



**Vendor Application**  
**Saturday, August 13, 2011**

Two decades after a small group of citizens joined together to walk in unity to confront the AIDS epidemic, we now prepare to mark our 24<sup>th</sup> annual AIDS Walk Colorado. More than 8,000 walkers and runners, fueled by donations from more than 13,000 individuals, will again take to the streets of Denver's Capitol Hill neighborhood to raise money to prevent the spread of HIV infection and improve lives affected by HIV and AIDS. Colorado AIDS Project is pleased to present this annual event, which will include a 5K Walk & Run, day-long Celebration of Life Festival, live entertainment, a beer garden, memorial garden including panels of the AIDS Memorial Quilt, the Diva Dash Stiletto Fun Run and a host of other activities.

Organization Name (as you would like it to be listed on ALL signage and recognition):

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax: \_\_\_\_\_

Are you a non-profit? \_\_\_\_\_ If yes, Tax ID Number: \_\_\_\_\_

**If you applying as a non-profit, please include a copy of your IRS determination letter.**

**Vendor Space Rental**

|                          | 10' x 10' Booth<br>\$300 Commercial & Food ,<br>\$150 Non-Profit | 10' x 20' Booth<br>\$500 Commercial & Food,<br>\$300 Non-Profit | TOTAL |
|--------------------------|--|---|-------|
| Commercial Vendor Booth  |  |   |       |
| Non-Profit Vendor Booth  |  |   |       |
| Food Vendor Booth        |  |   |       |
| Electricity (\$150 each) |  |   |       |



## Food Vendor Policies

Please review the information on the following pages carefully. Your signature on the Policies Agreement acknowledges your organization's understanding of all set Vendor Policies and represents your accord to adhere to said policies.

### Event Details:

Date: Saturday, August 13, 2011

Time: 7:30 a.m. - 2:00 p.m. (Vendors are strongly encouraged to set up Friday afternoon.)

### The Food Vendor/Restaurant will provide:

- Appropriate Vendor fee
- Properly-weighted canopy (The use of stakes in Cheesman Park is strictly prohibited)
- Sufficient food to accommodate up to 2,000 attendees
- Plates, Utensils, Napkins, Serving Equipment (chafing dishes, heating units, tubs, etc...)
- Booth/Serving Staff
- Table and chairs necessary for prep and serving in your booth
- Fire Extinguisher
- Your own extension cords
- Container for carrying water. Water will be available in Cheesman Park but may be a distance from your booth location.
- You are welcome to bring your own establishment's promotional items such as banners, brochures and signs, etc. All signage must be for only the approved Vendor and must be kept within your 10'x10' booth space.
- Should you need other items for your booth area, AIDS Walk Colorado can order them at cost for you. Please let us know by Monday, August 8, 2011 if you will need any of the following items rented for you.
  - 10' x 10' pop-up tent = \$125 each
  - 8' table = \$15 each
  - 90" x 156" linen tablecloth = \$25 each
  - Folding chair = \$2 each

### AIDS Walk Colorado will provide:

- Booth space in Vendor area of festival and volunteers to assist with set-up, tear-down and needs throughout the event, a hand washing station, consisting of an igloo cooler of water, a bucket to catch waste water, anti-bacterial soap and paper towels.

### *Please note:*

*Inspectors from the City and County of Denver Department of Public Health and Environment and the Denver Fire Department may be in attendance. The Department of Health or the Denver Fire Department will shut down any restaurant that does not comply with regulations or does not have all the appropriate approvals and permits. These policies and procedures will help make this a great experience for you and your staff.*



### **Permits and Menu Approvals**

You must have a permit for the day. When applying, please tell the Department of Public Health and Environment that the permit is needed for one day only (August 13, 2011) to participate in a non-profit fundraising event. Contact Linda Hollins at [Linda.Hollins@denvergov.org](mailto:Linda.Hollins@denvergov.org) or (720) 865-5392 to schedule your menu review.

Written Menu Approval from the City and County of Denver Department of Public Health and Environment MUST BE COMPLETED AT LEAST 10 DAYS PRIOR TO THE EVENT. PLEASE CONTACT THE CITY AT 311 TO OBTAIN PERMIT INFORMATION, or you may go on-line at [www.denvergov.org](http://www.denvergov.org), and follow the agency links to the Food Safety section of Environmental Health.

