



# Carbon Valley Half Marathon & Expo Festival

## VENDOR APPLICATION

All Sponsors Fill Vendor Application and Return.

**Expo Festival Hours 6:15AM-11:00AM**  
7:00 – 13.1 Half Marathon and Team Relay Run  
7:30 – 5K Run  
8:30 – Fun Run

**THIS IS ONE HOUR EARLIER THAN 2025**  
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**THIS IS 1.5 HOURS EARLIER THAN 2025**  
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**NEW LOCATION –Centennial Park, 630 Eight Street, FREDERICK CO**

Business or Organization: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Vendor Space: \_\_\_\_\_ 10'x10' (\$50) \_\_\_\_\_ 10'x20' (\$75)  
\_\_\_\_\_ 10'x10' Nonprofit (\$30) Include your full 501c3 Number \_\_\_\_\_  
\_\_\_\_\_ 20'x20' or Oversized 10'x40' (\$125) for vehicles or special displays

[Electrical is not available.](#)

Describe Food/Vendor Type: \_\_\_\_\_

**All Vendors & Sponsors:**

- Complete vendor application.
- Submit checks payable to Carbon Valley Half Marathon.

**All Vendors selling merchandise must provide:**

- Current sales tax license for the State of Colorado
- Town of Frederick businesses must have a current business license.
- Vendors are responsible for collecting and remitting all applicable sales tax to the state.
  - Colorado: 2.9% Firestone 3.5%

**Food Vendors:**

**Limited to the first 2 different food vendors with a completed application and paid vendor fee.**

- Submit a Weld County Public Health Temporary Food Event Application
- Colorado Retail Food Establishment License (or tax-exempt status form)
- Certificate of Insurance listing the Carbon Valley Half Marathon as Additionally Insured.

**SET-UP TIME:** Vendors may set up from 5:30AM to 6:15AM. All vendors must be set up by 6:15AM. Vendors may not tear down booths before 11AM. All vendors must be cleared from the area by 12PM.

**INSURANCE:** Vendor spaces are not insured by the CV Half Marathon.

- **Interested in adding your marketing item to our participants goodie-bags? Reach out to:**  
[director@cvhalfmarathon.org](mailto:director@cvhalfmarathon.org)

**SITE INFORMATION:** The expo festival site will be located within the park area of the Centennial Park, Frederick. Vendors will be located on grass. Vendors will be emailed a site plan with set-up information on Wednesday prior to the event. Site plans will also be available on event day. Vendors are responsible for bringing their own equipment (canopies, tables, chairs and materials), and are **REQUIRED to bring 40# weights for each corner (bricks or sandbags) NO GROUND STAKES**, for canopies in case of high winds. Failure to do so may result in a fine issued by the CV Half Marathon. The Carbon Valley Half Marathon & Expo reserves the right to change site locations and dimensions due to event logistics.

## CV Half Marathon & Expo VENDOR RULES AND REGULATIONS

- **Set up vendor space** at the event site **at Centennial Park, Frederick, 630 Eight St. Frederick, CO 80504, on Saturday (day of event), by 6:15AM. THERE WILL BE NO SETUP ALLOWED AFTER 6:15AM.**
- **NEW! Exhibitors** will be allowed to park in a "Sponsor/Vendor" parking lot next to our event. You may unload and load right from your parked vehicle. We will have help for you to unload and load.
- All materials and equipment brought on the **property shall be at the total risk of the vendor**. Anything that would cause real or potential danger to any person will be prohibited on the premises, except Police, Fire and Ambulance exhibits.
- Displays **may not exceed vendor space** boundaries. **Tents must be weighted with sand bags per FFFPD regulations.**
- Vendors must **remove all refuse from booth area** upon breakdown. If the exhibitor fails to remove their exhibit and refuse, the CV Half Marathon & Expo committee will have the space cleaned at the expense of the vendor, under which circumstances the vendor agrees to make immediate reimbursement.
- Vendors must have an **attendant at their vendor space at all times** during the CV Half Marathon & Expo.
- **Food distribution** will be allowed in designated areas only and with **prior approval**. All other booths will not be allowed to distribute prepared food, even if complimentary. Exceptions include individual complimentary candy items (ie. candy bowl). Product sampling is allowed with prior approval from the Vendor Coordinator prior to the CV Half Marathon & Expo.
- **Unique displays** which require special instruction (cars, etc) are allowed with prior approval from the Vendor Coordinator prior to the CV Half Marathon & Expo.
- **Any damage caused** to the park or amenities by vendors/exhibitors will be charged to and paid for by the vendor. This includes any items owned by the CV Half Marathon that are removed from the premises.
- **Demonstrations** may be conducted within vendors' space only, with due consideration and coordination with adjacent vendors.
- **REFUNDS** - No refunds will be given after May 1<sup>st</sup>.
- **SELLING AT BOOTHS** - Selling is permitted at the CV Half Marathon with approved application, paid vendor fee and successfully meeting selling merchandise rules outlined on page 1 above. No distribution of flyers and/or marketing material will be allowed outside of the vendor space, including in the park area or street.
- **Vendors are required to stay set up from 6:15AM to 11PM. Tear down can occur after 11PM.**
- In case of inclement weather, the CV Half Marathon will go on in most situations. If it is determined that the weather would make the Expo's success impossible, refunds will be issued to vendors. That **determination** will be made **by 6AM on race day**.
- Vendors or their staff **can be turned away** for what the committee considers inappropriate behavior towards other vendors, visitors or staff. Exhibitors who have been turned away will forfeit their vendor fee.
- **No Smoking** at the entire event grounds area.

These rules and regulations must be accepted and adhered to by each exhibitor and its representatives. The CV Half Marathon reserves the right of final decision in rules interpretation and enforcement. By signing below, vendor recognizes and acknowledges that he or she assumes full risk of any injuries, property damage or loss which he or she may sustain as a result of his or her participation in the CV Half Marathon & Expo. Further, vendor agrees to indemnify and hold harmless the Carbon Valley Half Marathon, the Town of Frederick, its officers, employees and insurers from any and all liability for any damage, loss, injury or costs associated with or arising from his or her acts or omissions in connection with his or her participation in the CV Half Marathon & Expo. By signing below, the vendor agrees to all rules and regulations of the CV Half Marathon & Expo on this application.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Mail your application and check to:

Carbon Valley Half Marathon

Race Director, 9100 Foxfire St., Firestone, CO 80504

Or scan & send to:

[carbonvalleyhalfmarathon@gmail.com](mailto:carbonvalleyhalfmarathon@gmail.com)

(In Subject Line put: **ATTN: Paula. & Your Company**)