

# MICHAEL MARTIN MURPHEY MILE HIGH RENDEZVOUS 2009 VENDOR CONTRACT – JULY 3-5, 2009

*Mile High Marketplace Event Center, 7007 E. 88<sup>th</sup> Ave., Henderson, CO 80640*

**Vendor Management and any Questions on Booth Rental contact:  
Susan Davis, 877-734-2724 • Email: diamonddgraphics@gmail.com**

This agreement is made and entered into by and between the promoter Mile High Marketplace (MHMP) for Mile High Rendezvous 2009 event, and

\_\_\_\_\_, (the "Vendor")  
Firm/Organization \_\_\_\_\_ Authorized Agent/Booth Holder \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_  
Email Address \_\_\_\_\_

\_\_\_\_\_  
Billing or Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PRODUCT CATEGORIES**

The Mile High Rendezvous 2009 prefers original artwork, food and collectibles with a western flair. Choose the category that fits your entry and describe your product. Space is limited and will be reserved on a first come basis for general Rendezvous area and Old West Trader Camps.

- Artwork (Description) \_\_\_\_\_ (CALL FOR INFO IF SELLING FINE ARTS)
- Food (Description) \_\_\_\_\_
- Collectibles (Description) \_\_\_\_\_
- Other (Description) \_\_\_\_\_

| SPACE SIZE      | RENDEZVOUS AREA<br>OUTDOOR (uncovered) | IF TENT RENTAL IS<br>NEEDED ADD FEE<br>PER SIZE ORDERED | OLD WEST<br>TRADER CAMPS<br>*MUST BE INVITED*<br>OUTDOOR (uncovered)             | TABLE RENTAL ADD<br>PER TABLE<br>Qty _____ at \$10 | CHAIR RENTAL ADD<br>PER CHAIR<br>Qty _____ at \$2 |
|-----------------|--|---|--|--|---|
| 10' x 10' Space | ____\$400 (food)                       | ____\$200   | ____\$250 (food)   |  |   |
| 10' x 10' Space | ____\$250 (merch)                      | ____\$200   | ____\$150 (merch)  |  |   |
| 10' x 20' Space | ____\$325                              | ____\$350   | *Trader camp space size<br>varies and is distributed<br>on a case by case basis. |  |   |
| 10' x 30' Space | ____\$400                              | ____\$475   |  |  |   |

**BOOTH PRICES and ADDITIONAL RENTAL ITEMS OFFERED:** please check applicable  
Prices listed are for rental on all 3 days of event. Set up is Thursday, July 2<sup>nd</sup> unless other arrangements are made.

Electricity: \_\_\_\_ 110 Volt Needed \$50 \_\_\_\_ 220 Volt Needed \$100 TOTAL ORDER AMOUNT: \$ \_\_\_\_\_

**CHECKLIST**

Payment \$ \_\_\_\_\_  Cash  Check  Visa  MasterCard

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3 Digit Security Code \_\_\_\_\_  
(To process credit card, billing address and zip code associated with the card must be provided if different than the application address above)

- Copy of current Colorado Sales Tax Certificate (or you will be classified as temporary and pay tax through the Marketplace – see tax form).
- Food vendors - copy of current Tri-County Health Cert is required. Forms online at michaelmartinmurphey.com or milehighmarketplace.com
- Copy of Certificate of Insurance with \$1 million liability coverage that lists the Mile High Flea Market, LLC dba Mile High Marketplace as an additional insured. Insurance must cover the dates of the Mile High Rendezvous, July 2-6, 2009 (which includes set up and tear down dates).

