

MPWC 2021 YULETIDE BAZAAR VENDOR RULES/REGULATIONS AND OTHER IMPORTANT INFORMATION

Application and Acceptance

- 1) 100% of fees are due upon acceptance of application.
- 2) Fees are non-refundable and non-transferrable
 - a) This is a fundraising event on behalf of GFWC Mountain Pine Woman's Club (MPWC) which is a 501(c)3 organization. In the event of vendor cancellation for any reason, no fees will be refunded. Fees paid may be deducted as a charitable donation for tax purposes.
 - b) If the event is cancelled due to COVID-19 restrictions, vendors will be notified no later than July 30, 2021 and will receive a 100% refund on any fees paid.
 - c) In case of an unexpected weather or other catastrophic event resulting in cancellation of the event, vendors will be refunded 60% of fees paid. The remaining 40% may be deducted as a charitable donation for tax purposes.
- 3) No personal checks are accepted. All application payments are to be paid via PayPal.
- 4) Spaces may not be sublet or shared with another Vendor or Company
 - a) Spaces shall be used only for the purpose indicated in the original application.
 - b) Vendor may display or sell items from only One "Company" per booth space.
- 5) MPWC reserves the right to determine the eligibility of any company or product for inclusion in the event.

Approved Products

- 6) Vendor may conduct sales of approved products and collect payment in any form s/he deems acceptable.

Booth Location

- 7) MPWC cannot guarantee vendors a specific booth, but when possible, we will make every effort to place vendors in the desired general location, and not put like vendors too close together. Unfortunately, sometimes unforeseen circumstances arise which prevent this.

Arrival, Set-Up, Tear-Down, Departure

To expedite arrival and departure there is a one-way traffic pattern established for the event at the Fieldhouse (*the Fieldhouse or the Facility*). Please check the Fieldhouse Area Map for this. Vendors are assigned a check-in door and an arrival and unloading time.

- 8) MPWC representatives have the vendor's check-in package at that assigned door
 - a) Vendors are to check-in at that location only.
 - b) After vendor has checked-in, s/he may unload AND bring items into rink area.
- 9) Tear down should occur only after the end of the event
 - a) Vendor should not tear-down prior to 4:00pm
 - b) Vendor should have all items packed and ready to load before retrieving vehicle(s) from parking area.

Parking

Ora Labs has graciously provided their parking lot for our vendors.

- 10) Vendors will be provided parking passes at check-in.
 - a) Parking pass should be placed in windshield to prevent being towed.
 - b) Vendor shall move vehicle to the Ora Labs lot before set-up.
- 11) Per Fieldhouse rules/regulations:
 - a) Vendors may not park in the main parking lots of the Fieldhouse. These are for shoppers and other guests of the Fieldhouse.
 - b) The one-way traffic area is considered a fire-lane and must not be blocked. Vendors may not park anywhere along the fire-lane, the vendor unloading zone, or the Fieldhouse Employee Parking located in that area.

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Displays and Equipment

- 12) MPWC or the Fieldhouse do not provide tables, chairs, hoses, forklifts, dollies, etc.
- a) Vendor must supply their own tables, chairs and any other desired fixtures. Neither MPWC or the Fieldhouse have tables or chairs for loan.
 - i) Everything must fit in the vendor's defined space which is marked with blue masking tape. There is no additional space between booth spaces.
 - b) Display may not exceed a height of 8 feet.
 - c) Display may not be situated under an enclosed canopy.
 - d) In response to vendor concerns, please refrain from using any enclosed siding blocking shoppers' view of neighboring booths. Open framework surrounding the booth is acceptable.
- 13) Vendor assumes total responsibility for his/her display and the actions of those representing his/her exhibit
- 14) Relief volunteers may be available for short breaks.
- 15) To provide a pleasant experience for both vendors and shoppers,
- a) Vendors may not use sirens, bells, amplifiers, or flashing lights.
 - b) Vendors may not play radios, tapes, CDs, iPods, or any other audio equipment loud enough to be heard by anyone outside their booth.
 - c) Perfumes, air fresheners or other products with strong odors shall not be sprayed or distributed where they can potentially bother other vendors and customers outside the vendor's booth. These may only be shared if a customer specifically asks to smell the product.
- 16) Vendor shall restrict activities and materials to the confines of the defined booth area.
- 17) No item in displays may be attached to facility property. Please check with MPWC representative before hanging any banner against rink wall.

Colorado and Town of Parker Taxes

- 18) Vendors retain all profits from the sales of their products during the exhibit event. Vendors must charge, collect and pay the 3% Town of Parker Sales Tax on all sales.
- 19) Vendors are required to collect appropriate taxes for Colorado (state and county) and the Town of Parker (herein referred to simply as "*Parker*") and to complete and sign the Parker tax form provided to vendor on the day of the event.
- 20) **All vendors** must submit completed and signed Parker tax form, regardless of whether vendor must pay taxes to Parker. The completed tax form is due at the end of the day along with payment (when applicable) to a MPWC representative, regardless of tax status. **THERE ARE NO EXCEPTIONS.**
- 21) There are certain vendors who pay taxes directly to Parker.
- a) This will be indicated on your *Town of Parker* worksheet
 - b) In compliance with Parker policy, all vendors are required to report on the worksheet the amount of sales and the 3% Parker tax collected from shoppers, even though they may not be paying their taxes that day.

