



2010 Vendor Information, Rules, and Regulations

9th Annual Realities Rally, Ride & After Ride Celebration

Memorial Day Weekend

Friday, May 28 – Concert Series (NO VENDORS)

Saturday, May 29 – Realities Rally

Sunday, May 30 – Realities Ride & After Ride Celebration

Location: Old Town Square

(just east of College Avenue and north of Mountain Ave., Fort Collins, CO)

Realities Ride Vendor Contact: Block 16 Events

Hayley Lange – (970) 581-0318 or vegashayley@yahoo.com

Booth Space

- Vendor booth spaces are 10 ft. x 10 ft.
- Only booth space is provided. **You must provide your own canopies, tents, chairs, tables, and trash cans as needed.** *These are available through FLEXX Productions at an additional cost. Please see below for equipment rental rates.*
- Permits must be available for inspection prior to set up. No food or merchandise sales will be allowed without a valid permit.

Event Hours/ Set-Up/ Break-Down

- The Realities Ride Rally will run from 10 a.m. to 6 p.m. on Saturday, May 29 2010. Vendors are required to be open by 10 a.m. and remain open until 6 p.m.
- The Realities Ride After Ride Celebration will run from Noon to 7 p.m. on Sunday, May 30, 2010.
- For unloading purposes, vehicles will be allowed to park near Old Town Square on May 28. Please pay attention to the signs to indicate any traffic rules. All vendors will be allowed in the set-up area from 9-11 a.m. on May 30 and need to be set up by no later than Noon. Parking is available on the street in the areas surrounding the Realities Ride & Rally.
***Note: You will be towed if parked in certain areas. Please pay attention to the sign on the street and private lots.
- All vendors must have their space cleared and cleaned by 8 p.m. on May 30.

Sales Information

- Realities For Children reserves the right to determine those businesses and activities most suitable for the 9th Annual Realities Rally, Ride and After Ride Celebration. The DBA or Fire Marshal reserves the right to refuse vendors. Vendors shall not set restrictions at a Street's regulations.
- All vendors must submit with their applications a detailed description of **ALL** merchandise and/or printed matter to be sold or distributed by them.
- The Vendor Coordinator may request additional information, pictures or samples before the application is approved.
- NO illegal drugs or drug paraphernalia or depictions of same will be allowed.
- Absolutely NO racist, sexist, pornographic, or otherwise offensive merchandise or literature will be allowed. Throughout the day, the Vendor Coordinator will conduct inspection of booths. Any items in violation must be removed.

Health Permits

- Food vendors must provide a list of all foods to be sold, including whether foods are prepackaged or prepared on site.
- All food vendors are responsible for the appropriate health permits from Larimer County. Food vendors who do not obtain their permit more than 14 days prior to the event will pay penalties as deemed by the Larimer County.

Sales Tax Forms

- Once you are confirmed as a vendor, Hayley Lange, of Block 16 Events will contact you and email you the appropriate form to fill-out and submit.

Clean-up

- Clean-up of the booth area is the **responsibility of the vendor** including removal of all their own trash in the trash dumpsters.
- Realities For Children Charities will provide overnight security on Saturday, May 29. Realities For Children, Inc., Realities For Children Charities, their sponsors, affiliates, staff, volunteers, security company, DBA, City of Fort Collins or anyone else, ARE NOT RESPONSIBLE FOR ANY THEFT OR DAMAGE THAT COULD RESULT FROM LEAVING YOUR BOOTH UP OVER NIGHT.
- Booth area must be cleaned immediately upon closing booth on May 30th.

Booth Decor/Amplified Music

- Signage and booth decorations are encouraged as long as they are in good taste and don't interfere with neighboring vendors.
- The Realities Ride Committee reserves the right to remove any decor deemed inappropriate for the event.
- Only vendors marketing music, tapes, or CD's are allowed to use amplified devices (i.e. "boom boxes") and must have prior consent from the Realities Ride Committee. Amplified music should not interfere with neighboring vendors.
- Limited electricity will be available to Realities Ride vendors for a fee if reserved in advance. No electricity can be requested on the day of the event.

Space Assignments

- Booth space assignments and notification will be made on a first come, first served basis, according to the date the completed registration form and payment are received. No postdated checks will be accepted.
- Please include check or money order, self addressed stamped envelope (except food vendors), and signed Vendor Application by May 10, 2010. A late fee will apply to all payments made after this date, regardless of the application date.
- **Vendor applications are due by May 10, 2010. Late applicants must pay a fee of \$25.00. All late payments are non-refundable.**
- Only cashiers checks, credit cards, cash or money orders—not personal checks—will be accepted after May 10, 2010.
- **Written cancellations postmarked or faxed by May 10, 2010 will be honored in full, less a \$25 processing fee. No refunds will be honored if the written request is not received by the May 10th deadline.**
Overpayment of booth fees is nonrefundable.
- **Booths requiring power require an additional \$30 payment.**

SEND THIS PORTION BACK TO REALITIES FOR CHILDREN, INC.

