



# 2022 VENDOR PACKET & APPLICATION FORM

## How to Use This Packet:

- Section 1 of this packet contains the forms required and information on the Steamboat Marathon. All vendors must comply with these rules as well as the requirements outlined by the Routt County Routt County Department of Environmental Health and City of Steamboat Springs.
- Section 2 contains the vendor rules that must be adhered to in order to vend at the Steamboat Marathon.
- Section 3 contains the application. Please return vendor application & proof of insurance to: Angie Robinson at [marathon@steamboatchamber.com](mailto:marathon@steamboatchamber.com).

Once your application has been processed, a Chamber staff person will contact you with full event details and instructions. If there are any issues regarding your application, you will be contacted in advance. Incomplete applications will not be processed and cannot be resolved the weekend of the event.

*Questions?* Email Angie Robinson at [marathon@steamboatchamber.com](mailto:marathon@steamboatchamber.com) or call 603-770-5803.

## SECTION 1

**All of the forms listed below must be completed and the proper fees paid in order to reserve your space at a Steamboat Springs Chamber Signature Event. Below is an explanation of the forms that all vendors need to complete and return at least two weeks prior to all events.**

1. Chamber Vendor Application - All vendor applications, vendor booth fees, and exclusive requests need to be submitted to the Steamboat Springs Chamber by May 1<sup>st</sup> to be considered for the Steamboat Marathon.
2. City of Steamboat Springs Single Event Sales Tax License Application & Sales Tax Deposit - All vendors must complete a City of Steamboat Springs Tax Form to be turned in to the City of Steamboat Springs no later than May 20<sup>th</sup>. The City of Steamboat Springs requires each vendor who does not have an active City sales tax license to submit a credit card deposit. The deposit is to ensure each vendor collects and remits 4.5% City sales tax to the City of Steamboat Springs within 10 days of the event end date. A sales tax packet with all required paperwork will be sent to all accepted vendors. Please contact Deni Yaneva; City of Steamboat Sales Tax Technician, at [dyaneva@steamboatsprings.net](mailto:dyaneva@steamboatsprings.net) or call 970-871-8233 for additional questions.
3. Temporary Event Retail Food Vendor Plan Review Form - All food vendors need to complete a Routt County Department of Environmental Health Temporary Event Retail Food Vendor Plan Review Form. It may be completed annually for all of the events that a vendor is applying for through the Steamboat Springs Chamber and turned into the Routt County Department of Environmental Health. Please contact the Routt County Department of Environmental Health directly to obtain this permit. If you have any questions about the requirements to operate a temporary food service establishment please call them directly. They will do on site testing and a walk through prior to every special event. There is no refund for vendors who do not pass the health inspection. Routt County Department of Environmental Health, 136 6<sup>th</sup> St., Suite 201, Steamboat Springs, Colorado, 80487, Phone (970) 870-5588 Fax (970) 870-5404 – please call to receive updated information if you are a food vendor.

**As with all Steamboat Springs Chamber events, it is strongly encouraged that staff, vendors, participants, and attendees use RECYCLABLE materials and RECYCLE.**

## **41st Annual Steamboat Marathon, Half Marathon and 10K**

*June 3-5, 2022*

[www.steamboatmarathon.com](http://www.steamboatmarathon.com)

Voted “Top 10 Destination Marathons in North America”, the Steamboat Marathon, Half, and 10K is a popular race not to be missed. Vending opportunities span from Friday – Sunday both at the Health and Wellness Expo and Race Finish. Attendees include a mix of runners, supporting family and friends, and spectators. Because of the location of these events, vendors must provide their own power if needed. **All trash is the vendor’s responsibility.** We do not have trash receptacles available for vendor use. Vendors are responsible for disposing of all trash generated by their business daily. If you plan to sell anything at your booth, you must obtain a special events sales tax license through the city.

