

# ***PIKES PEAK OR BUST RODEO***

## **Vendor Manual**



**CINCH** PRESENTS

# **PIKES PEAK OR BUST RODEO DAYS**

★ ★ **JULY 13-16, 2016** ★ ★



**Location:**

**Norris-Penrose Event Center**

1045 Lower Gold Camp Road

Colorado Springs, CO 80905-7219

719-591-7895 (Vendor Chair) – Office

719-641-6441 (Vendor Chair) – Cell

719-591-5689 (Vendor Chair) – Fax

Email: [itsmered@gmail.com](mailto:itsmered@gmail.com)

# Welcome to the 76<sup>th</sup> Annual Pikes Peak or Bust Rodeo

On behalf of the Board of Directors, Ramrod Chairmen and all of the Volunteers of the Pikes Peak or Bust Rodeo (PPOBR) we hope you will be joining us for our 76th year in Colorado Springs, CO.

## Rodeo History

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The 76th annual Pikes Peak or Bust Rodeo takes place at the Norris-Penrose Event Center once again from July 13<sup>th</sup> to the 16<sup>th</sup>, 2016. Colorado Springs is the focal point for World Champions and rising stars in their quest for the World Championship title. Since 1946, proceeds of the Pikes Peak or Bust Rodeo have been used to benefit local military and their families. Colorado Springs is home to the United States Air Force Academy, U.S. NORAD/NORTHCOM (home to the American and Canadian joint forces), Air Force Space Command, Schriever Air Force Base, Peterson Air Force Base, and Fort Carson.

For more information and event listings visit [www.PikesPeakorBust.org](http://www.PikesPeakorBust.org)

Events include exciting rodeo action with Steer Wrestling, Bareback Riding, Tie Down Roping, Bull Riding, Saddle Bronc Riding, Team Roping, and fast-paced Women's Barrel Racing. In addition, there will be activities and events for the whole family including: Pony Rides, Mutton Busting and Gold Panning, *not to mention the wonderful food and the commercial vendors we have joining us this year!*

## General Information & Contacts

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The Norris-Penrose Event Center features an outdoor stadium, a 36,000 sq ft indoor arena, show stalls, a cross country course, camper hook-ups, a shower and rest room house for campers, and a conference room. Located on 72 acres of beautiful western terrain at the base of Pikes Peak, the Norris-Penrose Event Center adjoins 500 additional acres with a network of trails linking to the Pikes Peak National Forest.

<u>Robert Dunn</u> , Chairman Vendors & Promotional Committee	(719) 591-7895
<u>Barry Dunlap</u> , Norris-Penrose Catering and Food Concessions	(719) 229-6466
<u>Johnny Walker</u> , General Manager Norris-Penrose Event Center	(719) 330-6829

## **To Reserve Your Space**

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All applicants are given equal consideration based upon available space, and the applicant's ability to (1) set up an attractive and professional looking display, (2) offer a unique product of great quality, (3) conduct business in an ethical and professional manner, and (4) meet financial responsibilities and all contractual obligations.

Please Submit a completed and signed application (attached as page 8 of this manual), payment, proof of insurance, copy of Colorado sales tax license, copy of current Colorado State Food License and Food Event Permit (if a food vendor) as soon as possible. Fees for this year are: \$500 for a 10x10 and \$800 for a 10x20. A \$250 deposit is due upon signing of the contract; the balance is due by 1 July 2016. **NOTE: If you require a space larger than 10x20, please contact the Vendor Chair.**

Electricity will be provided for the cost of the booth. However, if you require more than one 110V power outlet or 220V power, you **MUST** notify the Vendor Chairman when you submit this contract. Depending on your needs, an additional charge (\$50) may apply.

In the event of cancellation by the vendor for any reason, monies paid shall be refunded only if the PPOBR is able to resell the booth space. If we are unable to resell the booth space, then no monies shall be refunded. Cancellations **MUST** be received no later than 15 days prior to the start of the rodeo, or deposits may be forfeited. Refunds, if any, will be mailed within 60 days after the end of the rodeo. The PPOBR staff reserves the right to cancel any or all agreements with vendors.