**Mail application, necessary forms and payment to: Susan Davis, Diamond D Graphics, 34423 L Avenue, Adel, IA 50003**

**THE RULES AND REGULATIONS ON THE FOLLOWING PAGE ARE PART OF THIS CONTRACT, PLEASE READ.**

I, the undersigned agent, dutifully swear that I have thoroughly read the rules and regulations. By signing this application, I acknowledge receipt of a copy of the rules and regulations for the Mile High Rendezvous 2009 and accept all the terms and conditions of these rules and regulations.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

# RULES AND REGULATIONS

## 1. Interpretation and Enforcement of Rules:

Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes and ordinances of the State of Colorado, County of Adams pertinent to the Vendor's participation in the Rendezvous event, including but not limited to, statutes and ordinances affecting gambling, health and sanitation, building, electrical construction, maintenance, and fire safety. Each Vendor is responsible for all of their own permits and exemptions including sales tax permits. \* The Mile High Marketplace (MHMP) management shall have the right to interpret the rules and regulations, to amend or add such rules and regulations as it might deem appropriate, and to enforce compliance with such rules and regulations. The MHMP reserves the right to refuse rent of space to anyone and to regulate the types of items offered for sale. Any violation of these rules and regulations or of referenced statutes and ordinances shall result in immediate forfeiture of all rights of participation in the Mile High Rendezvous event including any monies deposited to secure participation in the event.

## 2. Liability Indemnity:

Vendor agrees that it will protect, defend, hold harmless and indemnify the MHMP and affiliates, their directors, officers, agents, employees and volunteers from and against any and all expenses, claims, actions, liabilities, attorney fees, damages and losses of any kind whatsoever, actual or alleged, resulting from or concerned with the participation as a Vendor in the Rendezvous event. The MHMP shall not be liable for any loss or damage to any merchandise or personal property in or about Vendor's booth(s), regardless of the cause of such loss or damage.

## LIABILITY INSURANCE:

Each Vendor must provide a Certificate of Insurance as proof of \$1 million liability insurance coverage that lists the Mile High Flea Market, LLC dba Mile High Marketplace as an additional insured.

## 3. Sales Tax Payments:

All Vendors shall be current in sales tax obligations to the State of Colorado. If this obligation is unsatisfied, the MHMP shall prohibit the vendor from participating in the Rendezvous event and the Vendor shall forfeit all fees, costs or monies paid to the MHMP for participation in or associated with the Mile High Rendezvous. Sales tax at the Mile High Marketplace is 4.85%. Please see the rules for vendor sales tax collection and note your classification on application. Sales tax info for sellers is located on our websites at [www.milehighmarketplace.com](http://www.milehighmarketplace.com) or [www.michaelmartinmurphey.com](http://www.michaelmartinmurphey.com).

## 4. Merchandise:

No "sale" or "reduced price" signs will be permitted. At no time shall a Vendor display for sale materials which in the sole judgment of MHMP management shall be deemed obscene, dangerous or unlawful.

## 5. Vendor Application Process:

Applications will be mailed to all vendors who request them and will also be available on the Mile High Rendezvous event page online at [www.milehighmarketplace.com](http://www.milehighmarketplace.com) or at [www.michaelmartinmurphey.com](http://www.michaelmartinmurphey.com). Applications will be considered on a first come, first served basis, based on space availability. Checks postdated or returned unpaid by the bank are subject to a \$25 service fee and/or disqualification. Notification of acceptance will be sent within 10 days of application.

## 6. Payment:

Payment for the vendor space must be received in advance. Payment may be made by credit card or checks in U.S. funds payable to Diamond D Graphics and mailed to: **Diamond D Graphics, 34423 L Avenue, Adel, IA 50003**

## 7. Additional Booth Rules:

Once a space is sold, it must be occupied and operated by an approved booth owner/vendor.

**Subleasing:** Subleasing of all or any of assigned booth space by the Vendor is strictly prohibited. Vendor cannot permit another party to exhibit, promote in any manner, or take orders in the booth.

## 8. Food Vendors:

All food handlers MUST wear rubber/latex gloves while handling food and follow sanitation rules from Tri County Health. **IMPORTANT:** Any grease or charcoal must be deposited in a special GREASE DUMPSTER available on the grounds. Each food vendor is responsible for the appropriate disposal of grease. MHMP management will inspect food vendors daily for sanitation requirements. As per Tri-County health a hand washing station is required for all food vendors. Vendors are not allowed to sell beverages of any kind without prior approval from MHMP management. Vendors are not allowed to sell liquor.

