



Rocky Mountain Collegiate Cycling “Pueblo Classic Sunday March 15, 2020

****Description:** The Pueblo Chamber has designated the Pueblo Bike Classic event as a target activity to promote and celebrate Pueblo’s 150 year anniversary. The public is invited downtown on Sunday to watch the racing. The Chambers of Commerce are planning public activities near the race course. We will have Food Trucks and Craft Vendors, a stage with live music and also a beer garden during the races. There will be a community ride on Sunday allowing people of all ages to ride the race course. The Mayor and Chief of Police have pledged to ride in the community event.

****Facts:** This race will draw several hundred collegiate and amateur bicycle racers from all over Colorado in its first year. Demographic analysis shows that non-collegiate cyclists tend to have above average income and hold professional jobs. As many as 17 collegiate teams from the Rocky Mountain region would bring an average of 10 riders each. We estimate non-collegiate racers will number 100-200 in the first year. We expect about 300 competitors plus guests and also visitors.

****Location:** Victoria Avenue & D Street Pueblo, Co., 81003

****Schedule of events:** Sunday March 15:

Collegiate racers begin at 8am and race 5 separate races thru 11am.

Community is ride is from 12:15-12:45pm

There are 5 afternoon races that begin at 1pm and finish 5:30

****Vendor hours:** 10:00am-6:00pm Sunday March 15, 2020

****Check in & Set up:** Sunday March 15th from 7am-10am.

****Festival hours:** 10 am – 6pm. Move out after 6pm

****Vendor check in information and a map will be emailed to you. A week before the race.**

****Contact Information:**

Greater Pueblo Chamber of Commerce – Terri 719-542-1704

City of Pueblo Sales Tax -719-553-2659

****Booth requirements:**

The layout will be an open format with no draping or sidewalls dividing the booths. The tables and your decor will create the distinction between booths.

****Set-Up & Vendor Guidelines:**

1. **Please report to CHECK IN Sunday morning, March 15, 2020, between 7:00am and 10:00am** CHECK IN will be indicated on the site map that will be enclosed in your vendor confirmation pack.
2. Vendors **may not** park vehicles in the festival site during set-up. You may drive in and drop off items, but will be required to pull out immediately.
3. All vendors must stay within rented booth space, no encroaching will be allowed.
4. **Vendor set-up must be complete by 10am on Sunday.** The festival will open to the public at 10am.
5. All vendors will receive a City Sales Tax form in your check in packet. You may mail in your tax form with the appropriate funds made payable to the City of Pueblo.
6. **The Greater Pueblo Chamber of Commerce reserves the right to limit the number of vendors.** Food vendors must comply with Pueblo County Health Department rules and regulations. The attached Pueblo County Health Department packet needs to be filled out and **returned to the Health Department** to be included in Festival.
7. **There is no water or electricity available for this festival.**
8. Uniformed Security is provided from 7am Sunday March 15 thru 7pm. The Chamber is NOT responsible for any loss, damage, or injury. Vendors are encouraged to move merchandise to the middle of the booth & use the sidewalk.

****Move Out:**

1. **Beginning at 6:00pm Sunday March 15, 2020**
2. **No tearing down, packing up or leaving prior to 6pm.**
3. **All vendors are responsible for their own trash removal. You must break down boxes! Trash dumpsters will be indicated on site map enclosed in vendor confirmation pack.**



VENDOR APPLICATION

Arts & Crafts _____ Other _____ **NO FOOD VENDORS**

Company Name _____

Mailing Address _____

City, State & Zip _____

Name of Contact _____

Cell Phone _____ E-Mail _____

Describe Product _____

****Vendor space will be first come first serve until we are sold out.****

COST:

Vendor space \$25 _____ limited to 10x10 space

****Mandatory Certificate of Liability _____**

Included in with application (if you do not carry liability insurance you can purchase it for the day at on the following website) <https://securevendorinsurance.com/IL/ApplicantInformation?GroupEventKey=a480d2a9cfb5>

INSURANCE REQUIREMENTS:

YOU MUST PROVIDE THE GREATER PUEBLO CHAMBER OF COMMERCE WITH A CERTIFICATE OF INSURANCE INCLUDING THE FOLLOWING COVERAGE AND LIMITS: *If not provided you won't be accepted into the Festival.*

- A. *Commercial General Liability written on an "occurrence" basis*
- B. *Limits:*
 - i. *\$1,000,000 each "occurrence"*
 - ii. *\$1,000,000 general aggregate*
 - iii. *\$2,000,000 Products-completed operations aggregate*
- C. *You must have listed as an "additional Insured", The Greater Pueblo Chamber of Commerce, on this general liability policy for damages because of "bodily injury" "property damage", and "personal and advertising injury" arising out of or caused by any operations and completed operations by you.*

Please Mail or email your completed application and payment with credit card information to:

The Greater Pueblo Chamber of Commerce
302 N Santa Fe Avenue
Pueblo, CO 81003

Email- terrik@pueblochamber.net

Credit Card Payment

Credit card # _____ Zip Code _____

Exp. Date ___/___/___ CSV# _____

Signature _____ Date _____

Note: I understand the Greater Pueblo Chamber of Commerce will not be responsible for any loss, damage or injury that may occur to the vendors, their employees or property from any cause whatsoever, and vendors agree to hold harmless and indemnify the Greater Pueblo Chamber of Commerce against any & all claims for such loss, damage or injury. I have read the foregoing paragraph, food vendor rules and guidelines, and agree to abide by these terms.

Vendor Signature and Print Name

_____ / _____