## **Insurance / Tax Requirements**

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All vendors must have Certificates of Insurance on file with Vendor Chairman prior to the event that lists the appropriate amounts of coverage. Sales Tax License (if selling goods) & Proof of Insurance are **REQUIRED**.

Proof of insurance must evidence the following:

- Comprehensive, General Public Liability and Property Damage Insurance, including Personal and Advertising Injury and Bodily Injury: \$1,000,000 each occurrence
- Property Damage: \$300,000.00 each occurrence
- The Pikes Peak or Bust Rodeo Foundation, Inc., The Colorado Springs Rodeo Association, Inc. & NPEC, LLC, must be included as additional insured under the General Liability policy.

If you need to obtain insurance through The Pikes Peak or Bust Rodeo Insurance Plan for the event, please see the Vending Contact (page 8 of this document) for more information.

You must provide a copy of your sales tax license if you are going to be selling products. You are responsible for proper collection and submittal of sales tax to the State of Colorado and El Paso County. All vendors must submit a FEIN number or Tax ID number or a copy of your sales tax license.

City of Colo. Springs –	3.12%
State of Colorado –	2.90%
El Paso County –	1.23%
PPRTA –	1.00%
<b>Total Tax Rate –</b>	<b>8.25%</b>

## **Set-up / Tear-Down Schedule**

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### **Set-up Hours**

The grounds will open on Tuesday, July 12th from 8:00 am to 4:30 pm.

Vendors must check in with the Vendors Chairman prior to set up to ensure proper placement of all booths.

Standard 10x10 or 10x20 booths must be set-up to match the “Front” of the booth next to you to avoid having a “hiding effect” for your booth or the booth next to you. All booths must be at least three feet back from the sidewalk to allow for smooth patron traffic.

All booths must be set-up by NOON on opening day, July 13th 2016, **and vehicles must be placed in vendor parking area.** Vehicles left by fence (fire lane) will be towed at owners/vendors expense.

The only trailers that can remain behind your display are those that require refrigeration. All trailers used for re-stocking must be parked in the south parking lot on the south side (back by the split rail fence).

Prior to each event, if you need more than 20 minutes to re-stock inventory etc., you will need to obtain permission from Vendor Chairman in advance in order to park behind the fence. There will be contestant and pedestrian traffic in the area at this time. **DRIVE SLOW / DRIVE SAFE!**

### **Tear-Down Hours**

All vendors must remain totally intact and operational until 9:30 pm or at least 30 min following the last event. (May be extended based on attendance after the last event)

Vehicles will not be permitted on grounds (fire lane) for load out until after 9:30 pm or as deemed “Safe” by PPOBR management. Tear-down is permitted on Sunday, July 17<sup>th</sup> from 7:00 am to 4:00 pm.

## Supplies for Booth Set-up / Tear-Down ---

You are responsible for providing the necessary supplies to set-up and tear-down your booths. If additional supplies are needed they can be purchased at the local merchants located at the bottom of the hill from the Rodeo grounds.

## Electrical Inspection ---

For health, safety, and welfare of those who participate in and attend the Pikes Peak or Bust Rodeo, ALL exhibits/booths will be inspected prior to opening on the first day of the event.

- No damaged or repaired wiring
- All extension cords **MUST** be Contractor Grade 12 AWG, 10 AWG or 8 AWG
- All three pronged connectors must be intact, have a ground and be UL approved.
- (All EXTENSION CORDS MUST BE REPLACED IF FOUND DAMAGED OR REPAIRED)

***The Pikes Peak or Bust Rodeo shall not be responsible for any equipment damage or loss of business due to outages or power surges***

## Vendor Passes ---

Each vendor will receive two vendor entry passes per event and one parking pass. If you need additional vendor passes they must be approved by the Vendor Committee Chairman. Also, additional parking passes must be approved by the Vendor Committee Chairman. All other vendor vehicles will be parked in general admission parking and the parking fee paid upon entry.