Your Signature:

Date:

DID YOU REMEMBER TO:

- Include your email address to receive applications for future events.
- Complete, sign, and enclose the vendor application.
- Include a stamped, self-addressed, letter size envelope (except for food vendors).
- Include a \$25 cleaning deposit **if you are a food vendor.**
- Payment postmarked by May 10, 2010 : business or personal checks, cashier's check, or money orders payable to "Realities For Children, Inc.."
- For payment postmarked after May 10: include \$25.00 late fee; all late payments are non-refundable.
- An additional \$30 for power (if applicable).
- For applications postmarked after May 10: only cashiers checks or money order will be accepted; call (970) 484-9090 about booth availability.

Realities For Children, their employees, volunteers or sponsors, assume no responsibility for any loss, damage, injury, or claim arising out of the participant's acts or omissions in the Realities Ride & Rally and After Ride Celebration. Further, participant shall defend and indemnify Realities For Children for the negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or legal action. The participant agrees to abide by Information, Rules, & Regulations outlined in this agreement. Violation of the Information, Rules, & Regulations may result in expulsion from the event. The vendor agrees to pay any penalties and/or fines that may result from not having the proper licenses/permits, failure to obey parking signs or damages that may occur to City property as a result of vendor booth and merchandise/food.

The Cost –

To pay by check:

Please make checks payable to: Realities For Children Charities

Note: Realities Ride Vendor in the memo line

Mail to: 1610 South College Avenue
Fort Collins, CO 80525

BOOTH (10x10) SPACE FEES

Food and Non-Food Booth Space Pricing is \$150 per space =

Additional Fees

Late Fee *Postmarked later than 5/10/10*

An additional \$25 plus your booth fee =

Electricity Needed

An additional \$30 plus your booth fee =

TOTAL ENCLOSED - =

Realities Pre-Ride Rally Saturday, May 29, 2010
Realities Ride After Ride Celebration Sunday, May 30, 2010

Please print clearly and sign the application. Return back to Realities For Children Charities with your payment either by mail or fill-out the credit card payment portion along with the signature and information pages and fax back to Realities For Children Charities at 970.484.0726.

Name of Business/Organization:

Applicant's Name:

Address:

City/State/Zip:

Phone/Fax:

Email:

*****Your email is required for future notification of our event.**

Type of merchandise, information, or food to be sold or distributed:

Are you licensed or have the proper permits to a Vendor at the Realities Ride Rally & After Ride Celebration on Saturday, May 29 and Sunday, May 30? (Please indicate all):

Realities For Children Charities is a 501(c)3 charitable organization. All donations are tax deductible. You will receive a receipt for your booth payment donation by mail.

Please call 970-484-9090 or visit RealitiesRide.com for more information or inquiries.

Complete this only if you intend to pay with a Credit Card

Realities Ride, Rally & After Ride Celebration Booth Vendor Credit Card Payment

(Please fill-out the form below and make sure to include the information that is relevant to the credit card you are using to pay the booth sponsorship fee and any other booth charges.)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Credit Card Payment Information

Account Number: _____ Expiration Date: _____ Card Type: _____

CVC Code (3 or 4 digit # on the back): _____

Total Amt. to Charge Your Credit Card (\$100 booth fee + any additional fees for power or late payment): _____

Signature: _____

Your \$150 booth fee donation is a tax deductible.
Realities For Children Charities is a 501(c)3 charitable organization. All donations are tax deductible, and 100% serves abused and neglected children in Northern Colorado.

970.484.9090 * www.RealitiesRide.com

**FAX THIS COMPLETED FORM BACK TO 970.484.0726 OR MAIL TO:
Realities For Children Charities
1610 South College Avenue
Fort Collins, CO 80525**

Welcome To



Prices are for the ENTIRE rally weekend

TENTING

- \$200.00 10' x 10' Frame Tent
- \$400.00 10' x 20' Frame Tent
- \$360.00 20' x 20' Frame Tent
- \$8.00 50' Extension
- \$5.00 White Stanchion
- \$1.50 Solid Wall Per FT
- \$2.00 Window Wall Per FT

ADDITIONAL FURNISHINGS

- \$14.00 8' Banquet Table
- \$12.00 6' Banquet table
- \$22.00 Black or White Full length linen
- \$2.00 Folding Chair
- \$30.00 Cocktail table w/ Black or White floor length linen
- \$10.00 Chrome Bar Stool
- \$14.00 Tripod Easel

All Items can be customized to accommodate your individual needs!

RESERVATION FORM

Please contact us at 970.223.1195 or info@flexxproductions.com or fax order to 970.226.0528 to reserve your equipment today!

Company Name _____ Phone _____
Contact Name _____ Booth # _____
Credit Card _____ VISA / MASTERCARD
Expiration Date _____ CVV _____
Signature _____
E-mail for Confirmation _____

(Order is NOT final until you receive confirmation!!)

Reserve your equipment
TODAY!

WWW.FLEXXPRODUCTIONS.COM

FLEXX
PRODUCTIONS

PRIVATE
CORPORATE
GOVERNMENT