

# MPWC 2026 YULETIDE BAZAAR VENDOR RULES/ REGULATIONS

## Application and Acceptance

1. 100% of fees are due within 15 days of acceptance of your application.
2. Fees are nonrefundable and non-transferable.
  - a. This is a fundraising event on behalf of GFWC Mountain Pines Woman's Club (MPWC), which is a 501(c)3 organization. In the event of vendor cancellation, no fees will be refunded. Fees paid may be deducted as a charitable deduction for tax purposes.
  - b. In case of unexpected weather or other catastrophic event resulting in cancellation of the event, vendors will be refunded 60% of the fees paid. The remaining 40% may be deducted as a charitable donation for tax purposes.
3. PayPal is the preferred method of payment. You do not have to have a PayPal account to make a payment by debit or credit card through the platform. **A 3% fee is added to the transaction to cover the cost of processing fees.** Personal checks will be accepted. In the event a check is returned, you will be charged a return check fee of \$15.
4. Spaces may not be sublet or shared with another Vendor or Company.
  - a. Spaces shall be used only for the purpose indicated on the original application.
  - b. Vendor may display or sell from only one "Company" per booth space.
5. MPWC reserves the right to determine the eligibility of any company or product for inclusion in the event.

## Approved Products

6. Vendor may conduct sales of approved products and collect payment in any form he/she deems acceptable.
7. We are unable to accept vendors who sell alcohol-related products, drug paraphernalia, weapons, including stylized knives, and any other items we deem inappropriate for our audience. The Fieldhouse is considered a kid-safe zone.

## Booth Location

8. MPWC cannot guarantee vendors a specific booth, but, when possible, we will make every effort to place vendors in the desired general location and not put like vendors too close together. Unfortunately, unforeseen circumstances happen which may prevent this. When filling out the application, please be as specific as possible in the description of the products sold to help prevent this from happening.

## Arrival, Set-up, Tear-down, and Departure

To expedite arrival and departure, there is a one-way traffic pattern established for the event at the Fieldhouse. Please check the Fieldhouse area map for these directions.

9. MPWC representatives will have the Vendor's check-in package at the assigned door.
  - a. Vendors are to checkin at their assigned location only.
  - b. After Vendors have checked in, he/she may unload AND bring items into the venue.
10. Tear down should occur only after the end of the event.
  - a. Please do not tear down your booth prior to 4:00 p.m.
  - b. Vendors should have all items packed and ready for loading BEFORE retrieving vehicle(s) from the parking area.

## Parking

Oral Labs has graciously provided its parking lot for our vendors.

11. Vendors will be provided parking passes at check-in.
  - a. Parking passes must be displayed in the windshield to prevent being towed.
  - b. Vendor shall move vehicle(s) to the Oral Labs lot after unloading and before beginning booth set-up.
12. Per Fieldhouse rules/regulations
  - a. Vendors may **NOT** park in the main parking lot of the Fieldhouse. These spaces are for shoppers and other guests of the fieldhouse.
  - b. The one-way traffic pattern is considered a fire lane and must not be blocked. Vendors may not park anywhere along the fire lane, the vendor unloading zone, or the Fieldhouse Employee Parking located in that area. Doing so will result in your vehicle being towed.

## Displays and Equipment

13. MPWC or the Fieldhouse does not provide tables, chairs, forklifts, dollies, hoses, etc.
  - a. A Vendor must supply their own table, chairs, or other desired fixtures.
  - b. Everything must fit in the vendor's defined space, which is marked by the blue painters' tape. There is no additional space between vendors.
  - c. Display must NOT exceed a height of 8 feet.
  - d. Display may not be situated under a closed canopy.
  - e. No display items may be attached to facility property. Please check with an MPWC representative before hanging any banner against the rink wall.
  - f. In response to vendors' concerns, please refrain from using any enclosed siding blocking shoppers' view of neighboring booths. OPEN framework, such as grid walls, surrounding the booth, is acceptable.
14. Vendors assume responsibility for his/her display and the actions of those representing their products.
15. To provide a pleasant experience for both vendors and shoppers,
  - a. Vendors may not use sirens, bells, amplifiers, or flashing lights
  - b. Vendors may not play radios, tapes, CDs, iPods, or any other audio equipment loud enough to be heard by anyone outside their booth. Earbuds may be used.
  - c. Perfumes, air fresheners, or other products with strong odors shall not be sprayed or distributed where they may potentially bother other vendors and shoppers outside the booth. These may only be shared if a customer specifically asks to smell a product.

## Colorado and Town of Parker Taxes

16. Vendors shall retain all profits from the sales of their products during the event. Vendors must charge, collect and pay the 3% Town of Parker sales tax on all sales.
17. Vendors are required to collect appropriate taxes for the state of Colorado (state and county) and the Town of Parker and to complete and sign the Parker Tax form provided in the vendor packet on the day of the event.
18. All vendors must submit a completed and signed Parker Tax form, regardless of whether the vendor must pay taxes to Parker. The completed tax form is due at the end of the day, along with payment (when applicable) to an MPWC representative, regardless of tax status. **THERE ARE NO EXCEPTIONS.**
19. Certain vendors pay taxes directly to the Town of Parker.
  - a. This will be indicated on your Town of Parker worksheet
  - b. In compliance with the Town of Parker policy, **ALL** vendors are required to report the amount of sales and the taxes collected from shoppers on the worksheet, even though they may not be paying their taxes that day.