Vendor passes are for those who are working the event. Any attempt on the part of the vendor, their employees, agents or representatives to sell, exchange or barter any privilege or admission passes issued by the PPOBR will be sufficient cause for termination of contract and ejection from the grounds.

Vendor is responsible for lost or stolen passes. The PPOBR will not replace any lost or stolen passes.

## Parking ---

Vendors will park in **“Vendor Parking Area”** located in the East area of the grounds by the indoor arena. No vendors will be permitted to enter or leave this area after 4:30 pm (11:30 am on Saturday) until events are over or deemed “safe” by PPOBR management. Parking Passes **MUST** be displayed in your vehicle at all times. The parking attendants are here for your safety and the safety of all who enter the grounds. Please **DRIVE SLOW** and heed their directions. Any and all issues need to be escalated to the Vendor Chairman for proper determination/assistance. If you have an

RV that you would like to stay in at the venue, you MUST coordinate with the General Manager's office to receive an assigned space. There will be NO parking allowed in the South lot unless you have handicapped access requirements.

## **Vendor Location**

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The Vendors & Promotions Committee, in agreement with the Ramrod Chairmen and Board of Directors, reserves the right to locate, re-locate or cancel any exhibit/display/concession that is not in the best interest of the PPOBR. Vendors shall not sublease booth spaces or portions thereof without prior written approval from Vendor Chairman. Vendors must stay within the rented booth dimensions associated with their contract.

## **Sound Devices**

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Vendors shall obtain permission from the Vendor Committee Chairman for use of all sound devices such as; radios, speakers, or any other attention getting devices.

## **Hours of Operation**

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Vendor booths must be "open for business" at 4:00 pm Wednesday through Friday until 9:30 pm or at least 30 min following the last performance.

On Saturday (there will be a matinee performance and an evening performance) vendors must be "open for business" at 10:00 am until 9:30 pm or at least 30 min following the last performance.

## **Miscellaneous Vendor Information**

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- All vendors shall comply with all federal, state and local laws and regulations, including but not limited to taxation, health, safety, labor, employment, and licensing.
- All vendors are equal regardless of size, and should be given equal opportunity, within reason, to present their product or service to the public. The walkways around your area **MUST** be kept open. No products can be displayed on the walkways. Please remember the walkway is not part of your allocated booth space but is intended for the use of rodeo personnel and patrons.
- Vendors must confine all transactions to the space leased and shall not display signs, placards, brochures, advertisements, or solicit prospective customers in any location on the Fairgrounds, except within the contracted space. Operating, selling, distributing handbills, posting advertising, hawking or conducting business within the aisles or anywhere outside of the vendor's contracted space (including on buildings, trees, posts, parked vehicles) is prohibited. Additionally, please use professional and courteous approaches to rodeo fans walking by your booth.
- The vendor is responsible for the appearance, maintenance and attractive condition of the exhibit space. All booths must be properly manned during exhibit hours of

operation and it is the vendor's responsibility to clean up around their area at the end of the day and secure their merchandise.

- No firearms of any kind are allowed on the grounds at any time unless the vendor has a current concealed weapon permit.
- Merchandise referring to alcohol or drug abuse, violence or that are sexually explicit or suggestive in nature are not permitted to be sold.
- Vendors will be required to provide their own tents. Tents should be made with a durable, fire resistant material.
- Vendors shall indemnify, and hold harmless, El Paso County, Colorado, the PPOBR, and their respective officers, employees, agents, volunteers, boards and subsidiaries as additional parties, from any and all claims, liabilities, or other damages of any nature whatsoever, including costs and attorney's fees, in excess of, or not covered by the insurance coverage provided under the terms of this agreement occasioned directly or indirectly by the vendors operation of the premises. The PPOBR Board, the staff, and volunteers shall not be responsible for personal injuries, accidents, damages or losses sustained by vendors, helpers, agents, visitors, or paid admission patrons on the Fairgrounds.