### **Electrical Services:**

No form of electrical service other than that provided by AIDS Walk Colorado will be permitted. Vendors needing electrical services will agree to purchase said services from AIDS Walk Colorado at a rate of **\$100 per booth**. AIDS Walk Colorado does not provide extension cords.

### **Booth Placement:**

Each vendor will be assigned a booth location at the discretion of AIDS Walk Colorado staff. Your location will be marked with your name. Location moves will not be allowed on the day of the event.

### **Set Up:**

Vendor set up will be held on Friday, August 12, 2011 between 3:00 p.m. and 6:00 p.m. All vendors are strongly encouraged to setup their booth between these times as it will be difficult to get to your booth space on the morning of the event. If you cannot set up on Friday afternoon, limited set up will be allowed on Saturday morning between 6:00 a.m. and 7:00 a.m. Vehicles MUST be moved out of Cheesman Park by 7:00 a.m. Saturday morning. Driving on the grass will not be permitted. All booth spaces must be open to event attendees by 7:30 a.m. Drive on passes and instructions will be sent to the organization contact prior to August 12, 2011.

### **Times of Operation:**

All booth spaces must be open to attendees between 7:30 a.m. and 2:00 p.m. You may not close down your canopy until 2:00 p.m. Breaking down equipment and packing up cannot begin until the event is over. You will not be permitted to drive your vehicle into Cheesman Park for clean up until the event is over and guests have exited.

### **Vendor Staff:**

Please talk to your staff before the event regarding alcoholic beverages. Remember that your staff is representing your establishment at this event. No one under the age of 21 will be served, should be serving or should be drinking alcohol. Your staff should not be consuming alcohol at the event. Please remember that AIDS Walk Colorado is a family-friendly event. Attire and behavior should be kept presentable.

**Food & Beverage**

Only approved Food Vendors will be allowed to sell and distribute any non-alcoholic/alcoholic beverages or food items, including water. Exception is provided for distribution of candy.

**Products/Sales:**

Vendor, and only said Vendor, will be allowed to sell items from the booth space. All sales must include sales tax. Products must be of an anti-discriminatory nature and appropriate for a family audience. AIDS Walk Colorado is not responsible for providing change for Vendor sales. No raffles will be allowed.

**Canvassing:**

All interaction with event attendees must be from inside your vendor space. Canvassing from outside of the approved booth space will not be allowed.

**Take-Down and Clean-Up:**

Vehicles will not be allowed to re-enter Cheesman Park until after 2:00 p.m. and after all guests have exited. Additional help will be available if needed. All equipment must be removed from Cheesman Park and cannot be left overnight. While security personnel will be on duty at all times Friday and Saturday including overnight, no security personnel will be assigned specifically to Vendors. CAP is not liable for any equipment, including rental equipment, left in the park overnight.

Our volunteers and staff will do their best to help empty your trash receptacles throughout the event. If this becomes a problem, please alert a staff member or event volunteer. Vendors are expected to leave booth areas clean and in good condition. Volunteers and staff are here to help you clean up, but it is your duty as an event participant to help keep your area clean.

**Indemnification:**

All participating vendors in AIDS Walk Colorado agree, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Colorado AIDS Project and their directors, officers, employees, and agents against claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from negligent acts or omissions of the vendor, or anyone directly or indirectly employed by them. **All Vendors are required to hold liability insurance naming Colorado Health Network, Inc. as additional insured.**



## Policies Agreement

Colorado AIDS Project reserves the right to notify and expel any individuals who fail to comply with rules, regulations or warnings. Colorado AIDS Project is not responsible for loss due to weather or other acts of God.

I have read and agree to the terms and conditions of the AIDS Walk Colorado Policies and Procedures. My signature below indicates my agreement to adhere to all policies.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Please mail application and signed Policies Agreement with your payment to:

Colorado AIDS Project  
AIDS Walk Colorado Vendor  
2490 W. 26<sup>th</sup> Ave., Ste. 300A  
Denver, CO 80211

If paying by credit card, the full amount of rental fee will be charged at the time the application is approved.

Circle one: VISA   MasterCard   American Express   Discover

Card number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_

Mailing Address associated with Card:

\_\_\_\_\_

Authorized Card Signature \_\_\_\_\_ Date: \_\_\_\_\_