



# MONSTER DAY

## 2018 COMMERCIAL VENDOR RULES AND REGULATIONS

These Rules & Regulations governing the Monster Day Event are provided to advise Exhibitors/Vendors of their rights, restrictions & requirements.

### Vendor Rules & Regulations

#### Space Agreement

Every concession or commercial exhibitor participating in the Event must have a signed booth space agreement. The signed agreement is the only document that guarantees a space at the event. The space agreement must be signed by the participant and by an authorized representative of the Monster Day Committee prior to participation in the Event.

Upon execution of the space agreement, it is the responsibility of each individual or business to abide by all terms and conditions of the Space Agreement and these Rules and Regulations. Failure to comply may constitute grounds for termination of the space agreement and may result in forfeiture of all payments, rights and privileges of the individual or business.

The Monster Day Committee retains final decision on space assignments and reserves the right to adjust charges if justified.

Only those products or services that are listed in the Space Agreement may be promoted, sold or displayed. If a request to sell or promote certain items on the application is not reflected on the Space Agreement, those items or activities were not approved. Any changes in the availability of items for sale, the purpose or activity, or a change in the amount of space must receive approval from the Monster Day Committee before the change can be instituted and must be included in a written amendment to the Space Agreement.

Should participants fail to submit required documents and fees, as stated in the Space Agreement or these Rules and Regulations, the Monster Day Committee reserves the right to cancel the Space Agreement.

The Monster Day Committee reserves the right to use vendor names, images and logos to promote and market commercial vendor program.

#### Payment Schedule

Payment must be made by the due date or the Space Agreement may be withdrawn. All payments for space fees must be made with cash, check, or credit card. Checks will not be accepted after August 1st. All Space Agreements must be paid in full prior to opening of business on the day of the event.

**Food vendors:** Applications due NO LATER THAN 5pm July 9<sup>th</sup>. If you are approved for this event your payment and all paperwork for the health department are due to our office no later than July 13<sup>th</sup> at 5pm.

**Other Vendors:** Check or payment info due with application. Your payment will not be processed unless and until you are approved for this event.

## **Signage**

Signs must be professional in appearance, be proportional to the booth size and be located within the confines of the contracted space. Event reserves the right to determine the appropriateness of all signage appearance and size.

## **Booth Standards**

All exhibits must remain intact and staffed during the hours of the Event. Vendors and their staff must conduct all business within the assigned space.

Exhibits shall not display, sell, or dispense any items with offensive, profane, and/or drug related paraphernalia. The display, sale, or dispensing of these or any other items which in the opinion of the Monster Day Committee are inconsistent with the mission of the event and will result in the removal of vendor.

## **Move In**

Move in instructions will be sent to you during the week prior to the event. This information will be emailed to all vendors with an accepted Vendor Agreement.

All labor, materials and equipment necessary for setting up or removing exhibits shall be supplied by the concessionaire/vendor.

Exhibitor must check in with the Monster Day Committee on duty before setting up. Vendors are to have their booth set up and ready 1/2 hour prior to event start time.

## **Move Out Schedule and Procedures**

If you MUST leave before the end of the event you will be required to hand-carry or use a cart/dolly to remove your items for safety of our guests as the plazas will be closed to vehicle traffic.

## **Trash**

Exhibitor will be responsible for any trash in his/her area. Large trash cans will be placed throughout the area and may be used by the vendors.

## **Taxation and Revenue Department**

Concessionaire/vendor is required to pay any and all taxes due and payable to the State of Colorado and the City of Greeley while operating a concession booth at the Monster Day Event.

### **Questions?**

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