AUGUST 20, 2016

WALK FOR LIFE & 5K RUN

AIDS WALK COLORADO

BENEFITTING COLORADO AIDS PROJECT

Vendor Application
Saturday, August 20, 2016

Nearly three decades after a small group of citizens joined together to walk in unity to confront the AIDS epidemic, we now prepare to mark our 29th annual AIDS Walk Colorado. More than 7,000 walkers and runners, fueled by donations from more than 13,000 individuals, will again take to the streets of Denver's Capitol Hill neighborhood to raise money to prevent the spread of HIV infection and improve lives affected by HIV and AIDS. Colorado AIDS Project is pleased to present this annual event, which will include a 5K Walk & Run, volleyball tournament, day-long Celebration of Life Festival, memorial garden including panels of the AIDS Memorial Quilt, the Diva Dash Stiletto Fun Run, live entertainment, beer garden, and a host of other activities.

Organization Name (as you would like it to be listed on ALL signage and recognition):

_____

Address: _____

City: _____ State: _____ ZIP:_____

Contact Name: _____ Website: _____

Phone: _____ Secondary Phone: _____

E-Mail _____ Fax: _____

Are you a non-profit? _____ If yes, Tax ID Number: _____

If you are applying as a non-profit, please include a copy of your IRS determination letter.

Vendor Space Rental

	10' x 10' Booth **$200 Commercial,** **$100 Non-Profit**	**10' x 20' Booth** **$300 Commercial,** **$200 Non-Profit**	**TOTAL**
Commercial Vendor Booth			
Non-Profit Vendor Booth			
Electricity ($100 each)			

Vendor Policies

Please review the information on the following pages carefully. Your signature on the Policies Agreement acknowledges your organization's understanding of all set Vendor Policies and represents your accord to adhere to said policies.

Event Details:
Date: Saturday, August 20, 2016
Time: 7:30 a.m. - 2:00 p.m. (See below for set up times and instructions.)

The Vendor will provide:
Appropriate vendor fee, Properly-weighted canopy (**The use of stakes in Cheesman Park is strictly prohibited**), booth staff, table and chairs necessary for your booth. You are welcome to bring your own establishment's promotional items such as banners, brochures and signs, etc. All signage must be for **only the approved Vendor** and must be kept within your 10'x10' booth space. Should you need other items for your booth area, AIDS Walk Colorado can order them at cost for you. Please let us know by Monday, August 1, 2016 if you will need any of the following items rented for you.

- 10' x 10' pop-up tent = $125 each
- 8' table = $15 each
- 90" x 156" linen tablecloth = $25 each
- Folding chair = $2 each

AIDS Walk Colorado will provide:
Booth space in vendor area of festival and volunteers to assist with set-up, tear-down and needs throughout the event.

Electrical Services:
No form of electrical service other than that provided by AIDS Walk Colorado will be permitted. Vendors needing electrical services will agree to rent said services from AIDS Walk Colorado at a rate of **$100 per booth.** AIDS Walk Colorado does not provide extension cords.

Booth Placement:
Each vendor will be assigned a booth location at the discretion of AIDS Walk Colorado staff. Your location will be marked with your name. Location moves will not be allowed on the day of the event.

Times of Operation:
All booth spaces must be open to attendees between 7:30 a.m. and 2:00 p.m. You may not close down your canopy until 2:00 p.m. Breaking down equipment and packing up cannot begin until the event is over. (Based on attendance, some early breakdown may be allowed at the discretion of the AIDS Walk Colorado staff.) You will not be permitted to drive your vehicle into Cheesman Park for clean up until after 2:30 p.m. and the majority of guests have exited.

