

## **Veloswap rules and regulations:**

Exhibit booths and Vendors' merchandise (including tables and chairs) must be displayed within a 10'x10' area. Fire code prohibits any tables or bikes extending into the aisles. If you display signs on your table, please do not use staples, thumbtacks, push-pins or any other means that might damage the tables. The posting of banners, signs or other decorations on National Western Complex property (including interior walls) is prohibited.

**Defined Terms.** The term "Event" means Veloswap scheduled to be held on November 6, 2021 (the "Event Dates") at the National Western Complex (the "Event Facility"). The Event is owned, produced and managed by Veloswap d/b/a/ Outside, Inc. As used herein, the term "Veloswap" means, collectively, Veloswap d/b/a/ Outside, Inc. and each of its officers, directors, shareholders, agent, affiliates, divisions, representatives, employees and assigns, unless the context requires otherwise. The term "Vendor" means, collectively, (i) the company or person that applied for exhibit booth space rental and agreed to enter into this contract upon acceptance by Veloswap in the manner stated below and (ii) each of its officers, directors, shareholders, employees, personnel, contractors, agents, representatives and/or invitees, as applicable.

**Booth Sharing.** Booth sharing is prohibited. Only one exhibitor per booth, unless approved in writing by Veloswap.

**Booth Assignment.** Veloswap will attempt to honor all booth placement requests if application and payment are made within stipulated time limit. However, Veloswap reserves the right to make alternative placement. Offers made as to location of space are current policy and not a guarantee. Veloswap shall be the final authority in assigning space.

**Badges.** All Vendor personnel are required to wear appropriate wristbands provided by Veloswap at all times during the Event.

**Generators.** Generators are not allowed at the event.

**Contract Acceptance.** This contract shall become binding and effective upon completed registration for a vendor booth at Veloswap.

**Food & Beverages.** No food or beverage sales are permitted. No alcohol or other intoxicants are permitted. Vendor may not distribute any food or beverages from its booth or elsewhere except with express advance written permission from Veloswap.

**Assumption of Risks. Releases.** Vendor expressly assumes all risks associated with, resulting from or arising in connection with Vendor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm, damage or injury to or of any person (including death), property, business or profits of Vendor, whether caused by negligence, intentional act, accident, act of God or otherwise. Vendor has sole responsibility for its property and any theft, damage or other loss to such property (whether or not stored in any courtesy storage area),

including any subrogation claims by its insurer. Neither VeloSwap, d/b/a/ Outside, Inc., Bicycle Colorado, the organizers of VeloSwap, nor the National Western Complex accepts responsibility, nor is a bailment created, for property delivered by or to Vendor. Neither VeloSwap, d/b/a/ Outside, Inc., Bicycle Colorado, the organizers of VeloSwap, nor the National Western Complex shall be liable for, and Vendor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, losses, damages and liabilities whether described in this paragraph or not.

**Assignment of Space.** Vendor space shall be assigned by Veloswap in its sole discretion, made on a first-come, first-serve basis for the Event and for the Event Dates only. That assignment does not imply that similar spaces will be assigned for future Events. Veloswap reserves the right to change the floor plan or to move an Vendor to another booth location prior to or during the Event for any or no reason. Veloswap reserves the right to determine the eligibility of any company or product for inclusion in the Event. Veloswap further reserves the right to add, alter or delete from the Event's floor plan at any time in its sole discretion. Booth sharing is not allowed, this means only the registered exhibitor shall exhibit in that booth.

**Move In.** All vendors/exhibitors must register at vendor check-in before proceeding to booth spaces. All vendors/exhibitors may be checked in at vendor check-in on November 5, 2021. Move-in is from 1:00 PM-7:00 PM on November 5, 2020 and from 7:00 AM – 9:00 AM on November 6, 2021. ALL VENDORS MUST BE READY TO GO BY 9:00AM.

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. 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. All vendors/exhibitors must be set up and ready by conclusion of move-in. (Times subject to change). Vendors not checking in by 8:30 AM on Saturday will forfeit exhibit space, which can then be reassigned by Veloswap. No refunds will be given for unoccupied spaces. Open space will be sold on a first-come, first-serve basis during set-up hours, depending on availability.

**Move Out.** All booth spaced must remain intact until 4:00 PM on November 6, 2021. At that time, vendors may begin packing. Once the public is out of the hall, we will allow vehicles onto the floor for load-out.

**Cancellation by Vendor/Exhibitor.** There are NO refunds for cancellations. It is agreed that Pocket Outdoor Media, Roll Massif and all other parties involved with the event and expo are NOT liable for any injuries, or responsible for any lost, stolen or damaged items at the event.

**No-Show Policy.** If Vendor, through circumstances beyond control, is delayed in arrival or setup, Vendor must notify the VeloSwap Staff. Non-notification will result in resale of space, and no refunds will be made.

**NO DOGS ALLOWED.** We love your four-legged friends but per National Western Requirements, there are no dogs allowed at VeloSwap.

**Helium balloons.** Helium balloons are not allowed at the National Western Complex. Vendors may be charged a fine to remove helium balloons from the building.

**Swap Floor Rules and Test Riding.** Bicycling, skating, skateboarding or other means of propulsion will not be permitted on the Swap floor. A special area has been set up for test-riding of bicycles. Use this area at your own risk and remember that no security is provided.

**Conduct.** The organizers reserve the right to expel any VeloSwap participant whose conduct endangers or inconveniences other participants.

**Vendors are encouraged to accept cash only. Acceptance of checks or the extensions of credit are at the sole discretion of sellers. Vendors are responsible for bringing their own cash bank and for making change.**

**Promotional Materials and Distribution of Literature.** Distribution of literature on the National Western Complex premises is subject to the approval of the organizer.

**Photography and Video Recording** - The Event may be recorded, and videos, photographs and other recordings may be taken, where you may be captured participating in the Event. You agree to the publication of such photographs, videos, recordings, and/or likenesses of you (whether edited, adapted, modified or copied) and their use by us and those authorized by us, without prior notice or compensation, in any way which we may see fit now or in the future including but not limited to film, digital and print publications, future events and publicity. You acknowledge that we have the full right to sell and/or profit from the commercial use of such photographs, motion pictures, recordings, and/or likenesses of you.