

## PIKES PEAK BIKE WEEK 2017 - Vendor Agreement

Pikes Peak Bike Week 2017 (**PPBW**) will be held at Pikes Peak International Raceway, located at 16650 Midway Rd, Fountain Colorado 80817, Wednesday, June 21<sup>st</sup> - Sunday, June 25<sup>th</sup>. Vendors should plan to arrive and set up their displays on Monday, June 19<sup>th</sup> and Tuesday, June 20<sup>th</sup>, from 7:00 am to 5:00 pm. Tractor Trailers must set up on Monday, June 19<sup>th</sup>. Your space will be pre-assigned and you will be advised of your location at vendor check-in. Vendors are responsible for set up and tear down of their own displays.

Rental tents and equipment must be ordered and paid for 30 days prior to set up. If you have ordered and paid for rentals 30 days out, they will be delivered or installed prior to your arrival at your assigned space. Power will not be available until one (1) hour before show open Wednesday, June 21<sup>st</sup>. All items need to be unplugged until power is turned on. **PPBW** is not responsible for damaged equipment due to power fluctuation, low voltage, or outage. Vendor check-in will be clearly marked and vendor parking and trailer storage will be provided. Camping is available on site for an additional fee, but no camping will be permitted inside the vendor area. Campsite reservations can be made with this application. Reservations should be made in advance of the event as we do expect a "sell out". If you bring your own tent(s) including pop-ups, you must tie down the tent(s) properly to an adequate and safe weight system or **PPBW** will not allow the tent(s) to be erected. Vendor area will be located on asphalt unless noted and **NO STAKES ARE ALLOWED IN THE ASPHALT**.

**Vendor Gates are open daily from 8:00 am to 11:30 am (vendors should fully stock booths prior to 11:30am). All vehicles must be out of the vendor area(s) by 11:30 am. Vendors will have a designated parking area outside of the infield vendor area(s).**

### General Public Gates Open

Wednesday, June 21<sup>st</sup> thru Sunday, June 25<sup>th</sup> – 12:00 pm noon

Vendors are required to remain open until 9:00 pm daily but concerts end at approximately 12:00 am midnight. After hour operation is at your own discretion but strongly encouraged. **PPBW** will provide aisle lighting but if your plan to stay open late, additional lighting inside your booth area will be needed.

Indoor spaces in the Builder/Tattoo/Painters Area – Builder/Tattoo/Painter only vendors – No display vehicles, other than motorcycles – Vendors must remain open until 9:00 pm Wed - Sun - all indoor vendors subject to approval – availability and booth size is limited.

When gates open to general public, all displays should be in place with all vehicles removed from the vendor area. No vehicles will be allowed in gated area during event hours. Aisles are also "**Fire Lanes**" and they must be kept clear. Your display must fit completely inside your vendor space including but not limited to: trailer, tongues and tailgates. (If you need space to load and unload your trailer daily you must consider that requirement when you submit your application and provide yourself sufficient area to do so) trailer awnings cannot extend into the aisle. Merchandise racks and signs must not obstruct the walkway nor hamper your neighbor in any way. Signage or banners that are not authorized by **PPBW** will be removed and disposed without notice. Teardown may begin Sunday, June 25<sup>th</sup>, at 9:00 pm (no vehicles will be allowed on field until gates close, approx. 9:00 pm). Teardown and load out must be completed by Monday, June 26<sup>th</sup> at 6:00 pm. Please be sure your area is clean and free of debris prior to departure.

## PIKES PEAK BIKE WEEK 2017 - Vendor Agreement

**IMPORTANT: Spaces are assigned on a FIRST-PAID, first-placed basis.** You can hold your spot with a 50% deposit of your total fee. **The balance is due at least 30 days prior to the start of the event.** In order to make a partial payment, please contact [info@pikespeakbikeweek.com](mailto:info@pikespeakbikeweek.com). Once we have received your payment for at least 50% of the total, your space will be held as of that date. NOTE: If you choose to pay by credit card, the entire amount will be charged to your card immediately.

All vendor applications are subject to approval by **PPBW**.

### ***Your “Vendor Passes” will be available at Vendor Check-In***

Lost or stolen passes cannot be replaced. Additional passes are available on the Vendor application for \$100.00 each and will be provided at Vendor Check-in. The maximum number of Vendor passes allowable is twice your original space allocation. (i.e. 10' x 10' space w/2 Vendor passes = maximum additional Vendor passes – 2)

When submitting your application if you choose the “Pay by Credit Card” option, **PPBW** accepts Visa, MasterCard, Discover and American Express credit cards. If you choose the “Pay by Check” option, all checks or money orders along with a copy of your application should be mailed to: Pikes Peak Bike Week – 16650 Midway Ranch Road – Fountain, CO 80817. **Checks will not be accepted after Monday, May 15th. PPBW will only accept credit card or cashier checks accepted after Monday, May 15th.**

### ***Cancellation Policy***

You may cancel your vendor space by notifying **PPBW** in writing no later than Sunday, May 21<sup>st</sup>. **PPBW** will refund your Vendor fees, less a 5% processing charge. No refunds will be considered beyond that date.

