

2017 Tejon Street Bike Fest Vendor Application / Agreement

June 25, 2017 – PLEASE READ AND KEEP A COPY!

Dear Valued Vendor:

Pro Promotions is pleased to announce the **17th annual Tejon Street Bike Fest** is coming to Colorado Springs! Last year, CSPD estimated that **30,000+ people** came through the event.

Downtown Colorado Springs streets are closed to all traffic except motorcycles and pedestrians. Live entertainment runs all day. The event also features the Miller Beer Garden, Corona Bikini Contest, Ride-In Bike Show, motorcycle only street parking, bikini bike wash, charity poker run and more!

As a valued Pro Promotions exhibitor, **we are inviting you to participate in this exciting one day event.**

Due to limited set up and tear down times, larger set ups may be difficult to accommodate. Please consider the specific parameters of set up and tear down to make sure that you can comply **before applying**. There are no 20' deep spaces and limited electricity is available. **NO DOGS ALLOWED BY CITY ORDINANCE.**

Please note the **insurance requirements** listed below. We do have the option for you to purchase this coverage through our agent. You must have insurance to participate.

We are looking forward to a great show and hope to see you there!

SPACE RESERVATIONS

To reserve your same space as last year please send in your application with full payment, by May 1. New vendors can reserve space on a first come first served basis. **Due to high demand, full payment must accompany your completed application, or no space will be reserved.**

Vendor spaces may not be split, shared, resold or sublet, without prior permission from the management.

No exhibit or portion thereof may be removed from the area during the advertised show hours, without permission from management.

Pro Promotions reserves the right to stop or remove from the show 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.

INSURANCE REQUIREMENTS

A commercial general liability policy naming Pro Promotions, Inc., PO Box 1153, Monument CO 80132 as ADDITIONAL INSURED with limits of liability \$1,000,000 per occurrence, \$2,000,00 aggregate.

If you have your own coverage, please have your agent send us the certificate as soon as possible.

IF YOU DO NOT HAVE YOUR OWN COVERAGE: Please visit the website at <http://tinyurl.com/TBFInsur2017> Complete the application and pay the \$44 fee directly through this website. Your certificate will be emailed to you, and we will receive a copy automatically. If you have any questions please give us a call.

CANCELLATIONS

No refunds for no shows. If you cancel, we will refund **only if we can re-book** your space. A \$25.00 cancellation fee will be applied and deducted from any refund money. No refunds will be given after June 15. Event shall be held rain, snow or shine and **no refunds** shall be given after the event begins.

SECURITY

We will provide security for all vendor spaces and will exercise reasonable precaution for the protection of the property of exhibitors, but assume no responsibility for loss or damage to the property of exhibitors.

MERCHANDISE RULES

Unauthorized event specific merchandise including t-shirts, pins, patches, etc. will not be allowed. You must have written permission to use the event name or logos in any form.

ELECTRICITY

Power availability is limited and must be requested and pre-paid. Please list your needs on the application. Generators are permitted, but require fire regulation compliance. **YOU MUST INFORM US OF GENERATOR USE** in order to meet regulations.

SALES TAX

All vendors are required to collect and pay sales tax. We suggest that you apply for a State of Colorado Multiple Event License, if you do not already have one. To download the app: <https://www.colorado.gov/pacific/sites/default/files/DR0589.pdf> City of Colorado Springs tax envelopes will be provided at check-in. We will collect these from you near the end of the day. Please have them ready.

FIRE SAFETY

VENDORS THAT ARE 10x20 AND LARGER MAY NEED TO HAVE ONE ABC FIRE EXTINGUISHER with a rating of 2A:10BC inspected within the last 12 months and fully charged. Available at Lowe's for \$24.97. Merchandise must remain inside your designated space.

SET UP / TEAR DOWN GUIDELINES

- Check in will begin at 6:30 am. You will receive a pass to enter the blocked streets. Please arrive as early as possible, as set up time is very limited.
- Set up is from 7:00 am to 10:00 am. Your vehicles must be moved from the street by 10:00 am. You need to be set up and ready, no later than 11:00 am.
- **If you are not checked in by 9:00 AM, you will be considered a no-show.**
- Check in location will be disclosed upon confirmation of your space reservation.
- Please unload and remove your vehicle immediately. Do not block any drains on corners.
- Tear down can commence as early as 6 PM. **You must be off the street by 9:00 PM**, as this is when the roadblocks are removed.
- All rules and regulations are subject to change without prior notice.

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RELEASE OF LIABILITY

Vendor agrees to indemnify Pro Promotions, Inc., The Rocky Mountain Motorcycle Museum and Hall of Fame, Tejon Street Partners LLC, SKG LLC, RMC Distributing, and any other sponsors of the Tejon Street Bike Fest, and their officers, directors, trustees, employees, agents, representatives, volunteers and servants, and anyone else connected with the management or presentation of the Tejon Street Bike Fest and will hold and save each of them harmless from any and all actions, damages, and claims, to persons or property, penalties, obligations, liabilities or attorney's fees that may be asserted or claims by any person, firm, entity, corporation, political subdivision or other organization arising out of any negligent errors or omissions of vendor, its agents, employees, sub-contractors, or invitees, provided for herein and arising out of the performance of this agreement.

By execution of the release I agree to hold and save Pro Promotions, Inc. and all listed parties, and any other sponsors not listed harmless from and against any liability, loss or damage to the full extent thereof and from and against all costs and expenses (including attorneys fees), hereafter incurred or suffered by vendor by reason of the existence of any claim, liability, loss or damage of any kind or nature arising out of my participation as a vendor at the event. I hereby acknowledge that I have received, read and understand the contents of the entire vendor package that has been provided as part of the application and do hereby agree to all of the terms and conditions contained therein. I understand and agree that I am not to sell or attempt to sell items or provide services other than those listed herein or that are within a limited category not included in this agreement.

Print Business Name: _____

Print Name: _____

Signature: _____ **Date:** _____

Business Name _____ Phone _____

Your Name _____ Cell Phone _____

Address _____ City _____ State _____ ZIP _____

Email Address _____

If available, please provide: City of Colorado Springs Sales Tax License # _____

State of Colorado Multiple Event License # _____

Type of merchandise for sale or service offered (please be as specific as possible) _____

_____ 10' x 10' Spaces @ \$125.00 each = _____ .00

_____ Electricity @ \$100.00 AMPS/VOLTS needed _____ .00

Total amount enclosed \$ _____ .00

To purchase Vendor Insurance please visit: <http://tinyurl.com/TBFInsur2017>

If you are using a generator, YOU MUST LET US KNOW. Yes No

I have read and understand the information outlined herein and agree to abide by all rules and regulations of the event.

Signature _____ **Date** _____

FOR MORE INFORMATION CALL:

719-487-8005 (phone & fax)

9 am to 5 pm Monday – Friday (MST)

Make check payable to: Pro Promotions-P. O. Box 1153 Monument, CO 80132-1153

Mail completed and signed application with your check