



JUNE 22 & 23
SAT 10AM-8PM | SUN 10AM-3PM

MAIN STREET & MCGRAW PARK IN BAILEY CO



JUNE 22 AND 23, 2024

VENDOR APPLICATION AND AGREEMENT

Please return all forms and fees by May 17th, 2024, to:
Platte Canyon Area Chamber of Commerce
c/o Bailey Day
PO Box 477
Bailey, CO 80421

Or register online:

<https://www.bailey-colorado.org/bailey-days>

For questions please contact: info@bailey-colorado.org

VENDOR AGREEMENT

Bailey Days 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." Bailey Days 2024 is a 2-day event, held Saturday, June 22, 2024, through Sunday, June 23, 2024, until 3 pm.

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.
- 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 17, 2024, and are non-refundable.
- Late applications - if space is available - will be accepted until June 1, 2024, for a booth fee of \$350.
- If you submit your application and there are no spaces available, you can choose to be placed on a waiting list and called 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 21 from 6-9 p.m. Please DO NOT arrive earlier than 6 pm on Friday evening. The crews will be preparing the area and there will be limited room for access and unloading prior to 6 pm.
- Vendors will be 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 the 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 on Sunday.**
- Designated egress areas will be available to load out according to zones.

APPEARANCE AND USE OF VENDOR BOOTH SPACE

- Vendors must comply with all state and local laws.
- Vendors are encouraged to decorate their space with an Old West theme.
- Management also encourages Vendors and their employees to dress in western wear for the event.
- 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 Park County regulations.
- Water is not provided, and special arrangements must be made if needed.
- All additional documentation requests will be required by April 19th, 2024.

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 Kacie Ferguson 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, including CDC guidelines in consideration of COVID-19 protocols.
- 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 after the Saturday 9 am until after the close of the event Sunday 3 pm
- 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. At minimum, sandbags must be 50 lbs. per leg of canopy and will be available for purchase if necessary. Each tent will be inspected for safety. Please plan for high wind gusts.
- Overnight security will be provided by the Park County Sheriff's office.

INSURANCE

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

APPLICATION & FEES

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

BOOTH SELECTIONS

- _____ \$250.00 Retail and Non-Profit (10' x 10' booth)
- _____ \$250.00 Additional Adjoining Booth (10' x 10')
- _____ \$350.00 Late Application received after May 17th – Subject to availability (\$350 booth fee must be enclosed)
- _____ \$350.00 Food Vendors (10" x 20" Booth - 2 spaces allocated for food trucks)
- _____ \$50.00 Electricity fee (see agreement for details): Priority provided to food vendors.
- _____ Sponsor (Check here if you are a sponsor whose sponsorship includes a booth space)

- _____ Total Cost

Business Name: _____

Description of Business: _____

Contact Name: _____

Mailing address: _____

Phone: _____ Email: _____

Preferred set-up time (especially if additional time needed):

Friday 6-9pm ___ Sat 7:00am ___ Sat 7:30am ___ Sat 8:00am ___

Vendor Agreement MUST be signed and must accompany all Vendor Applications, in order to receive vendor booth assignments, which are assigned on a first come first served basis.

If your application is accepted, you will be notified. Once the complete application, agreement and fees are received, you will receive a confirmation email. You will receive a **vendor packet** with your booth assignment in the email you provide by June 1st; If you do not receive your packet, please contact info@bailey-colorado.org.

You may also register online at: <https://www.bailey-colorado.org/bailey-days>

Signature of Vendor _____ Date _____

PAYMENT

If your application is selected, you will receive a QuickBooks invoice that you can pay online.

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