FAILURE TO COMPLY MAY RESULT IN A FINE IMPOSED BY PARKER AND VENDOR WILL NOT BE INVITED TO RETURN TO FUTURE EVENTS.
 - c) Vendor is responsible for collecting, reporting, and paying all remaining taxes due to the state of Colorado. MPWC does not collect this information or taxes thereon.

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Fire Code Regulations

MPWC must comply with the South Metro Fire District requirements and underwriter's rules. MPWC provides approved electrical connections for vendors needing electricity. These may be either a single connection cord, a 3-to-1 connection, or a 5-connection power strip that may be shared with another vendor.

22) Vendor may not use any personal power strips or extension cords. Any item needing electricity must plug directly into the electrical cord/strip in place prior to vendor's arrival.

a) Vendor can purchase no more than two electrical connections.

23) All cloth decorations must be flameproof.

24) Smoking inside the Fieldhouse is forbidden. No alcohol or tobacco products are allowed inside the Facility.

25) No open flames are allowed in the Fieldhouse including candles, Sterno, etc.

26) Aisles, fire extinguishers, and fire exits must not be blocked by exhibits and/or vendor vehicles.

Direct Sales Vendors Guidelines:

27) Vendors should have cash-and-carry products on hand and be able to take orders during the event.

Vendors may not actively recruit during the event. If seeking hosts for home parties, vendors may not verbally solicit. Instead, they may provide a sign-up sheet for interested shoppers to complete.

General and Specific Legal Issues (you know – the kind of stuff lawyers insist you include...)

28) Fire, liability, event cancellation, and theft insurance, if so desired, must be taken out by each vendor at his/her own expense.

a) Facility and MPWC insurance does not include vendor's products or personal items.

29) Vendor shall conform to all Federal, State, and City Laws.

30) While MPWC does extensive advertising prior to event, vendor recognizes that this contract is not contingent upon any advertising, publicity, promotional considerations or weather conditions.

31) Vendor will indemnify and hold harmless MPWC and the Facility and their respective agents, employees, and servants from any and all claims, demands, suits, asserted by any person, firm, or corporation or other entity, arising out of Vendor's participation in the above described event and to reimburse MPWC and the Facility for all reasonably incurred expenses including legal fees expended in defense of such claims.

32) MPWC makes no guarantee of number of participants or attendees in subject event or a guarantee of sales for individual vendors.

33) MPWC or Facility accepts no responsibility for inclement weather.

34) Vendor agrees to allow MPWC to take photographs during the event and gives MPWC permission to use photos to promote future like events including posting photos on the MPWC website, Facebook, etc.

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- 35) Vendor agrees for MPWC to share contact information with shoppers seeking to contact vendors after the Bazaar.
- 36) Any matters or questions not specifically covered by the preceding rules/ regulations and information shall be subject solely to the decision of MPWC representatives.
- 37) These rules and regulations may be amended at any time by MPWC and all amendments so made shall be binding on vendors with the foregoing rules and regulations.

The terms and conditions encompassed in (1) this rules/regulations document, (2) the application/agreement, and (3) the final floor plan for the event (*not available until just prior to the event*) are the governing documents for this event. Said documents constitute the sole agreement between the parties relating to said event and sets forth the rights, duties, and obligations of each other to the other as of the date of the contract. Any prior agreements, promises, negotiations, or representations not expressly set forth in this agreement are of no force or effect.

If the above regulations and those of the Facility are not observed or are not corrected within a reasonable time upon notification of vendor, vendor may be asked to vacate his/her space and leave the Facility in a quiet and orderly manner, in which case no refunds will apply.

Other Things to Keep in Mind

- There is an ATM in the main section of the Fieldhouse, should you or your customers need cash.
- Wi-Fi is available (no password required) at no cost by the Fieldhouse. Keep in mind that with vendors, shoppers, and other visitors to the Fieldhouse, the Wi-Fi connection may be slow at times. Please contact the Fieldhouse with any questions regarding their Wi-Fi.
- There will be many sports activities going on since this is an active Sports Complex, and parking can be difficult to find. Please remember that all vendors should park in the OraLabs lot; otherwise you're making it more difficult for your customers!
- Vendors should always wear a name tag, and don't forget to prominently display the name of your booth/company. If shoppers don't know who you are, they can't make referrals.
- Food and beverage availability at the Fieldhouse is extremely limited, and there are no restaurants within walking distance. Please plan accordingly and bring your own lunch/refreshments.