

## **BROOMFIELD DAYS FESTIVAL CHAMBER OF COMMERCE - TRADE FAIR**

We are pleased that you will be participating in this year's Broomfield Days. Rain or shine Broomfield Days will go on, so come prepared. The festival runs from 9:00 am to 5:00 pm. **Please note you must display your merchandise from your booth only, you will not be allowed to walk through the park with your merchandise.** The festival includes booths with original arts and crafts, food concessions, games and activities, non-profit organization displays, political organizations and the Chamber of Commerce Trade Fair.

Broomfield Days began as an opportunity for local non-profit groups to raise funds for their organizations, therefore, we only allow the Trade Fair participants to hand out literature and small trinkets. Trade Fair participants should not give away FREE food, services or products, including water.

The Chamber of Commerce Trade Fair has 100 booth spaces in the park, 13 with access to electricity. (Turquoise) Booth space is a 10x10 section of the park and all your items must fit inside your space.

**Electricity:** If you have paid for a space with electricity, please remember the power will not be turned on until 6am Saturday morning. You will be required to have a **heavy duty, three-prong extension cord for each and every** appliance you need to plug in. Those requesting use of electricity will be provided **one (1)**, 20-amp service. You must stay within this limitation with your appliances to be used.

**Generators:** If you plan to use a generator, you must inform the festival coordinator (Matt Gulley - 303-460-6912). Generators must be **QUIET** and not disturb your neighbors and fit inside the confines of your booth space. Large 220-watt generators are too loud for our festival.

**Trash:** All groups are asked to manage their own trash and recycle as much as possible. Please make sure you are disposing of your trash in the appropriate bin; compostable, recyclable and other. Please do not use the small barrels located in the park. Break down your cardboard and place it next to a trash container for pick-up.

**Zero Waste:** Broomfield Days achieves to be a Zero Waste event. This will involve all participating vendors. All vendors must comply with strict requirements for all disposable products involved in their operations. Please read the information carefully and download the 2017 Zero Waste Information and 100% Zero Waste Participation Agreement. All vendors must sign and return the agreement in order to participate in the event. If you have questions about what this means to you and your operation, contact Matt Gulley at 303-460-6912 or email at [mgulley@broomfield.org](mailto:mgulley@broomfield.org).

**Set-Up: Friday:** You may set up your booth on Friday, September 15, between 10am and 7pm. No electricity will be available until Saturday. There will be police in the park Friday night to watch over the area.

**Saturday:** We ask that you be **set-up by 8am, Saturday**. Persons arriving after 7:30am will not be allowed into the unloading areas. After 7:30 you will be directed to park your car at Garden Center Parking lots and bring your product into the park on your own. Midway and Kohl streets are available for unloading and reloading only. Vehicles left for more than 15 minutes will be towed at the owner's expense. Plan on arriving early on Saturday. There will be staff in the park as early as 6:00am to help you. You may park on Midway to unload only, 15-minute unloading time and then you must move your vehicle. **Those vehicles not containing set-up materials or merchandise will not be allowed through the barricades at Kohl Street on Saturday morning.** (Questions contact Matt Gulley - 303-460-691 or Kay Gazaway at 303-460-6925)

**Driving INTO the Park:** Vehicles will not be allowed to drive onto the grass, however, requests can be made by contacting **Matt Gulley – 303-460-6912**. Please be aware that approval is rarely granted. **NO unauthorized vehicles will be allowed to park along the service road beginning 5:30am Saturday morning. After unloading please move your vehicles to the Garden Center parking lot.**

**Take Down:** We ask that no one begin takedown prior to 5:00pm. Beginning at 5:00pm you may disassemble and move your materials to the curb. You may then bring your vehicle from the Garden Center parking lot and line up on Midway Blvd. You will be allowed into the park, as spaces become available. Please, 15 minute parking only. **Only authorized vehicles will be allowed to park along the service road. All vehicles must follow the Evening Reloading Procedures regardless of where they are located in the park.**

### **NOTICE TO ALL VENDORS WITH TRINKETS AND TOYS:**

This is a family oriented event and all game prizes, toys, and trinkets will be inspected prior to the start of the day. Please follow the guidelines set forth:

1. NO guns, swords, whips, or other weapons.
2. Nothing depicting excessive violence.
3. No scantily clad women or men.
4. No gang related items.
5. No drug related items.
6. No Satanic related items.

**The Event Coordinators have the right to ask you to put away any item they deem inappropriate.**

We hope this is a profitable and fun experience for everyone. Questions concerning your TRADE FAIR BOOTH SPACE should be directed to Jennifer Kerr or Amanda May at the Broomfield Chamber 303-466-1775.

Questions concerning set-up and take-down should be directed to Matt Gulley at 303-460-691, [mgulley@broomfield.org](mailto:mgulley@broomfield.org), or Kay Gazaway at 303-460-6925, [kgazaway@broomfield.org](mailto:kgazaway@broomfield.org).

### **MIDWAY PARK – BETWEEN KOHL STREET AND LAUREL STREET, BROOMFIELD**

#### **MORNING UNLOADING PROCEDURES – Saturday, September 16, 2017.**

Midway Blvd. will be one way going west in the morning and will close to all traffic at 7:30am. In order to have access to Midway, to unload your car, you must arrive prior to 7:30 am. If you are not in line by 7:30am you will have to carry your supplies from a parking lot, the access road or Kohl St. Cars remaining on Midway, Kohl, or the service road for an extensive length of time or cars on Midway at 8am will be towed at the owner expense.

#### **DIRECTIONS TO MIDWAY PARK**

From I-25 or east of Broomfield: travel west on 120th to Main Street (4th light west of Sheridan). At Main St. you will turn right (north) and travel to Midway Blvd. (3rd light on Main St.) Turn left (west) at Midway and travel approx. 1/2 mile to Midway Park.

From Boulder Turnpike, Wadsworth, or Highway 287: travel to the 287 south exit that loops around to 120th Ave. Travel east on 120th/highway 287 to Main Street, (2nd light). Turn left (north) onto Main St. and follow Main to Midway Blvd. (3rd light) turn left (west) on to Midway and follow Midway approx. 1/2 mile to Midway Park.

There will be check in at the corner of Kohl and Midway. Please have your space assignment letter available at that point.

Please park diagonally, to unload your car. Immediately move your car from Midway once you have unloaded. Please do not leave your car sitting on Midway, Kohl, or the Service Road; this ties up the parking spots for others trying to unload. Cars left unattended for an exceptional length of time will be towed away.

Parking for the day is available west of the park.

#### **EVENING RELOADING PROCEDURES**

Since activities are still in progress at 5pm, cars reloading will be allowed on Midway, Kohl and the Service Road, on a controlled basis. All cars must re-enter Midway from the west traveling east. No cars will be allowed to enter from the east. All cars must line up in Garden Center parking lot to gain access to Midway. No unauthorized vehicles will be allowed to access the park from the service road. If you have permission to bring your vehicle into the park for reloading, Saturday evening, you must wait until all other vendors and participants have cleared the park. You will be escorted into the park by a parks staff member.