



# BOOTH REGISTRATION FORM: VENDOR RULES & REGULATIONS

## 11<sup>th</sup> ANNUAL CRUZIN' HAVANA CAR SHOW AND POKER RUN

Presented by Havana Auto Parts

Hosted by the Havana BID and the Collector Car Council of Colorado

**SATURDAY, JUNE 9, 2018, 12 noon - 6 p.m.**

**Booth Size/Price:** A booth is a 10' x 10' spot in the parking lot of a festival site; price is \$100 per booth.

**Food Vendors must have paperwork turned into Tri-County health 30 days before the event. Deadline to reserve booth space and have all of your paperwork turned in to Bill Spellic is Friday, May 25, 2018. The booth reservation form is on the last page of this packet.**

BOOTH AVAILABILITY		
FESTIVAL SITE	FOOD TRUCK BOOTHS SPACES	GENERAL VENDOR BOOTHS AVAILABLE
Havana Exchange Festival Site	0	18
Gibby's Festival Site	1	4
Havana Machine Festival Site	1	6

**1. The Havana Exchange Festival Site, 2822 S Havana St, SE corner of Havana & Yale (Bicycle Village lot):**

Number of booths available:

- **0 food booths available: There are 5 restaurants on site with lots of food options.**
- **Festival Site General Vendor Booths:** 18 Available
- **Festival Site Entertainment:** Da Boogieman

**Other activities at Havana Exchange Festival Site:** Forney Museum display, Pikes Peak Hill Climb Museum, Police & Fire Displays, Furniture Row Race Care, and lots more! Combined Poker run booth and event T-Shirt sales booth run by the Thunderbird Club.

**2. Gibby's/Buckingham Village Festival Site, 1555 S Havana.**

Number of booths available:

- **1 food truck booth space**
- **4 general vendor booths:** Available

**Festival Site Sponsor Booth:** NAPA/ Havana Auto Parts.

**Festival Site Entertainment:** NAPA display, stage and music

**Other Activities at Gibby's/Buckingham Village:** Poker Run Booth run by the Collector Car Council of Colorado.

2. **Havana Machine Festival Site**, 800 S Havana, just south of the big American Flag at Tynan's Nissan:

Number of booths available:

- **0 food booths** (StevO's Pizza located at this site is doing the food)
- **6 general vendor booths** available

**Festival Site Sponsor Booth:** NAPA/Havana Auto Parts booth.

**Festival Site Entertainment:**

- Noon to 5 p.m.: Music and entertainment by Rusty the Ragtop Rocker & The Atomic Drifter Band.

**Other Activities at Havana Machine Festival Site:** Poker Run Booth run by the Collector Car Council of Colorado. Mini Model Car Show inside the Havana Machine Training Room. RC track in parking lot.

**BOOTH DETAILS:**

- Vendor provides own table, chairs and canopy, water supply, ice, refrigerated truck and commissary kitchen if required, wastewater disposal, hand-washing station, as well as trash receptacles.
- All trash must be removed by vendors.
- There will be a roll-off dumpster available at Havana Machine at 850 S. Havana.
- There will be porta potties with hand sanitizer at each festival site.
- No electrical power is available at the festival sites--the vendor can bring their own generator, but the generator must fit inside the booth space
- Tow Trucks, trailers and assorted stuff cannot be in the booth space.
- Vendors may unload at the booth site and then move their extra vehicles to the spectator parking area

**Booth fee/paperwork deadline: Friday, May 25, 2018. No last minute arrivals will be allowed.**

**Set-Up & Tear Down:**

- Vendors will receive confirmation notification via phone or email.
- Vendors will receive a **booth number assignment**
- **Vendors may begin setting up at 9 a.m. on the day of the event.** The poker run starts at 12 noon. and ends at 6 p.m. at the Stampede/Waterpark site. Tear down may begin at 6 p.m
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**Food Vendor Booths: Deadline is Friday, May 25, 2018!**

The food vendor is responsible for completing the Tri-County Health Department's application packet for temporary food events. Tri-County Health Dept Link: <http://www.tchd.org/444/Temporary-Food-Events>