## **Summary**

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Thank you for considering working with us at this year's PPOBR! We value your participation and are looking forward to working with you. If you have any questions or need any additional information, please contact Robert Dunn at [itsmered@gmail.com](mailto:itsmered@gmail.com), or by calling (719) 591-7895 (work) or (719) 641-6441 (mobile). See you at the rodeo!

## Vending Contract

This agreement is entered into between the Pikes Peak or Bust Rodeo and \_\_\_\_\_,

In consideration of the following mutual covenants and for good valuable consideration, all parties agree:

1. Pikes Peak or Bust Rodeo grants the following Vending Agreement to \_\_\_\_\_, from here on to be known as "Vendor".
  - A) Vending Booth: Vendor will receive one (1) vending booth within the vendor area during the Pikes Peak or Bust Rodeo 2016 event. Each booth will receive two (2) admission tickets per event and one (1) parking pass.
  - B) Electricity will be provided for the cost of the booth. However, if you require more than one 110V power outlet, you **MUST** notify the Vendor Chairman when you submit this contract. Depending on your needs, an additional charge (\$50) may apply.
  - C) Sales Tax: Vendor will be responsible for all sales tax on all sales.
  - D) Booth Location: Vendor will be notified of booth location after this contract is received and processed.
  - E) Booth Size: Vendor will receive either a 10x10 or 10x20 booth space. (No pipe, drape, chair or table will be provided).
  - F) Setup Time: Vendor can begin setup on July 12, 2016 from 8:30 am to 4:30 pm.
  - G) Hours of Operation: At least one person must be in the booth at all times & open for business from 4:00 pm until 9:30 pm W-F & from 10:00 am through 9:30 pm Sat or until one half (1/2) hour after the conclusion of the performance.
2. **Vendor Fee:** Vendor Agrees to pay  \$500 for a 10x10 space or  \$800 for a 10x20 space for the aforementioned Vending Booth. **(Please select one option and make check payable to Pikes Peak or Bust Rodeo)**  
\$250 due upon signing of the contract (includes vendor space and electricity).  
*Balance Due: \$\_\_\_\_\_ (Balance is due by 1 July 2016)*
3. **Term:** The duration of this agreement shall be as follows: July 12, 2016 and ending on July 16, 2016. All booths must be broken down and removed before 4:00 pm on Sunday, July 17, 2016, but not prior to the conclusion of the Rodeo performance. **Exceptions for later tear downs must be arranged in advance with the Vendor Chair.**
4. **Insurance:** Sales Tax License (if selling goods) & Proof of Insurance are REQUIRED. Proof of insurance must evidence the following:
  - Comprehensive, General Public Liability and Property Damage Insurance, including Personal and Advertising Injury and Bodily Injury: \$1,000,000 each occurrence
  - Property Damage: \$300,000.00 each occurrence
  - The Pikes Peak or Bust Rodeo Foundation, Inc., The Colorado Springs Rodeo Association, Inc. & NPEC, LLC, must be included as additional insured under the General Liability policy.Liability Insurance is also available through the Rodeo's Tenant User Liability Policy with K&K Insurance. Rates are per vendor, per event:
  - First booth: \$65 booth + \$15 fee = \$80
  - Additional booths: \$32 each*Rates are subject to change. Make check payable to Pikes Peak or Bust Rodeo. **NOTE: Application AND full payment is due by 1 July 2016.***



5. Please Submit: Completed and signed application, payment, proof of insurance, copy of Colorado sales tax license, copy of current Colorado State Food License and Food Event Permit (if a food vendor).

Signature (s): \_\_\_\_\_

Print Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Email completed form** to Robert Dunn at: [itsmered@gmail.com](mailto:itsmered@gmail.com)

**Or mail a hard copy to:**

Robert Dunn  
4595 Whimsical Dr.  
Colorado Springs, CO 80917-3118