

Elizabeth Stampede Vendor Check-in Procedures

Dear Vendor: When you arrive at Casey Jones Park in Elizabeth, CO, either John Maubach 505.903.8246 or Kevin Whitacre 303.562.7868, with the Elizabeth Stampede vendor committee, will direct you to your assigned booth site.

| Vehicle Type | Concert Check-in Date | Concert Check-in Time | Rodeo Check-in Date | Rodeo Check-in Time |
|------------------------|-----------------------|-----------------------|---------------------|---------------------|
| Large Loading Vehicles | Thursday June 1, 2017 | 8:00am - 3:30pm | Friday June 2, 2017 | 8:00am – 11:00am |
| Small Loading Vehicles | Thursday June 1, 2017 | 8:00am - 3:30pm | Friday June 2, 2017 | 11:00am -2:00pm |

Joe Diffie and Runaway June will be performing Thursday evening June 1st at 6:30pm. Vendor alley will be open 4pm to 10pm. All vehicles on Thursday must be unloaded, out of vendor alley and parked in the designated lot by 3:30pm. No cars will be allowed down vendor alley after 3:30pm on Thursday evening. It's optional, but we offer you the opportunity to setup to sell merchandise and food before, during and after the concert for an additional \$50.00 for merchandise vendors and \$100.00 for food vendors. Your booth shall be ready to go by no later than 4pm.

If you choose not to setup Thursday and if your loading vehicle is a trailer or motor home that requires a wide area to turn, you must arrive for check-in before 11:00am Friday June 2nd in order to maneuver and turn in the limited areas within the park. **Otherwise there will be no check-ins prior to 8:00am on Friday June 2, 2017.** All booths must be operational by 4:00pm Friday June 2nd and remain operational through the final rodeo performance on Sunday June 4th. The following are the booth operational hours.

| Day | Booth Operating Hours |
|-----------------------|---|
| Friday June 2, 2017 | 4:00pm -10:00pm, Optional to remain open for the dance |
| Saturday June 3, 2017 | 11:00am – 10:00pm, Optional to remain open for the dance <i>(Highly recommend vendors being on the park grounds before 9:30am to avoid parade traffic)</i> |
| Sunday June 4, 2017 | 11:00am – 5:00pm, Optional to open for 8:00am Cowboy Church |

What to bring to the Elizabeth Stampede

- Shelter / Tent:** 10 ft x 10 ft; larger tents are allowed for vendors who paid for multiple or larger spaces. Tent size shall not exceed paid booth site size.
- Power Cord:**
 - For booth lighting only. One outdoor, grounded power cord, standard 3-prong, minimum 14 gauge recommended, 150 foot length cord maximum.
 - Power cords must be grounded to meet fire code and safety regulations for outdoor events.
 - Each vendor may have access to one power socket on the generator.
- Booth Lighting:** Bring any lamps, light bulbs, lanterns, etc. that you plan to use to light your display area. The Elizabeth Stampede will not provide additional lighting.
- Fire Extinguisher:**

- a. **General vendors -#5 or larger ABC rated fire extinguisher at each booth.**
- b. **Food Concession Vendors - #5 or larger ABC rated fire extinguisher at each booth space.**

5. **Power:**

- a. The power connection that the Elizabeth Stampede offers to vendors is for evening booth lighting only.
- b. This power source is not intended to operate computers, cooking equipment for food, snack or during preparation. No exceptions are allowed.

6. **Water:** Vendors shall bring their own potable water. The Elizabeth Stampede will not provide potable water.

General Information

Sales tax is collected by each vendor and paid to the state by each vendor. Vendor parking is available in proximity to the Elizabeth Stampede area. Ice, gasoline, hardware, supplies, medical service, groceries, etc. are within one-mile from the event. All Elizabeth Stampede events continue through Sunday June 8th under all weather conditions. Please come prepared for and/or cold weather. It is important that you are prepared for the entire weekend. While security is available to patrol the grounds during operational times, there is no overnight security available for unattended booths and property, etc. We recommend vendors secure property appropriately and as necessary to avoid any problems. Camping with power and water hook-up are available locally. **No glass containers, beverages or otherwise, as they are not allowed in the park area.**

Remember, rodeo and concert tickets are not included and must be purchased separately.

We look forward to seeing you at the 2017 Elizabeth Stampede!