DEADLINE: The food vendor is required to return the application packet and fees to Tri-County Health Department 30 days prior to the event (May 9, 2018). If you do not have your application filed with Tri County **with a copy submitted to Bill Spelic at the address below** along with your vendor booth application, you will not be eligible for food booth space at Cruzin' Havana. **Subletting Food Booth Space will not be permitted.**

**Vendor Property & Liability:** Vendors exhibit at his/her own risk. The event will be policed by uniformed officers, but the vendor understands and expressly agrees that the Havana Business Improvement District (Havana BID) and the Collector Car Council of Colorado (CCCC) are not responsible for providing specific security or protection for vendor property and are not responsible or liable in any way damages or other losses occurring to said property.

**Licensing & Taxes:**

- The vendor is responsible for all sales, use, employment and other taxes.
- If the vendor is selling items, the vendor must have a valid sales tax license, and any other license(s) that may be required by the City of Aurora.
- If the vendor is selling food items, they need to follow the rules and regulations of the Tri-County Health Department (see the food vendor booth paragraph above).

**Insurance:**

- Each vendor should contact his or her insurance company to ensure that vendor is covered during the event.
- All vendors agree to hold the Havana BID and CCCC, and their respective directors, officers, and employees harmless for any claims, demands, damages and liability whatsoever arising on account of or in any way arising out of the event.

**Fire regulations:** All vendors must comply with all applicable fire code regulations.

**No Cancellation:** The event will proceed as scheduled, even in the event of inclement weather.

**Vendor Booth Location:**

- The Havana BID and the CCCC reserve the right to make last-minute changes in the booth layouts and/or locations on the day of the event, if the need arises.
- You will receive your festival site and booth number assignment in your confirmation call or email.
- You can indicate your preference of festival sites on the bottom of this registration form, but booth assignments will be made on a first come, first served basis.
- Booth numbers and festival site locations cannot be changed by the vendor on the day of the event; any vendor who changes booth numbers or festival sites on their own will be asked to pack it up and go home.
- All trash must be removed by vendors.

**Use the booth reservation form on the next page to reserve your booth space. Vendors simply showing up on the date of the event without previously registering will not be allowed to set up.**

# 10<sup>th</sup> ANNUAL CRUZIN' HAVANA CAR SHOW & POKER RUN, Saturday, June 9, 2018

## BOOTH REGISTRATION FORM

### Booth Space Registration Deadline May 25, 2018

I would like to participate in the 2018 Cruzin' Havana Car Show and Poker Run (the "Event") as a vendor. I have read the Vendor Rules and Regulations and agree to all of the terms specified therein. I also consent to the use of my photograph taken during the Event in future marketing or informational publications of the Collector Car Council of Colorado or the Havana BID.

Vendor Name: \_\_\_\_\_

Company/Vendor Booth Name: \_\_\_\_\_

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

Vendor Phone: \_\_\_\_\_

Vendor Email: \_\_\_\_\_

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

Date: \_\_\_\_\_, 2018

I would prefer a 10' x 10' booth space for \$100 at (check one\*):

- Havana Exchange, 2822 S Havana at Yale (0 food booths and 18 general vendor booths)10
- Havana Machine Festival Site, 580 S Havana (1 food truck booth spaces & 6 general vendor booth spaces)
- Gibby's/Buckingham Village, 1555 S Havana (1 food truck booths spaces & 4 general vendor booths)

\* Site assignments will be made on a first come, first served basis as space is still available at the sites. Two 10x10' spaces side by side is \$150. We recommend that you call Bill Spellic at the phone number below to inquire about booth availability.

**Make check for \$100/booth payable to the Collector Car Council of Colorado. Food Vendors—Bill Spellic also needs a copy of your Tri-County Health Dept application. Mail this registration form, check and Tri-County paperwork (if you are a food vendor) to:**

**BILL SPELLIC**  
**1151 Clubhouse Drive, Broomfield, CO 80020**  
**Phone: 515-829-2054 Email: bill.spellic@gmail.com**