

# ***The Colorado Guitar Show & Custom Luthier Expo***

## **TERMS, CONDITIONS & RULES FOR PARTICIPATION**

1. **LOCATION**: The Lutheran High School of Parker - 11249 Newlin Gulch Blvd., Parker, CO 80134
2. **VENDOR TABLES and BOOTHS**: Vendor tables and vendor 10'x10' booths include: one 6' rectangular table, two chairs, and **only two** vendor wristbands. Additional vendor wristbands are available at a discounted price.
3. **LOAD-IN/OUT**: Seller load-in will start at 8:30 AM on the day of the event. Before the show opens to the general public, vendors will have 1 hour and 30 minutes for setup and to buy/sell/trade items among one another. All vendors agree to be fully in place and ready by 10:00 AM and remain in place until the show closes at 4:00 PM. Vendors must be off the premises by 5:00 PM. Display area must be limited to the seller's table(s) or booth(s) – no exceptions!
4. **REGISTRATION**: The registration form at <http://guitarshowmagazine.com/coloradoexpo.html> must be completed to initiate your reservation request **and** cleared payment of invoice must be received before reservation is confirmed.
5. **INVOICES**: Are due and payable upon receipt and can be paid with a choice of options (PayPal, Check or Money Order). If payment is not received within 10 days, your reservation may be forfeited and the space made available to another vendor. If a table or booth space you desire is not available, we will contact you with the best options that are still open.
6. **MARKETING PARTNERSHIP**:  
***FREE*** benefits to vendors who submit a logo/graphic and a website link at least two weeks prior to the event:
  - a) Logo/graphic will be video projected in the main hall during show hours.
  - b) Logo/graphic will be placed on the Colorado Guitar Show & Custom Luthier Expo Facebook page.
  - c) Text link to vendor website will be placed on the Colorado Guitar Show Expo registration page.
7. **SHOW SPONSORSHIP**: Any vendor may also support the show as a sponsor and receive additional benefits. Please email [registration@guitarshowmagazine.com](mailto:registration@guitarshowmagazine.com) for current sponsorship opportunities.
8. **CANCELLATION POLICY**: Registration payment is partially refundable prior to June 1<sup>st</sup> with a 10% cancellation fee imposed to cover administrative expenses. After June 1<sup>st</sup>, refunds are subject to a 50% cancellation charge. No refunds after June 15<sup>th</sup>. The only exception to this policy would be a cancellation of the show wherein all vendor payments would be refunded.
9. **SECURITY AND LIABILITY**: All vendors should insure their property against loss or damage. The Colorado Guitar Show & Custom Luthier Expo; Guitar Show Magazine; DMEvarts, LLC; and the Lutheran High School of Parker (aka the "event") will not assume responsibility for any theft, damage, accidents or transactions that may occur during the course of the show or during set up or break down. Additionally, vendors agree to indemnify and hold harmless the "event" from property damage or personal injuries. In other words: YOU are legally responsible for yourself, YOUR entourage and YOUR stuff at all times, including anywhere inside the high school facilities or the parking areas.
10. **TAX COLLECTION**: All vendors offering merchandise for sale are responsible for reporting and paying **any and all** taxes due to the appropriate taxing agencies. The Town of Parker requires all vendors to remit a 3% sales tax at the conclusion of the event to DMEvarts, LLC to be paid directly to the town.
11. **NOT PERMITTED**: Drugs, alcohol, smoking of any kind - *including medicinal*, or any other activity deemed inconsistent with a safe, fun, family-friendly event will not be permitted anywhere on the school property.
12. **MISC**: The "event" may refuse a booth or table reservation for any reason disclosed or undisclosed. Sales or display of illegal, unlicensed, or "bootlegged" goods is expressly prohibited. This includes but is not limited to audio, video, printed and/or manufactured items. Because the show is indoors it is a rain or shine event.
13. **Payment of table or booth reservation also represents understanding and agreement to these terms.**