***FAILURE TO COMPLY MAY RESULT IN A FINE IMPOSED BY THE TOWN OF PARKER, AND THE VENDOR WILL NOT BE INVITED TO PARTICIPATE IN FUTURE EVENTS.***

20. Vendor is responsible for collecting, reporting, and paying all remaining taxes due to the state of Colorado. MPWC does not collect this information or these taxes.

## **Fire Code Regulations**

MPWC must comply with the South Metro Fire District requirements and underwriter rules. MPWC provides approved electrical connections for vendors requesting electricity. These may be either a single connection cord, a 3-to-1 connection, or a 5-connection power strip that may be shared by another vendor.

21. Vendor may not use any personal power strips or extension cords. Any items needing electricity must be plugged directly into the electrical cord/strip placed before the vendor's arrival.
  - a. Vendor is limited to the number of electrical connections purchased.
22. All cloth decoration must be flameproof.
23. Smoking or vaping is strictly prohibited inside the Fieldhouse. No alcohol or tobacco products are allowed inside the facility.
24. No open flames are allowed in the Fieldhouse, including candles, burners, etc.
25. Aisles, fire extinguishers, and fire exits must NOT be blocked by exhibits, trash, and/or vendor vehicles.

## **Direct Sales Vendor Guidelines**

MPWC reserves the right to restrict Direct Sales to 10% of the total vendors allowed.

26. Vendors should have cash-and-carry products on hand and be able to take orders during the event. Vendors may not actively recruit during the event. If seeking hosts for home parties, vendors may not verbally solicit. Instead, they may provide a sign-up sheet for interested parties.

## General and Specific Legal Issues

27. Fire, liability, event cancellation, and theft insurance are the sole responsibility of each vendor at their expense.
  - a. Facility and MPWC insurance does not cover vendors' products or personal items.
28. Vendor shall conform to all Federal, State, and Local laws.
29. While MPWC does extensive advertising prior to the event, the vendor recognizes that this contract is not contingent upon any advertising, publicity, promotional consideration, or weather conditions.
30. MPWC makes no guarantee of the number of participants or shoppers in the subject event or a guarantee of sales for individual vendors.
31. Vendors shall indemnify and hold harmless MPWC and the Parker Fieldhouse and their representatives, agents, and employees from any and all claims, demands, suits, asserted by any person, firm, corporation or other entity, arising out of Vendors' participation in the above described event and to reimburse MPWC and the facility for all reasonable incurred expenses including, but not limited to, legal fees expended in defense of such claims.
32. MPWC or the facility accepts no responsibility for inclement weather.
33. Vendor agrees to allow MPWC to take photographs during the event and gives MPWC permission to use these photographs to promote future events and to post photos on our social media, Facebook, website, etc.
34. Vendor agrees for MPWC to share contact information with shoppers seeking to contact vendors after the event.
35. Any matters or questions not specifically covered by the preceding rules/regulations and information shall be subject solely to the decision of MPWC and Fieldhouse representatives.
36. These rules may be amended at any time by MPWC, and all the amendments so made shall be binding on vendors with the foregoing rules and regulations.

The terms and conditions encompassed in this rules and regulations document, the application/ agreement, and the final floor plan for the event (*not available until just before the event*) are the governing documents for the event. The said documents constitute the sole agreement between the parties relating to said event and set forth the rights, duties, and obligations of each other to the other as of the date of the contract. Any prior assignments, promises, negotiations, or representations not expressly outlined in this agreement are of no force or effect.

37. **If the above rules/regulations and those of the facility are not observed or are not corrected within a reasonable time upon notification of infraction, the vendor may be asked to vacate his/her space and leave the facility in a quiet and orderly manner, in which case no refund applies.**

## Other Things You Might Want To Know

- Bring cash with you to make change for shoppers. There is an ATM in the main entrance of the Fieldhouse, should you or shoppers need cash.
- Wi-Fi is available at no cost at the Fieldhouse. Keep in mind that over 100 vendors, shoppers, and other visitors to the Fieldhouse will be using the Wi-Fi; therefore, Wi-Fi connection may be slow at times. Please contact the Fieldhouse with any questions regarding their Wi-Fi.
- There are many sports activities going on in the Fieldhouse during this event since this is an active Sports Complex, and parking can be difficult to find. Please remember that all Vendors

MUST park in the Oral Labs parking lot.

- Vendors should always wear a name tag, and don't forget to prominently display the name of your booth/company. If shoppers don't know who you are, they can't make referrals.
- Food and beverage availability is limited at the Fieldhouse. There are no restaurants within walking distance, either. Please plan accordingly and bring your own lunch/refreshments.