### ***Sublet Policy***

Every Vendor on the property must be individually registered and insured with **PPBW** and reported to the City of Fountain. No subletting or sharing is allowed and will result in additional fees and/or the violator being escorted from the property. **This policy will be strictly enforced.**

Prohibited Activities and Restricted Merchandise:

No unauthorized use of the **PPBW** name and/or logo. **PPBW** holds registered trademarks on the words “**Pikes Peak Bike Week**” and the **PPBW** logo. Merchandise utilizing these words or any variation or images will be confiscated as evidence of infringement and vendor will be required to leave the property.

- No firearms sales
- All knives, swords or other items considered to be weapons must be secured from public access
- No hardcore pornography sales or displays
- Merchandise displaying foul language or obscenity must be cleared in advance by **PPBW**
- No controlled substances
- No handing out materials of any kind
- No roving Vendors/Sales people (subject to approval-in advance of vendor arrival)
- No games of chance

## PIKES PEAK BIKE WEEK 2017 - Vendor Agreement

- No food/beverage sales or give-a-ways
- No Vendor merchandise that infringes on copyrights
- No vehicle operation will be permitted in the gated area while event is open to the Public. Violations will result in the permanent removal of the vehicles and offender from the venue. All vehicles not used in your display must be removed from the Vendor area before gates open to the general public. Display vehicles must fit inside your assigned space. Trucks, trailers, golf carts, ATVs and motorcycles used for transportation are permitted with insurance and gate pass. Vehicles without an authorized "Vehicle Access Pass" will not be allowed inside the Vendor area once the gates are open. Excludes motorcycle access passes granted for Vendor performed on-site work.

### Business License

Vendor shall send **PPBW** a copy of their business license proving eligibility to operate as a business in El Paso County, Colorado. Proof of Business License must be received at least 30 days prior to the event. Pikes Peak Bike Week 16650 Midway Ranch Rd. Fountain, CO 80817 or scan and email to: [info@pikespeakbikeweek.com](mailto:info@pikespeakbikeweek.com)

### Liability Insurance

INSURANCE for <b>VENDORS, SUPPLIERS, CONTRACTORS &amp; CONCESSIONAIRES:</b>	MINIMUM LIMITS	
Commercial General Liability	Each Occurrence / Aggregate	\$1,000,000 / \$2,000,000
	Damage to Rented Facilities	\$300, 000 / \$300,000
	Each Occurrence / Aggregate	
	Completed Products & Operations	\$ 500,000/ \$500,000
Each Occurrence / Aggregate		
Worker's Compensation	State of Colorado statutory required amount	
The Certificate shall show that <b>MS Entertainment LLC, Pikes Peak Bike Week LLC, Pikes Peak International Raceway LLC, and The City of Fountain, CO</b> are named as " <b>Additional Insured</b> "		

Policy shall also be endorsed to provide that such insurance is primary insurance and that no separate insurance policy or self-insurance of the additional named insured shall be called on to contribute to any loss incurred in connection with the Contractors/Vendor's performance.

The above described coverage shall be maintained throughout the term of service agreement, and the Contractor/Vendor shall file with **PPBW** a Certificate of Insurance evidencing that any insurance coverage required herein has been obtained and are currently in effect.

## PIKES PEAK BIKE WEEK 2017 - Vendor Agreement

Insurance certificates must be received at least 30 days prior to the event.  
Pikes Peak Bike Week 16650 Midway Ranch Rd. Fountain, CO 80817 or scan and email to:  
[info@pikespeakbikeweek.com](mailto:info@pikespeakbikeweek.com)

### City of Fountain Sales Tax

Event Sales Tax Permit is required by the City of Fountain. (Not required if you display only)  
The application can be downloaded at [www.fountaincolorado.org](http://www.fountaincolorado.org)

### Vendor Fire Safety

All Vendors are obligated to obey all pertinent fire and safety codes, laws, ordinances, and regulations as mandated by the State of Colorado, Fountain and **PPBW**. The City of Fountain requires a safety kit including at least 1 Fire Extinguisher, 1 Exit sign per exit w/emergency backup lights, Load occupancy sign, and NO Smoking Sign for all tents 400 sq ft and larger. Kits and signs are available in the accessory rental section of the Vendor application. Fountain fire safety code dictates canopies provided by Vendor to be fire retardant.

### Security

**PPBW** will provide 24-hour security inside the Vendor area beginning Monday, June 19<sup>th</sup>. However, you are responsible for protecting your merchandise from theft or damage. No one will be permitted to remain inside the security fence after the venue has closed each evening.

### Security and Cleaning Deposit

Vendors' initial security deposit will be returned to them only after visual inspection and written release by **PPBW**. This must be done in person on prior to leaving the event.

