

**IGNACIO BIKE WEEK 2010 Vendor Application**  
**August 31<sup>st</sup> through September 6<sup>th</sup>**

**Vendor Business Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Your Company name and website will be included in the 2010 list on the Ignacio Bike Week website [www.ignaciobikeweek.com](http://www.ignaciobikeweek.com) for customer review. After your vendor packet and deposit are received.**

**Vendor Merchandise Categories:** Check all the categories that describe the merchandise that you will be exhibiting at Ignacio Bike Week.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Manufacturer/Dealer          | <input type="checkbox"/> Equipment/Lifts/Tools | <input type="checkbox"/> Ear Protection         |
| <input type="checkbox"/> Motorcycle Parts             | <input type="checkbox"/> Trailers              | <input type="checkbox"/> Clothing/Accessories   |
| <input type="checkbox"/> Custom Painting/Pin Striping | <input type="checkbox"/> LEDS                  | <input type="checkbox"/> Leather Clothing       |
| <input type="checkbox"/> Custom Builder               | <input type="checkbox"/> Eyewear               | <input type="checkbox"/> Pins/Patches/Stitching |
| <input type="checkbox"/> Tobacco Products             | <input type="checkbox"/> Tattoo                | <input type="checkbox"/> Jewelry                |
| <input type="checkbox"/> Sponsor                      | <input type="checkbox"/> Food                  | Other: _____                                    |

Will you be doing installations or repairs requiring customer motorcycle access?  No  
 Yes

**Rental Information**

**Fees listed include vender permit from the Town of Ignacio.**

**Space Fees**

|                            |                                    |           |                                    |
|----------------------------|------------------------------------|-----------|------------------------------------|
| 10' x 10'                  | <input type="checkbox"/> \$400.00  | 20' x 20' | <input type="checkbox"/> \$650.00  |
| 10' x 20'                  | <input type="checkbox"/> \$600.00  | 20' x 30' | <input type="checkbox"/> \$850.00  |
| 10' x 30'                  | <input type="checkbox"/> \$750.00  | 20' x 40' | <input type="checkbox"/> \$950.00  |
| 10' x 40'                  | <input type="checkbox"/> \$850.00  | 20' x 50' | <input type="checkbox"/> \$1050.00 |
| 10' x 50'                  | <input type="checkbox"/> \$950.00  | 20' x 60' | <input type="checkbox"/> \$1150.00 |
| Tractor Trailer 40' x 100' | <input type="checkbox"/> \$1500.00 | 40' x 60' | <input type="checkbox"/> \$1200.00 |

**Total Space Fee:** \$ \_\_\_\_\_

Special Instructions or requests: \_\_\_\_\_

**Return to IBW**

Electrical Fees Last minute requests cannot be accommodated

120 volt/15 amp circuit                      How Many \_\_\_\_\_ x    \$50.00 = \_\_\_\_\_

120 volt/30 amp circuit                      How Many \_\_\_\_\_ x    \$75.00 = \_\_\_\_\_

**One 120/240 volt/50amp circuit (Quantities Limited \$100.00 \_\_\_\_\_**

Last minute requests cannot be accommodated

**The 50 Amps are limited to 1 per spider box. This is a first come first serve basis. Please call to confirm availability before submitting application.**

**Note: Vendors must supply extension**

\$ \_\_\_\_\_ Amount

**Total Electrical Fees: \$ \_\_\_\_\_**

**Payment Information**

Total Vending Fees: \$ \_\_\_\_\_

Total Electrical Fees: \$ \_\_\_\_\_

**Total Fees: \$ \_\_\_\_\_**

**Colorado Sales Tax License # \_\_\_\_\_**

***Rental Space will not be reserved until half amount due has been received. Rental spaces are assigned on a first paid, first serve basis. So get your paperwork in early.***

***Mail checks or money orders to:***

***Ignacio Bike Week***

***C/O Ignacio Chamber of Commerce***

***P O Box 1223***

***Ignacio, Co 81137-1223***

***Please write vendor space on memo line!***

Ignacio Bike Week and the Ignacio Bike Week logo are Registered Trademarks. Any unauthorized Duplication, Display, or Use of Name or Logos is Strictly Prohibited by Law. Any vendor found with unauthorized logo or trademarks will be evicted from property and forfeit all monies paid. With possible legal repercussions.

# ***IGNACIO BIKE WEEK 2010***

## ***Vendor Application***

***All Applications must be paid with half amount due when submitted to secure vendor location! Vendor placement will not be sold until the paperwork and deposit is received.***

If you were an IBW vendor and would like your same location, your application and half payment must be received by May 31<sup>st</sup>.

Full Payment must be received by before you began to set up.