## 9. Booth Setup/Tear-Down:

Vendor setup time begins at 8:00am on Thursday, July 2, 2009. Booths must be constructed and ready for operation by 10:00am on Friday, July 3, 2009. Staking into asphalt is strictly prohibited. All tents must be weighted not staked. MHMP sells a set of 4 weights w/rope for \$20. Special tent installation requirements must be approved in advance. Support vehicles must also be cleared from the grounds by that time. Vendors may bring vehicles onto the grounds to restock booths each evening after close of festival. Specific guidelines for booth setup and removal will be sent to each Vendor prior to the Rendezvous. MHMP management will check each booth for rule compliance on Friday, July 3, 2009 prior to festival opening.

**Booth Tear-Down:** Can begin the evening of Sunday, July 5, 2009 after the close of festival (7pm but not sooner). Monday, July 6, 2009 is tear-down.

## 10. Booth Design/Costuming:

The Mile High Rendezvous committee encourages Vendors to promote the western theme by decorating booths & dressing in western wear/costume.

## 11. Booth Construction & Use:

The MHMP reserves the right to remove a booth from the Rendezvous if the booth is constructed in an unsafe manner or unattractive. Vendors will confine their operations to the booth and shall not solicit business outside the booth. In the event a trailer is used as a booth, it must fit, including the tongue, within booth space or will be parked in the vendor lot which is within close proximity to the venue.

## 12. Sound Restrictions:

The MHMP reserves the right to monitor and regulate the level of sound from all booths. After two (2) warnings about offensive sound, the MHMP management shall have the right to disconnect power from the booth or request the Vendor to vacate the booth.

## 13. Cleanup:

Vendor's booths and all areas surrounding them must be kept clean of all refuse. Rubbish and garbage shall be deposited in containers provided.

**IMPORTANT:** Any grease or charcoal must be deposited at the special GREASE DUMPSTER on the grounds (ask for assistance when ready to dump grease).

Each food vendor is responsible for the appropriate disposal of grease. Our sanitation crews will pick up trash that is left in designated areas at regular intervals during the day. MHMP crews work continuously throughout this event to keep the grounds clean.

## 14. Rendezvous Hours of Operation:

Friday July 3, 2009: 11am to 10pm (late close due to fireworks show), Saturday, July 4, 2009: 11am to 7pm and Sunday, July 5, 2009: 11am to 7pm. Booths are to be manned at all hours of operation. If a Vendor sells out of an item, said Vendor shall keep the booth open for display of sample items and solicitation of orders until the close of the Rendezvous. The general Marketplace opens at 7am all days but the festival area will open at 11am.

## 15. Access to Rendezvous Area:

The MHMP will provide each Vendor with one vehicle pass/ID number that corresponds to their booth number. The pass allows entry of a vehicle into the Rendezvous event venue before and after hours of operation only for load in and out, etc. Please display the number in your vehicle throughout the event. All vehicles must be parked in designated vendor areas or in general parking. The Vendor booth fee includes two (2) ID bracelets per booth. Each ID bracelet permits access to the Marketplace and Rendezvous event venue all 3 days. Additional ID bracelets may be purchased at \$2 per day or \$5 for the weekend. The vehicle passes and ID bracelets are valid for grounds admission only.

## 16. Electricity:

Vendor must indicate on their contract the specific electrical power needed. Because Vendor arrangement is planned to accommodate electrical needs without overpowering our system, last minute additions to electrical needs may not be possible. If accommodated, additional day of fees will apply.

## 17. Fire Safety:

Each booth must have a fire extinguisher. Any ground fires must have prior approval.