### **Health and Wellness Expo (Expected #'s 3,000)**

Date: **Friday, June 3, 2022**

Location: Ski Haus, 1457 Pine Grove Rd, Steamboat Springs, CO 80487

Vendor Parking: Ore House Parking lot, 1465 Pine Grove Rd, Steamboat Springs, CO 80487

SETUP TIME: 10 AM

BREAKDOWN TIME: 6 PM

EVENT: 12 – 6 PM

Date: **Saturday, June 4, 2022**

Location: Ski Haus, 1457 Pine Grove Rd, Steamboat Springs, CO 80487

Vendor Parking: Ore House Parking lot, 1465 Pine Grove Rd, Steamboat Springs, CO 80487

SETUP TIME: 8 AM

BREAKDOWN TIME: 6 PM

EVENT: 10 AM – 6 PM

### **Race Day: (Expected #'s 4,000)**

Date: **Sunday, June 5, 2022**

Location: Finish line area on 6th street near the courthouse lawn. (Downtown Steamboat Springs on Lincoln Avenue)

Vendor Parking: Howelsen Hill parking lot

SETUP TIME: 6 AM

BREAKDOWN TIME: 1 PM

EVENT: 7:30 AM – 1 PM

### **Vendor Fees:**

\$100 Advertising at Sponsor Giveaway Week (+/- 2500 runners)

\$200 Finish line **ONLY**

\$300 Health and Wellness expo **ONLY**

\$400 Friday, Saturday, and Sunday

## SECTION 2

### **2022 Vendor Rules – The Following rules apply for all events and vendors - Please read carefully!**

1. Vendor Booth Space Assignment - All spaces are determined by event director.
2. Vendor Booth Space – All vendors must have a canopy, tent or a professional covering for their 10 x 10 vendor space. All tents MUST be secured with sandbags and/or cinder blocks, **no tent stakes are allowed**. All tables, chairs and generators are the vendor's responsibility.
3. Vendor Space Size – All vendors may purchase either one or two spaces, as space allows, at any of the events. Each space is a 12x12 plot.
4. Event times – All vendors are expected to participate for the duration of the event. Start & finish times will be confirmed by the Special Events Director. Late set-up & early break-down during the event will not be tolerated.
5. Electricity – Our events take place at remote locations. **Please make plans to provide your own electricity.**
6. Acceptance—Vendors will only be accepted after we have received full payment for booth space and proof of insurance. Vendor involvement decisions made by the SSC are final. Vendors will receive additional information such as parking locations, event admission, applicable passes, exclusive food item list, set up times, etc. Vendors should receive this information one week prior to the event.
7. Retail Exclusives – The Steamboat Springs Chamber holds the t-shirt exclusive for events. There will be no other exclusives for retail, arts or crafts vendors.
8. Food Vendor Exclusives— All food vendors need to indicate their first and second choice for exclusive food items. No other vendor will be allowed to sell the exclusive item. These requests will be accepted on a first-come, first-serve basis. The vendor will be notified if the first choice exclusive item is not available. No alcohol distribution is allowed, unless approved by the Special Events Director.
9. Glass – No glass items may be sold by food vendors.
10. Trash – **All trash is the vendor's responsibility**. Our events are in remote locations and we do not have trash receptacles available for vendor use. Vendors are responsible for disposing of all trash generated by their business daily. Vendors can contact the following businesses to setup trash services and reserve roller trash bins if they wish.  
  
Twin Enviro Services - 970-879-6985 - <http://www.twinenviro.com/>  
Waste Management - (970) 879-2400 - <https://www.wm.com/>
11. Supplies – All supplies need to be on site at the beginning of the event. No vehicles will be able to park close to any vendor sites at any of the events. It is your responsibility to be ready for the entire day at the beginning of the event.
12. Cancellation –There is no refunds for cancellation.
13. Insurance - Proof of insurance for your company must be provided with your vendor application forms. **SSC must be named as additionally insured.** *This is now required of vendors for all SSC events.*
14. Sales- We cannot/will not guarantee sales, refunds of vendor fees will not be offered for lack of sales.
15. Refunds- Refunds will only be issued if the event is cancelled. No other type of refunds will be offered, no exceptions.
16. Vendor space is first come, first serve. Our events fill up quickly, please reserve early.

## SECTION 3

Please fill out the application below and select the booth space you wish to reserve with an X in the box to the right.

STEAMBOAT MARATHON	
Advertising at Sponsor Giveaway Week (\$100)	
Finish line <b>ONLY</b> (\$200)	
Health and Wellness Expo <b>ONLY</b> (\$300)	
Friday, Saturday, and Sunday (\$400)	

**Business Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Booth Description:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read and agree to the 2022 Vendor Rules:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

Email completed form to [marathon@steamboatchamber.com](mailto:marathon@steamboatchamber.com)

**Steamboat Springs Chamber**  
**Attn: Angie Robinson**  
**PO Box 774408, Steamboat Springs, CO 80477**