



## 2017 Vendor Contract Rules and Regulations

Memorial Day Weekend  
Saturday, May 27 – Realities Rally  
Sunday, May 28 – After Ride Party  
Location: Civic Center Park, Fort Collins

Contact: Hayley Carson – (970) 581-0318 or  
hayley@realitiesforchildren.com

**\*\*\*Note: You will be towed if parked in certain areas.  
Please pay attention to the signs on the street and private lots\*\*\***

### VENDOR DETAILS

- Vendor spaces are 10' x 10'
- Vendor spaces are **\$250**. Includes a 10'x10' space for two days & overnight security.
- Corner and Premium Spaces are \$300 and are assigned on a first come- first served basis. Not everyone who pays for one will get one, although we will do our best to accommodate you and let you know as soon as possible where your space is located.
- **You must provide your own canopies, tents with sidewalls, chairs, tables, and trash cans unless you upgrade to the Gold Package.**
  - GOLD PACKAGE OPTION \$400:**  
Includes a 10x10 space, overnight security, 10x10 Pop tent, an 8' banquet table and two chairs provided by, set up and broken down by Flex Productions. All you have to do is show up and put out your goods!
- Permits must be available for inspection prior to set up. No food or merchandise sales will be allowed without a valid permit.
- **Booths requiring power require an additional fee depending on amount of power needed. Please note power needs below and we will get back to you with fees. Basic 110v is \$30, all others will be charged depending on amount of power needed.**

*Please note that Realities for Children will not accommodate last minute requests for power, chairs and tables. Please bring what you need, or contact FLEXX Productions for your event rental needs. 970.223.1195*

### Event Hours/ Set-Up/ Break-Down

- Vendor Hours are 11am to 9pm Saturday, May 27th, 2017 and noon to 6pm on Sunday, May 28th, 2017.  
Early open at 11am on Sunday is allowed, but not required.
- Vendors are required to be set up by 10:00 a.m. Saturday.
- Vendors are required to be open full event hours noted above.
- **VENDORS PACKING UP AND LEAVING EARLY WILL NOT BE INVITED BACK.**  
Please help us keep the spirit of the event alive until the very end!
- All vendor spaces must be broken down and cleaned by 9 p.m on Sunday, May 28th.

- For unloading purposes, vehicles will be allowed to park on LaPorte Ave between Howes and Meldrum on Saturday, May 28th between the hours of 8 a.m. and 10 a.m. and must be moved out of the vendor area promptly at 10am. This is for your safety as well as the safety of others. Please pay attention to the signs to indicate any traffic and parking rules.

### **Sales Information**

- Realities For Children reserves the right to determine those businesses and activities most suitable for the 16th Annual Realities Ride & Rally.
- Realities For Children and the Fire Marshal reserve the right to refuse vendor displays. Vendors must immediately comply with requests made by either party.
- All vendors must submit with their applications a detailed description of **ALL** merchandise and/or printed matter to be sold or distributed by them. The Vendor Coordinator may request additional information, pictures or samples before the application is approved. Displaying or selling unapproved merchandise may result in being asked to leave the event.
- NO illegal drugs or drug paraphernalia or depictions of same will be allowed.
- Absolutely NO racist, sexist, pornographic, or otherwise offensive merchandise or literature will be allowed. Throughout the day, the Vendor Coordinator will conduct inspection of booths. Any items in violation must be removed promptly and without argument.

### **Health Permits**

- Food vendors must provide a list of all foods to be sold as well as prices, including whether foods are Pre-packaged or prepared on site. Price gouging will not be tolerated.
- All food vendors are responsible for the appropriate health permits from Larimer County. Food vendors who do not obtain their permit more than 14 days prior to the event will pay penalties as deemed by the Larimer County.

### **Sales Tax Forms**

- Once you are confirmed as a vendor, Hayley Carson will contact you and email you the appropriate forms to fill-out and submit. It is your responsibility to have the right tax paperwork and documentation the day of the event.