Set Up:
Vendor set up will be held on Friday, August 19, 2015 between 3:00 p.m. and 6:00 p.m. All vendors are strongly encouraged to set up their booth between these times as it will be difficult to get to your booth space on the morning of the event. If you cannot set up on Friday afternoon, limited set up will be allowed on Saturday morning between 6:00 a.m. and 7:00 a.m. Driving on the grass will not be permitted. AIDS Walk Colorado staff will be available with golf carts to help move equipment from the street to booth spaces on Friday afternoon. Staff will not be available to assist on Saturday morning. Vehicles MUST be moved out of Cheesman Park by 7:00 a.m. Saturday morning.

All booth spaces must be open to event attendees by 7:30 a.m. Drive on passes and instructions will be sent to the organization contact via US mail prior to August 1, 2016. Please be sure to note which park entrance is designated for your arrival as there will be a heavy flow of traffic during set up times. Drive on instructions and park entrances MUST be adhered to.

Vendor Staff:
Please talk to your staff before the event regarding smoking and alcoholic beverages. Remember that your staff is representing your establishment at this event. No one should be serving, or should be drinking alcohol. Your staff should not be consuming alcohol at your booth space. As a courtesy to individuals visiting your booth we ask that you and your staff not smoke cigarettes or any other paraphernalia in your booth space. Please remember that AIDS Walk Colorado is a family-friendly event. Attire and behavior should be kept presentable.

Food & Beverage
Only approved Food Vendors will be allowed to sell and distribute any non-alcoholic beverages or food items, including water. Exception is provided for distribution of candy.

Products/Sales:
Vendor, and only the approved Vendor, will be allowed to sell items from the booth space. You MAY NOT designate a portion of your booth space to another vendor. All sales must include sales tax. Products must be of an anti-discriminatory nature and appropriate for a family audience. AIDS Walk Colorado is not responsible for providing change for Vendor sales. No raffles will be allowed.

Canvassing:
Only the vendor named on the application is allowed to canvass from your booth. Vendors may not allow third party vendors to utilize their booth space for canvassing. Vendors engaging in such behavior will be shut down and asked to leave and will forfeit their vendor fees as well as the opportunity to participate as a vendor in future years.

Take-Down and Clean-Up:
Vehicles will not be allowed to re-enter Cheesman Park until after 2:30 p.m. and after most guests have exited. Please adhere to the drive on instructions for set up and your designated park entrance. Additional help may be available if needed, but only after the designated end time of the event. All equipment must be removed from Cheesman Park on Saturday afternoon. Security personnel will be on duty at all times Friday and Saturday, including overnight on Friday, but will not be on duty on Saturday after 6:00 p.m. AIDS Walk Colorado is not liable for any equipment, including rental equipment, left in the park post-event.

Our volunteers and staff will do their best to help empty your trash receptacles throughout the event. If this becomes a problem, please alert an event staff member or event volunteer. Vendors are expected to leave booth areas clean and in good condition. Volunteers and staff are here to help you clean up, but it is your duty as an event participant to help keep your area clean.

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Policies Agreement

All participating vendors in AIDS Walk Colorado agree, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Colorado AIDS Project and their directors, officers, employees, and agents against claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from negligent acts or omissions of the vendor, or anyone directly or indirectly employed by them. **All Vendors are required to hold liability insurance naming Colorado Health Network, Inc. as additional insured.**

Colorado AIDS Project reserves the right to notify and expel any individuals who fail to comply with rules, regulations or warnings. Colorado AIDS Project is not responsible for loss due to weather or other acts beyond our control.

I have read and agree to the terms and conditions of the AIDS Walk Colorado Policies document. My signature below indicates my agreement to adhere to all policies.

Authorized Signature:_____Date:_____

Title:_____

Please send signed Policies Agreement to:

Jeff.trujillo@coloradoaidsproject.org

OR

Colorado AIDS Project
AIDS Walk Colorado Vendor
2490 W. 26th Ave. #300A
Denver, CO 80211

If paying by credit card, the full amount of rental fee will be charged at the time the application is approved.

Circle one: VISA MasterCard American Express Discover

Card number: _____ Exp. Date _____

Name on Card: _____

Mailing Address associated with Card:

_____

Authorized Card Signature _____ Date: _____