

BRECKENRIDGE TOURISM OFFICE

Event Vendor Rules and Regulations

Breckenridge Tourism Office holds various events throughout the year. Vendors interested in participating in any BTO event are required to read, sign and submit a “Vendor Rules and Regulations” form.

Expectations

Vendors are expected to attend all the events they commit to. If there are health reasons or an emergency preventing you from attending the specific event, please make every effort to contact Molly Herwehe, BTO Events Coordinator, as soon as possible at (970) 453-5020. A vendor that is a no show/no call is not acceptable nor is it fair to other vendors as it disrupts the carefully planned layout and appearance of the event.

- All vendors need to be set up and ready to go by the time specified for a particular event by BTO- no exceptions.
- All vendors are expected to stay for the duration of the event even if your product has sold out.
- Vehicles are strictly prohibited through the pedestrian zones of an event during the hours of the event.

Vendors

Participating vendors must pay all BTO event fees (i.e. booth fee and equipment rental) prior to the start of the event.

Vendors must provide a General Liability Limit in the amount of \$1,000,000. A certificate of insurance naming “Breckenridge Tourism Office” as an additional insured must be presented to BTO upon acceptance to the event.

All vendors must obtain permission to participate in a BTO event prior to the start of the event; location placement will be assigned by BTO.

Vendors are required to use **COMPOSTABLE PRODUCTS. NO STYROFOAM.**

Vendors are ambassadors of each event and shall act accordingly. Customer service is of the utmost importance to Breckenridge Tourism Office and to our guests. Poor customer service or complaints thereof will result in the review of a vendor’s ability to participate in future events.

Product Standards

Breckenridge Tourism Office’s Event Director and/or Manager reserve the right to reject any product that is similar to an existing vendor’s product or that of a neighboring merchant, is not of marketable quality or that is deemed inappropriate for the event. If it is a food item that is being sold, it must have proper licensing from the Summit County Environmental Health authorities and the State, if applicable.

Cleanliness

Each vendor is responsible for ensuring the cleanliness of his or her area, especially at the conclusion of each event day. The Town of Breckenridge provides lined trash cans throughout the event for the general public. Vendors are expected to pack out heavy product, packing materials or mass amounts of product. Failure to leave the venue in a clean and orderly fashion will result in a warning and in the review of a vendor’s ability to participate in future events.

Taxes

Each event vendor is responsible for the collection and payment of his or her Breckenridge/Summit County/State of Colorado (if applicable) taxes. There will be event tax forms supplied upon registration and acceptance of participation in an event. You will need to fill it out and submit it to the Town with your Breckenridge sales Tax. The County, Affordable Housing and State taxes are remitted to the State.

Questions regarding payment of Breckenridge taxes should be directed to Cathy Boland with the Breckenridge Administrative Offices at 970-453-3182 or at cathyb@townofbreckenridge.com . Questions regarding payment of your State and County taxes should be directed to Norm Townley at (303) 866-5643 or at ntownley@spike.dor.state.co.us . The form is included in your packet, if applicable.

Questions regarding participation at events hosted by Breckenridge Tourism Office should be directed to Molly Herwehe, Events Manager, at (970) 453-5020 or by email at mherwehe@gobreck.com .

BTO shall use its best efforts to conduct and promote all events to assure the largest possible attendance.

Each party represents and warrants that it is free to enter into this Agreement without violating the rights of any person, that its trademarks do not infringe on the trademarks or trade names of any other person, and that it will comply with all laws and regulations pertinent to its business.

This agreement does not constitute a partnership or joint venture or principle-agent relationship between BTO and the vendor. The Agreement may not be assigned by either party. It shall be governed by the laws of the State of Colorado. It is complete and represents the entire agreement between the parties.