Reasons for Immediate FORFEITURE OF DEPOSIT:

- Incorrectly disposing of any oils or coals (must be taken off of the premises and disposed of safely by vendor).
- Not checking out with a **PPBW** vendor coordinator nightly or the morning after the final show day.
- Driving on-site without an escort.
- Leaving litter and/or food debris in and around booth.
- Cancellation by vendor the day of or after being accepted to participate.
- Contaminating a recycling or composting bin or dumpster with landfill trash.
- Disposing of grey water anywhere other than a grey water tank.
- Theft or deception, whether through inventory manipulation, POS manipulation, or by selling products not approved by **PPBW**. These actions shall be considered a material breach in which case vendor will lose the right to their assigned space and will be escorted off the event site. The vendor may be subject to additional fees if the infractions total more than the entirety of the security and cleaning deposit.

## PIKES PEAK BIKE WEEK 2017 - Vendor Agreement

### Questions and Policies?

If you have questions about the above policies, before submitting your application contact the Vendor Coordinator at 602-315-0711 or [info@pikespeakbikeweek.com](mailto:info@pikespeakbikeweek.com) **PPBW** does not accept shipments to Pikes Peak International Raceway during the event.

### Vendor Acceptance

I, the undersigned, hereby contract with **PPBW** for Vendor space(s) at Pikes Peak International Raceway. Furthermore, I release Pikes Peak Bike Week, Pikes Peak International Raceway and MS Entertainment from all liability or claims.

I have read and agree to the terms, conditions, and liability Insurance requirements.

Business Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PIKES PEAK BIKE WEEK 2017 - Vendor Agreement

### PIKES PEAK BIKE WEEK 2017 Tent, Space and Equipment Rental Form

**Business Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Product to Sell** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Space Required

Check Box	SPACE SIZE	PASSES	AMOUNT
	10' X 10'	2	\$ 700.00
	10' X 20'	3	1075.00
	10' X 30'	4	1250.00
	10' X 40'	5	1350.00
	10' X 50'	6	1450.00
	20' X 20'	4	1550.00
	20' X 30'	5	1650.00
	20' X 40'	6	1750.00
	20' X 50'	7	1850.00
	20' X 60'	8	1950.00
	40' X 40'	8	2250.00
	40' X 50'	9	2450.00
	40' X 60'	10	2660.00

Check Box	TRACTOR TRAILER SIZE	PASSES	AMOUNT
	40' X 100'	9	\$ 2950.00
	40' X 120'	10	3200.00

One 120 Volt/Amp 4 plug circuit included. Additional may be purchased for \$50.00 on Vendor Application or \$200.00 on site. Vendor must provide your own extension cords.

Additional Vendor Passes can be purchased for \$100.00 each.

Rental rates are valid for the duration of the event.

## PIKES PEAK BIKE WEEK 2017 - Vendor Agreement

### Tent and Equipment Rental Pricing

#### TENTS

\*All tents include four (4) sides

\*All tents 400 sq ft and greater include safety kit

#### Check Box

Check Box	TENT SIZE	AMOUNT
	10' X 10'	\$ 250.00
	10' X 20'	500.00
	10' X 30'	625.00
	10' X 40'	800.00
	10' X 50'	950.00
	20' X 20'	800.00
	20' X 30'	950.00
	20' X 40'	1100.00
	20' X 50'	1500.00
	20' X 60'	1850.00
	40' X 40'	2500.00
	Safety Kit	\$115.00
	one (1) 8' Table	15.00
	one (1) Chair	5.00
	Lights per 400 sq ft	100.00
	Water Barrel	25.00
	1 Stake (no stakes in asphalt)	10.00

\_\_\_\_\_ Make check payable to: **Pikes Peak Bike Week**  
**16650 Midway Ranch Road**  
**Fountain, CO 80817**

\_\_\_\_\_ Credit Card: **See attached credit card authorization form**

**Total Amount \$ \_\_\_\_\_**

\_\_\_\_\_ **Security and Cleaning Deposit of \$150.00 in the form of a check made payable to Pikes Peak Bike Week. (Required)**

**Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_**

**PIKES PEAK BIKE WEEK 2017 - Vendor Agreement**

**PIKES PEAK BIKE WEEK  
16650 Midway Ranch Rd  
Fountain, Colorado 80817**

**CREDIT CARD AUTHORIZATION FORM**

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_  
(as it appears on Credit card)

**Billing Address** \_\_\_\_\_

**City/State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Amount to be Charged \$** \_\_\_\_\_

By providing my credit card number below, I authorize **Pikes Peak Bike Week** to charge my Credit Card for the total amount indicated above.

**Type of Credit Card** \_\_\_\_\_  
(Visa, MasterCard, Discover, American Express)

**Credit Card Number** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_ **CVV** \_\_\_\_\_

**Card Holders  
Signature** \_\_\_\_\_