



#### **VENDOR/EXHIBITOR SET-UP AND TEARDOWN:**

- Friday, Nov 1st, 1 p.m. to 7:30 p.m.;
- Saturday, Nov 2nd, 6 a.m. to 8:30 a.m.;
- “Swappers Corner” vendors set up Saturday, Nov 2nd at 8:30 a.m.
- Teardown begins no sooner than 4 p.m. Saturday.

**CHECK-IN:** ALL vendors/exhibitors must register at Vendor Check-In near the ramp at Door #1 on the north side of the expo hall before proceeding to booth spaces. All spaces and booths must be paid in full or you will not be allowed entry. Only vendors/exhibitors wearing wristbands will be allowed into the building.

All spaces and booths must be paid in full or you will not be allowed to occupy your space. Only FULLY PAID vendors will be allowed into the building for setup. Vendors may pay by cash or credit card during check-in. Mailed checks must arrive at our office by 5pm, Thursday, October 31st to be considered fully paid.

**NO SHOW POLICY:** Any vendor spaces not occupied or paid for by 8 a.m. on Saturday will be considered “no shows” and will be made available for reservation to other walk-in vendors. **No refunds will be given for unoccupied spaces.** Open vendor spaces will be sold on a first-come, first-serve basis during setup hours, depending on availability.

**VEHICLE LOADING:** Vehicles driving into the building on Friday will form a queue on the National Western property north of the VeloSwap expo building. At 1 p.m., we will open Door #1 on the north side of the building to allow vehicles to drive up the ramp and into the building and begin check in.

Vehicles will be allowed on the floor for unloading FRIDAY ONLY. No vehicles will be allowed in the building on Saturday until the show closes. Follow signs and National Western staff directions After check in, fully paid vendors may proceed into the building for load-in and booth setup. Parking Passes are not included with your vendor booth.

**WALK-IN LOADING:** If you do NOT need to drive a vehicle into the building for load-in, you may park nearby and walk to Vendor Check In. The intersection closest to Vendor Check-In is Humboldt St. and E 47th Ave.

**TEAR DOWN:** Vendors must keep their booths fully open for business until 4 p.m. when VeloSwap closes and teardown begins. Once VeloSwap guests have safely exited the building, we will allow vehicles to re-enter the building through Door #1 for teardown and load-out.

**PARKING:** Parking passes are not included. Parking passes are not available from VeloSwap staff. National Western handles all parking passes.



**SECURITY:** The building will be locked overnight, and armed security will be on-site at all times, however, the organizers of VeloSwap are not responsible for the security of property at any time.

**VENDOR/EXHIBITOR PASSES:** Wristbands will be assigned to all vendors and exhibitors and will be your pass to VeloSwap. WRISTBANDS ARE NON-TRANSFERABLE AND MUST BE WORN AT ALL TIMES WHILE ON THE SWAP FLOOR, INCLUDING DURING SET-UP AND PUBLIC HOURS. NO ONE WILL BE ADMITTED INTO THE BUILDING WITHOUT A WRISTBAND. NO EXCEPTIONS.

- Individual booths are allowed one wristband per 10'x10' space;
- Club, nonprofit, sales rep, manufacturer and retail booths are allowed two wristbands per 10'x10' space.

Additional wrist-bands may be purchased for \$20 each at vendor/exhibitor check-in. There is a \$20 replacement fee for each lost wristband—no exceptions. Please note that wristbands are for people working your space at VeloSwap, not for “friends” who want to get into the event early.

**VENDOR/EXHIBITOR CATEGORIES AND MATERIALS:** Skirting, curtains, booth enclosures and car-peting are NOT provided, except as indicated below. Vendors may bring their own.

- Individual vendor spaces: 10'x10' space, one 8' un-skirted table and one chair
- Club, nonprofit, sales rep, retailer vendor spaces: 10'x10' space, one 8' un-skirted table and two chairs
- Manufacturer: 10'x10' space, one 8' un-skirted table and two chairs

**BIKE TESTING:** For safety reasons, bike riding is not allowed inside the National Western Complex except in the specially designated “Bike Test Area.” Please use discretion in allowing bikes to be tested, and remember that VeloSwap and the National Western Complex are not responsible for damage, theft, injury or other loss.

**SALES TAX:** Colorado law requires all vendors to collect 7.65% sales tax on all sales made at VeloSwap. As a ven-dor, you are responsible for keeping track of your sales and collecting the 7.65% sales tax.

You may pay your tax under VeloSwap’s special sales event tax license. A VeloSwap sales tax payment form is enclosed in this packet. Forms are also available at vendor check-in. Complete the form and attach a check payable to “Bicycle Colorado” for the appropriate tax amount. Drop off the form and your check at vendor check-in at the end of the day. We will forward all pay-ments to the Colorado Department of Revenue and the City and County of Denver.

**NOTE:** The organizers of VeloSwap are required by law to provide the Colorado Department of Revenue and the City and County of Denver with names and addresses of all vendors selling mer-chandise. If you do not pay under Bicycle Colorado’s tax license, the State assumes you will apply for a special events license on your own.

**QUESTIONS:** Please call VeloSwap at 303-245-2180 or e-mail [icoenen@pocketoutdoormedia.com](mailto:icoenen@pocketoutdoormedia.com)