



## Vendor Information

Your signature on this 2 page application indicates understanding and acceptance of the following policies and procedures:

### GENERAL EVENT INFORMATION

Date: Saturday, August 4<sup>th</sup>, 2012

Place: Majestic Commercenter, 32<sup>nd</sup> Pkwy & Lisbon St., Aurora  
(cross streets are I-70 & Tower Rd.)

Setup/Unload Time: August 3<sup>rd</sup> (preferred), 1:00PM - 6:30PM or August 4<sup>th</sup>, 6:00AM - 7:00AM

Tear Down Time: August 4<sup>st</sup>, from 4:00PM - 6:00PM

### PRE-EVENT VENDOR INFORMATION

- Each Vendor is responsible for submitting a signed event application, application fee, and off-premise restaurant permits PRIOR to the event.
- Since we are striving to guarantee exclusivity in vendor sold times and interactive booth themes, the vendor must specifically list the items or services they intend to sell on the vendor application. No vendor may change the listing of what will be sold or displayed without the March of Dimes consent.
- Once accepted as a MUDD Volleyball vendor, NO refunds will be granted. If you are not accepted, your participation fee will be returned.

### DAY OF EVENT VENDOR INFORMATION

- Each vendor will be allowed to park near the site after unloading. Vendors will be able to unload their equipment from 6:00AM - 7:00AM. After 7:00AM, ALL vehicles must be moved to the designated parking area. Vendor spaces are assigned on a first come first served basis.
- All vehicles left in "no parking" areas will be towed at the owner's expense.
- Each vendor must provide necessary staff and equipment to efficiently run their booth (tables, chairs, garbage cans, electricity, etc.)
- All vendors must be open from 8:00AM - 4:00PM. Tear down of booths must occur by the designated hour.

- The March of Dimes reserves the right to restrict vendors with respect to methods of operating display of materials. If for any reason an exhibit is deemed objectionable by the March of Dimes, it must be removed from the event immediately.
- Vendors will receive their assigned space on the morning of August 5<sup>th</sup>. No vendor is allowed to leave the assigned space to solicit or distribute products.
- Vendors cannot sell or give their space to another vendor.
- Limited security is provided for MUDD volleyball during the event hours. Security will be roaming the entire event area. The March of Dimes is not responsible for damage, theft, or loss.
- MUDD Volleyball is a go come rain, snow, or shine! No rain delays or refunds will be given due to inclement weather.

### POST-EVENT VENDOR INFORMATION

- All vendors are required to tear down and clean up immediately following the completion of MUDD Volleyball on the day of the event. Any vendor leaving excess trash around the assigned space will be assessed a clean up charge.
- Payment of 15% day of donation must be mailed via check or money order to the March of Dimes not later than 10 days post-event
- All vendors are responsible for the collection and submittal of sales' taxes to the respective City, County, and State of Colorado.
- The vendor will be banned from MUDD Volleyball and other future events if:
  - The vendor buys a booth for resale
  - The vendor misrepresents the items or services to be sold at the event
  - The vendor/participants conduct is detrimental to the best interest of the event
  - The vendor violates any of the above stated policies or procedures of the event.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

By understanding and agreeing to the above policies and procedures, you are helping the March of Dimes ensure a fun and smooth event for vendors, volunteers, and participants alike. We appreciate your continued support of MUDD Volleyball and the March of Dimes' fight to save babies in Colorado!!

### PLEASE COMPLETE AND RETURN TO:

March of Dimes / MUDD Volleyball  
 Attn: Jennifer Sorenson  
 1325 S. Colorado Blvd., Suite B508  
 Denver, CO 80222

303.692.0011 (office) 303.692.9229 (fax)

*The mission of The March of Dimes is to prevent birth defects, low birth weight, and infant mortality through programs of education, research, advocacy, and community services.*