## 18. Pet Restriction:

Only service animals or horses in the shows will be allowed in the Rendezvous area. No pets are allowed in the Marketplace.

## 19. Cancellation:

Vendor shall notify MHMP or Susan Davis in writing of intent to cancel this contract not later than June 1, 2009, in order to be eligible for a refund. A refund of 50% of the contract price shall be made only if the space is resold. No monies will be refunded due to inclement weather.

## 20. MILE HIGH MARKETPLACE ON SITE CONTACT:

The MHMP event director and on-site contact for Vendors is Gina Hallisey (info below). General vendor inquiries and sign up will be handled by Susan Davis.

**Mile High Marketplace • 7007 East 88<sup>th</sup> Avenue • Henderson, CO 80640**  
**Mile High Marketplace Event Center Phone: 800.861.9900 x 60 • [www.milehighmarketplace.com](http://www.milehighmarketplace.com)**

**VENDOR or TRADER CAMP INQUIRIES: Contact Susan Davis, Diamond D Graphics, 34423 L Avenue, Adel, IA 50003**  
**Vendor info phone number: 877.734.2724**

# STATE OF COLORADO

TAXPAYER SERVICE DIVISION  
Department of Revenue

1375 Sherman Street  
Denver, Colorado 80261



Bill Owens  
Governor

M. Michael Cooke  
Executive Director

## VENDOR'S SALES TAX LICENSE REQUIREMENTS AT FLEA MARKETS IN THE STATE OF COLORADO

**ALL** persons selling items at flea markets must collect sales tax on all sales. The rate applicable at Mile High Flea Market, Inc., is 4.85%(2.9%State Sales, 1.2%RTD/CD/FD and .75% Adams County Tax).

### License Requirements are as follows:

1. Sellers operating five weekends or less in a calendar year **DO NOT** need a license, but **MUST** collect sales tax and remit it to the flea market operator. An envelope with instructions will be provided.
2. Sellers operating more than five weekends per year must purchase a sales tax license for \$16 (which is prorated over a two year period) and a \$50 refundable sales tax deposit. Persons wishing to use a trade name must register it also for an additional fee of \$10. Please call the Department of Revenue, Taxpayer Service Division at (303) 238-SERV (7378) for forms and additional information.
3. Sellers who have a permanent place of business at another location and who have a valid sales tax license **MUST** obtain a Branch Store License for \$16 (which is prorated over a two year period; however, there is no additional \$50 deposit), if selling for five or more weekends.
4. Properly licensed sellers need not turn in the sales tax money collected each night to the flea market operator, but must remit the sales tax directly to the Colorado Department of Revenue on the regular monthly or quarterly sales tax return (DR 100).

If you have any questions or need further information, you may call the State of Colorado, Department of Revenue at (303) 238-SERV (7378) from 8:00 a.m. to 4:30 p.m. Monday through Friday.

# Special Sales Tax Return

# CASH ONLY

for the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**Note:** This information must be completed whether you make taxable sales or not.

## INSTRUCTIONS

- A. Complete and sign return
- B. Enclose cash (line 3) and list of sales
- C. Seal envelope
- D. Give to Flea Market operator before leaving
- E. When remitting funds to the flea-market operator, obtain a signed receipt showing the market's name, the date, the amount received and the remitter's name.

- 1. Total taxable sales..... \$ \_\_\_\_\_
- 2. The combined sales tax rate is \* ..... . \_\_\_\_\_
- 3. Multiply this rate by the total taxable sales on line 1 ..... \$ \_\_\_\_\_

\*Contact the Flea Market operator with any questions regarding the Sales Tax rate.

**Licensed vendors: Enter "0" above and write your license number here:** \_\_\_\_\_

*I declare this return to be true, correct and complete under penalty of perjury in the second degree.*

|                        |      |                  |     |
|------------------------|------|------------------|-----|
| Name (please print)    |      | Signature        |     |
| Social Security Number |      | Telephone Number |     |
| Address                | City | State            | Zip |