



Town of Frederick 2023 Vendor/Exhibitor Rules & Regulations

Town of Frederick events are designed to create a family-friendly atmosphere and to bring the community together. As a vendor or exhibitor, Town of Frederick asks that you follow the rules and regulations outlined here.

1. Vendor booths will operate during the entire advertised time frame set by the Communications & Engagement department. No vendors will be allowed to arrive late, or leave early.
2. Vendors must give Town of Frederick at least 1 week-notice if you will not be in attendance of the event. If a vendor does not call at least 1 week before an event to state they will not be attending, they will forfeit their vendor fee. If a vendor misses two events without letting the Town Staff know, they will no longer be allowed to sell at Frederick events and will forfeit all vendor fees and/or rebates.
3. Canopies are required. They must be clean and in good repair. They must be secured with at least 40 pounds of weight per corner to prevent damage or injury. Plastic 5-gallon buckets filled with water, gym weights and sand bags are a few examples for tent weights. The Communications & Engagement Specialist and/or other officials may order the immediate removal of canopies that are unsecured or in poor condition.
4. Vendors must provide their own tables and equipment for display of merchandise. Tables, equipment and/or displays that are in poor repair or that pose a potential hazard will not be allowed. Please ensure your display is in good taste and is inviting for patrons.
5. Vendors offering food samples will comply with food sampling guidelines and have required hand-washing stations. If you are unsure about the food sampling guidelines, please contact the Weld County Health Department at (970) 304-6415 or email HE-tempevents@weldgov.com.
6. Vendors will behave in a professional and courteous manner. Hawking or yelling to attract attention is not allowed. Treat town staff, volunteers and other vendors with respect.
7. Vendors shall accurately report total sales to Communications & Engagement Specialist at the end of each event day. The Town of Frederick will not be collecting sales tax. The total sales you report are for market research only, as it is the vendor's responsibility to remit all applicable state and local tax to the State.
8. Booths must be removed no later than one hour after the close of the scheduled time frame. Vendors may not leave the event before the official end of the scheduled time frame. Leaving the event early will result in the vendor forfeiting opportunities for future events. Express consent to leave prior to event end time will be granted by the Communications & Engagement Specialist for emergencies only. If a vendor sells out before the close of event, they should display a "SOLD OUT" sign at their booth. Their tent, tables and sign must stay up the entire duration of event.
9. No smoking is allowed at the event site.
10. All stands that require a food license must be able to provide documentation of that license during any event. If you are unsure whether or not you require a food license for what you will be selling, contact the Weld County Health Department at (970) 304-6415 or email HE-tempevents@weldgov.com. If you are found to be operating without a license or outside the limitations of your current license you will be asked to leave the event.
11. Your vendor space will likely change throughout the season as we make adjustments for changes in each event. We will do our best to accommodate your requests, but cannot guarantee that we will be able to fulfill it. We appreciate your understanding as we work to make every vendor successful! You will receive a map with event details prior to the event.

For questions, or more information, email Events@FrederickCO.gov.



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12. Frederick events do not insure individual vendors, and vendors agree to indemnify and hold harmless each event and the Town of Frederick regarding vendors' acts. Vendors are strongly encouraged to obtain insurance coverage for product and injury liability. Contact your insurance agent to discuss your needs.
13. Some products are not allowed at Frederick events. The Town of Frederick reserves the right to make the final determination of products that will be allowed for sale. If any items are determined to be unacceptable for sale at the event, staff will ask the vendor to remove them immediately. Failure to do so will result in the vendor being ordered to leave the premises.
14. For insurance purposes, vendors will not be allowed to set up and sell at Town events without a signed application on file at Town Hall. Applications and payments must be turned in at least two weeks before your first event date.
15. Vendors are responsible for leaving their assigned area clean. All debris must be removed from the premises. Excessive refuse or other conditions requiring cleaning by event staff may result in a cleaning fee. Please do everything you can to minimize the impact on the grass.
16. Bringing your pet is discouraged. If you do decide to bring your pet to the event, please be sure they stay within your booth space, are well behaved, and do not come in contact with any food products being sold. Any pets that are causing disruption at the event will be asked to not return.
17. No playing of electronic music or sound recordings at vendor stands is allowed during event hours.
18. The Town of Frederick will designate load-in and load-out locations specific to each event. For safety reasons, vendors are required to stay within the designated areas and are not permitted to deviate without express consent from the Communications & Engagement Specialist. This may include open areas such as parks and grass.

By signing below, I agree to comply with the above Vendor Rules and Regulations.

Business Name: _____

Printed Name: _____

Signature: _____

Date: _____