**If for some reason you will not be able to attend please give us as much notice as possible. We understand that things happen beyond your control, but we are asking for at least a week notice. You will forfeit your vending fee if we receive less than a week's notice or no notice.**

If you pay by credit card: Please contact Cecilia Robbins 970-799-2368 with your credit card information and we will process your payment. Your card will be charged when we receive a copy of this document with your signature authorizing the charge.

If you pay by check: We will only accept **Cashiers Check or Certified Funds**. Print and mail a copy of your application with payment to the address noted below:

Ignacio Bike Week  
C/O Ignacio Chamber of Commerce  
P O Box 1223  
Ignacio CO 81137-1223

Please write vendor space on memo line!

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## ***IGNACIO BIKE WEEK Vendor Application***

### **General**

**Any unauthorized** use of Ignacio Bike Week name and/or logo is prohibited by law.

IBW/Ignacio Chamber of Commerce reserves the right to refuse service to anyone.

Any merchandise that displays foul language or obscenity must be cleared in advance with IBW.

**Vendors must secure knives, swords, or any other weapons from public access and must be cleared with IBW. ABOSOLUTLY NO FIREARM SALES.**

Spaces will be pre-assigned after deposit and paperwork are received. IBW will not guarantee specific locations.

The playing of ambient music must be confined to the vendor rental space area.

Vendor merchandise infringing on copyrights shall be removed from the event, unless pre-approved.

Vendor space subletting without written permission from IBW is not permitted.

**Vendors may not place stakes in the asphalt! To place stakes in the dirt you must contact the utility company at 811 at least 3 working days in advance with address to locate.**

**No Dumping of gray water, food, or anything else is allowed on the property or streets. Vendors will be fined and required to pay a deposit the following year! It is solely the vendors responsibility to dispose of all trash in designated area.**

**The Town of Ignacio and the State of Colorado require event Sales Tax License. If you choose not to pay the sales tax due by October 20th, you will be charged extra next year to recoup this loss! Sales tax is 6.9%. Please go to [WWW.Taxcolorado.com](http://WWW.Taxcolorado.com) to obtain the form you need. Click on forms by DR#, locate form DR 0589 and complete. You must fill out the actual form supplied by the state.**

**Town of Ignacio requires a vending permit, which is included in your vendor fees. You will receive this permit when you register at the information area.**

**Food vendors are required by the State of Colorado to have a Food Establishment License. The cost is \$154.00 and is required to set up. San Juan Basin Health will be on site to inspect and issue licenses if necessary. The forms will be available on line, you may also call 970-247-2702 with questions.**

**All Licenses must be displayed where they are visible!  
Town of Ignacio will inspect all Tattoo Vendors. Please comply with state regulations.**

**There will NOT be any tent or RV camping in vendor area! You will be allowed to sleep inside your vending booth, if you so choose. Please go to our web site to check on camping and RV spots.**

**Vendor Operations**

Vendor setup will begin at 6:00 P.M. on August 31st – 10:00 A.M. September 1<sup>th</sup>. If you have selected to set up on private property contracted thru IBW you may be able to set up as early as August 30<sup>th</sup>.

Vendors must rent or supply their own tent, canopy, tables, chairs, etc. You may contact locally Pine River Rental 970-884-0338, Target Rental at 970-247-0161, Southwest Ag 970-884-4101, Durango Party Rental 970-259-6009, or Garcia Tents in Albuquerque NM 505-842-8368 if you wish to rent these items.

**All vendor booths MUST** be in place by September 1st 6 P.M. IBW will provide a marked space. You will be notified of your space or spaces at vendor check in upon arrival.

**Hours of operation are Wednesday September 1<sup>st</sup> - Monday September 7<sup>th</sup>. Vendors MUST be open a minimum of Thursday September 3<sup>rd</sup> thru September 6<sup>th</sup> from 10:00 A.M.- 9:00 P.M. earlier or later if you choose. No teardown before 7:00 P.M. Sunday September 6<sup>th</sup>.**

**All vendors MUST** be off the event site by September 7th at 6:00 P.M. unless pre approved by property owner.

**Vendor Safety**

All vendors will obey all pertinent fire and safety codes, laws, and ordinances and regulations as mandated by the Town of Ignacio, State of Colorado, and IBW.

Per fire safety codes, canopies provided by vendors must be fire retardant.

**A Certificate of Liability Insurance is required** with a general aggregate of \$1,000,000,00U.S.D. Naming Ignacio Bike Week, Ignacio Chamber of Commerce, and the Town of Ignacio as additional insured.

Please mail or fax insurance certificate to Cecilia Robbins, IBW, at the address or fax number listed below:

Ignacio Bike Week

C/O Ignacio Chamber of Commerce

P O Box 1223

Ignacio, CO 81137

Fax: 970-563-9039 Attn: Cecilia Robbins

Any questions please contact Cecilia @970-799-2368.

THANK YOU!!!!