### **Clean-up**

- Clean-up of the booth area is the **responsibility of the vendor** including removal of all their own trash in the trash dumpsters.
- On Saturday, May 27th, vendors will have the option to leave their booth up overnight. Realities For Children, Inc. will provide overnight security. Realities For Children, Inc., Realities For Children Charities, their sponsors, affiliates, staff, volunteers, security company, DBA, City of Fort Collins or any party besides the criminals found guilty in a court of law, **ARE NOT RESPONSIBLE FOR ANY THEFT OR DAMAGE THAT COULD RESULT FROM LEAVING YOUR BOOTH UP OVER NIGHT.**
- If a vendor chooses to leave their booth up overnight, side walls are **REQUIRED.**
- Booth area must be cleaned immediately upon closing booth. All streets must be cleaned and released to the public by 9pm on Sunday, May 28<sup>th</sup>.

## **Booth Decor/Amplified Music**

- Signage and booth decorations are encouraged as long as they are in good taste and don't interfere with neighboring vendors. The Realities Ride Event Director & Vendor Coordinator reserve the right to remove any decor deemed inappropriate for the event.
- No amplified devices (i.e. "boom boxes", PA systems, etc...) are allowed.
- Limited electricity will be available to Realities Ride vendors for a fee if reserved in advance. **No electricity can be requested on the day of the event.**

## **Space Assignments**

- Booth space assignments and notification will be made on a first come, first served basis, according to the date the completed registration form and payment are received. No postdated checks will be accepted.
- Please include check or money order and signed Vendor Application by May 1<sup>st</sup>. A late fee will apply to all payments made after this date, regardless of the application date. You may also register and pay online by clicking here \_\_\_\_\_

**Vendor applications are due by May 1st, 2017. Late applicants must pay a fee of \$100.00. Only cashier's checks, credit cards, cash or money orders—not personal checks—will be accepted after May 1st, 2017.**

**Written cancellations postmarked or faxed by May 10, 2017 will be honored in full, less a \$25 processing fee. No refunds will be honored if the written request is not received by the May 10th deadline.**

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**Your Signature:**

**Date:**

**Realities For Children, their employees, volunteers or sponsors**, assume no responsibility for any loss, damage, injury, or claim arising out of the participant's acts or omissions in the Realities Ride & Rally and After Ride Celebration. Further, participant shall defend and indemnify Realities For Children for the negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or legal action. The participant agrees to abide by Information, Rules, & Regulations outlined in this agreement. Violation of the Information, Rules, & Regulations may result in expulsion from the event. The vendor agrees to pay any penalties and/or fines that may result from not having the proper licenses/permits, failure to obey parking signs or damages that may occur to City property as a result of vendor booth and merchandise/food.

**Vendor Registration Form**  
**Realities Rally Saturday, May 27, 2017**  
**Realities Ride After Party Sunday, May 28, 2017**

*Please print clearly and sign the application*

Name of Business/Organization:

Applicant's Name:

Address:

City/State/Zip:

Phone:

Best number to reach me day of/during the event:

Email:

Type of merchandise, information, or food to be sold or distributed:

Are you licensed or do you have the proper permits to be a Vendor at the Realities Ride Rally?  
(Please indicate all):

**POWER NEEDS: *Please be as specific as possible in order for us to best serve you!***

**DID YOU REMEMBER?**

- Read, sign and enclose the Vendor Rules and Regulations document.
- Include your email address to receive applications for future events.
- Include a fully returnable \$150 cleaning deposit ***if you are a food vendor.***
- Include payment for your booth space. (\$250 for a 10x10, \$300 Premium Space)
- Late? For payment postmarked after May 10: include \$100.00 late fee (non-refundable, cashier's check or money order ONLY!!!)
- Need Power? \$30 if you need ONE 110v- anything above and beyond will be determined on a case-by-case basis.

**Please make checks to:**

Realities For Children Charities

*Note Realities Ride Vendor in the memo line*

*Your booth payment is a tax deductible charitable contribution.*

**DELIVER THIS COMPLETED APPLICATION BY MAY 1st, 2017**  
**Realities for Children, 1610 South College Avenue, Fort Collins, Colorado 80525**