms and fees by June 1st, 2020 to:
Platte Canyon Area Chamber of Commerce
c/o Bailey Day
PO Box 477
Bailey, CO 80421

For questions please contact:

- Vendor Coordinator: Sheila RiceWatkins at 720-770-1884 or email: baileydayevent@gmail.com
- Bailey Day Chair: Jack Hansell email: madjack@madjacksmountainbrewery.com
- Bailey Day Mayor: Matt Dambrosky at email: president@bailey-colorado.org

Vendor Agreement

Bailey Day is an annual fundraiser for the Platte Canyon Area Chamber of Commerce, a non-profit organization, herein referred to as “Management.” Merchandise, service, food, non-profit and other vendors are herein referred to as “Vendors.”

Vendor applications

- Vendor applications will be accepted in the order they are received, and space will be reserved in that order. Management reserves the right to reject any application and cannot be responsible for duplicated vendor services.
- Applications must include payment to successfully reserve space.
- Multiple spaces may be reserved.
- Food vendors with trailers are required to purchase a minimum of 2 spaces.
- All Vendors must submit a signed application and agreement, plus fees, to be received by Management, by May 28, 2020 and are non-refundable.
- Late applications, if space is available, applications will be accepted until June 1, 2020 for a booth fee of \$200.
- If you submit your application and there are no spaces available, you can choose to be placed on a waiting list and called in order received as space becomes available.
- We will try to accommodate booth placement requests to the best of our ability, on a first come, first served basis.

Set-up/Take-down

- Vendor areas will be open for set-up on Friday, June 26 from 6-9 p.m.
- If you would like to set-up Friday night, please contact Jack Hansell or Sheila RiceWatkins to identify vendor booth location.



- All vendors will receive a set-up time with their vendor packet, with assigned load in times. Please promptly arrive for your set-up time, as these times are staggered to limit Main Street congestion.
- When you check in, you will be told the area of your booth, and it is not to be altered.
- Vendors must empty their cars in their booth space and **immediately MOVE vehicles to vendor parking lot**. You may then return to set-up your booth.
- A second person is recommended to stay with the booth. **All vehicles must be off Main St. by Saturday 9 a.m.**
- **Cars will not be allowed on Main Street until after the close of the event at 9pm.**
- Designated egress areas will be available to load out according to zones.
- Vendors will be placed according to preferred ZONE selection subject to availability. Each zone has a specific time commitment in which your booth **MUST** remain open.

Zone Requirements

- **Zone 1** Closest to Main Stage and Chamber “Saloon” must remain open **until at least 8 pm.**
- **Zone 2** Main St in proximity to The Community Center, 83 Main St must remain open **until at least 7 pm.**
- **Zone 3** Closest to Conoco and Mad Jacks Brewery must remain open **until at least 6pm.**
- **Kids Zone** must remain **until at least 6pm.**
- **Zone 4** Side Lot at Conoco, featuring Charity games **until at least 6pm.**
- **Zone 5** Frontage Rd behind Main Stage towards McGraw Park **until at least 6pm.**
- **Olde West** (by special invite only, must be in costume)
- **McGraw Park** Coordinated through Jim Glenn (jimglenncolorado@gmail.com)

Appearance and use of Vendor booth space

- Vendors must comply with all state and local laws.
- Vendors are encouraged to decorate their spaces with an Olde West theme.
- Management also encourages Vendors and their employees to dress in western wear for the event.
- Your Vendor fee includes **ONE** costume rental. Additional costumes are available for rent. More information will be provided in your vendor packet in June.
- Costumes provided by *Saunders costumes and Aces and Ladies*; visit <https://www.facebook.com/pages/category/Costume-Shop/Saunders-costumes-and-Aces-and-Ladies-384693925056234/>
- No sound systems, broadcasts, amplifications, announcements, or recording devices may be used without prior written consent from Management. Vendor spaces may not be sublet.

Food Vendors

- Food vendors that work from trailers must purchase a minimum of two spaces.
- Food vendors cooking onsite must meet county regulations.
- All additional documentation will be required by April 20th, 2020.



Electricity

- Locations with electricity are limited and are assigned on a first come, first serve basis with priority given to Food Vendors.
- The hook-ups are 15 AMP 110 Volts. If higher amounts are needed, contact Matt Dambrosky for additional information.

Safety

- All Vendors shall comply with all rules, regulations and requirements of Park County, the state of Colorado, the local Fire Department and Health Department.
- Food vendors must contact Park County Public Health for their requirements.
- For the safety of all guests and participants, vehicles will not be allowed on Main St between the hours of 9am- 9pm.
- For the safety of all guests and participants, you are responsible for securing your tent, canopy, tables, covers, and anchors within your assigned vendor space.
- In the event of severe weather, you may egress according to your vendor packet (provided the first week of June prior to the event).

Media

- Please provide artwork for print media and Bailey Day Map, as well as biography info no later than May 1, 2020.
- It is the vendors responsibility to provide their own artwork for all digital and print media. We will not contact you for artwork and logos.
- We cannot assume liability if no artwork is provided.

Insurance

- Management is not responsible for damage to Vendors property from accident, fire, theft, weather, or other such causes.
- All property of a Vendor shall remain in the Vendors care, custody and control in transit to/from/during the event.

Bailey Day
June 27, 2020
www.baileyday.org



Application & Fees

By executing the Application and Agreement, Vendor agrees to abide by all the terms, conditions, rules and regulations described herein.

Booth Selections:

- _____ \$150.00 MAIN STREET location 10x10 booth,+ 1 costume rental (Zone 1,2,3)
- _____ \$100.00 additional adjoining booth space (10x10)
- _____ \$125.00 Zone 4 and 5 locations 1 (10x10) booth + 1 costume rental voucher
- _____ \$200.00 Late Applications received after May 28th – Subject to availability (\$200 booth fee enclosed)
- _____ \$50.00 additional costume rental
- _____ \$25.00 Electricity fee (see agreement for details)
- _____ Sponsor or Special Request- Charitable donation
- _____ **Total Enclosed**

Business Name:

Contact Name:

Mailing address:

Phone:

Email:

Description of Business:

Zone Request:

Preferred set-up time (especially if additional time needed):
Friday 6-9pm _____ Sat 7:00am _____ Sat 7:30am _____ Sat 8:00am _____

Vendor Agreement must accompany all Vendor and Sponsorship Applications, in order to receive vendor booth assignments. Once the complete application, agreement and fees are received, you will receive an email. You will again, receive a *vendor packet* with your booth assignment in the email you provide on June 1st; If you do not receive your packet, please contact Sheila RiceWatkins. Hard copies of this packet will be available at Crow Hill Veterinary Hospital if needed.

You may also register online at: www.baileyday.org

Signature of Vendor _____
Title _____ **Date** _____

Office use only: fee rec Y/N cash ____ check # ____ Vendor # ____ booth # ____ Date Rec: ____