



**Thursday, March 8, 2018 • 5 - 7:30 p.m.**

**Pueblo Convention Center**

**Event Proceeds Benefit United Way of Pueblo County**

**www.pueblounitedway.org/flavorofpueblo**

**VENDOR REGISTRATION & AGREEMENT** **Must be received by: February 8, 2018**

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

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

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Contact Cell#: \_\_\_\_\_

Website: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Type of Samples:  Appetizer  Entree  Dessert  Beverage  Alcohol

Description of Samples \_\_\_\_\_  
(700 minimum; 5 oz. samples):

Booth Space: **\*LOW COST BOOTHS!!!\*** -- -- →  \$50 Returning Vendors  \$75 New Vendors  
 Liquor Vendor - Contact for Pricing  Past 'People's Choice' Award Winner - NO COST for 1st booth!

One booth is included with registration fee. Approx. 8'x8' booth space includes pipe and drape, linen, two 6' tables, four chairs and trash can. All serving supplies (napkins, utensils, plates, etc) are the vendors' responsibility to supply.

I would like to bring my own 8'x8' tent (please verify acceptance with United Way)  
 1 electrical outlet (\$15)  Need additional booth (\$50/ea) \_\_\_\_\_

Check all that apply:  110  220  
 Additional outlets (\$35/ea after 1) \_\_\_\_\_  Additional staff entry lanyards (\$5/ea) \_\_\_\_\_  
 110  220 *Note: Four lanyards provided at no cost*

**Total: \$** \_\_\_\_\_

Make checks payable to: United Way of Pueblo County with 'Flavor of Pueblo' in the memo line. Credit Card payments may be made online at: [www.pueblounitedway.org/flavorofpueblo](http://www.pueblounitedway.org/flavorofpueblo). Mail, e-mail or fax to United Way of Pueblo County.

**Payment AND vendor form must be received no later than February 8, 2018 to be included in all advertising.**

**OPTIONAL: SELECT CATEGORIES FOR BEST FLAVOR COMPETITION JUDGING**

Appetizer  Entree  Dessert  Beverage (non-alcoholic)  Beer/Spirit  Wine

I would like to participate in the Bingo Card Game - Participating vendors will be included on our bingo card for patrons to stop by to receive a stamp in each space (bingo markers provided). All spaces on the card must be stamped to be entered to win a \$50 gas card!

Preferred booth location (ballroom & area) \_\_\_\_\_ (see included site map for reference)

**\*VENDOR SETUP TIME IS DEPENDENT ON BOOTH LOCATION. ENTRANCE FOR SETUP IS THROUGH REAR LOADING DOCKS ONLY. SAMPLES AND SERVING SUPPLIES MUST BE PROVIDED FOR AT LEAST 700\***

*A non-refundable cancellation fee equal to the vendor booth fee will be applied, if vendor withdraws after February 15, 2018 or is a no show at the event.*

← Please read all information, policies, initial back of form AND sign below prior to submitting. →

My signature indicates that I am authorized to sign this contract and that my associated business agrees to all terms and conditions printed above and on the reverse side of this registration and agreement form.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Please initial each line to signify that you understand and agree to the following terms and conditions.

*Note: Any vendor form that is not filled out entirely will be considered incomplete. Please be sure to keep a copy of both sides of this form for your records.*

**General Information:**

The vendor registration, agreement and fee must be submitted no later than February 8, 2018. *A non-refundable cancellation fee equal to the vendor booth fee will be applied, if vendor withdraws after February 15, 2018 or is a no show at the event.*

A minimum of 700 5-oz samples total must be provided, and I understand that I may be notified as the event nears if a larger attendance is expected. Vendors must supply own serving and sampling supplies, i.e. napkins, plates, utensils, etc.

**Vendors serving alcoholic beverages:** Alcohol must be shipped directly to the Pueblo Convention Center from the distributor. Once the event has ended, any remaining alcohol will be disposed of by the Pueblo Convention Center or shipped back to the distributor at the vendor's expense. All liquor/wine brought into the event must have a receipt and provide a zero invoice to the Pueblo Convention Center. No hand written receipts/invoices will be accepted per the policy of the Pueblo Convention Center.

**Vendor Set Up: Load in time varies by booth location (see map)**

Vendors are required to bring in all material through the loading dock, at the back of the Pueblo Convention Center. Please do not bring items through the main entrance doors. **Vendors must be set up and ready to serve by 4:30pm.**

**Entry into the event is included for four staff members to work your booth. Additional lanyards for more than 4 staff members can be provided at \$5/ea (indicate need for additional passes on front of form).** Vendor lanyards will be at your booth for your use. These must be worn at all times, especially as staff enter and exit the event. Please leave lanyards on top of your front table after the event to be recycled for future use.

**During the Event:**

I understand that this event is open to the public of all ages, and that it is **my responsibility to monitor that any patron receiving a sample of an alcoholic beverage from my booth is wearing a Pueblo Convention Center supplied wristband** signifying that they are 21+ years of age and their photo ID has been reviewed by event staff.

**Bingo Cards:**

If you choose to be apart of the bingo card, patrons will be coming around asking for you to stamp your spot on the card for tasting your sample. This helps ensure that patrons will visit each booth. Please use the bingo marker provided at your booth. The completed cards will be turned in to be entered for a chance to win a prize. Please leave bingo markers on top of your front table after the event, as we will keep these markers for future use.

**Post-Event:**

The event is from 5 - 7:30pm; I will not begin taking down my booth and vendor samples until after 7:30pm. I understand that other than vacuuming, I am responsible for ensuring that my booth area is free of all garbage and products/samples at the end of the evening.

After the event, please leave the vendor signs we have created with your business name on top of your front table. We keep these signs to use for future events.

**Judging:**

We have two judging competitions that will be taking place throughout the evening. The People's Choice Award and the Media Choice Awards. The Media Choice Judges will be sampling your items prior to the start of the event. Following the event, winners will be provided an official Flavor of Pueblo winner logo for use on marketing materials.

**People's Choice Award:**

Attendees will individually vote for the People's Choice Award winner. The last opportunity to vote will be at 6:45pm. Encourage visitors to your booth to vote for you as the People's Choice. The booth with the most votes will win the People's Choice Award. The 2018 People's Choice Award winner will be announced at 7:15pm.

**Media Judging:**

We will have judges from the media and our sponsors coming around judging your samples. You will be considered for the following categories: Best Wine (Red, White & Sweet), Best Beer/Spirit, Best Non-Alcoholic Beverage, Best Appetizer, Best Entrée or Best Dessert. The judges will begin judging your food or beverage shortly after 4:30pm. The results will be compiled and announced at 7:15pm. There will be one winner for each category. A 2nd place winner will also be announced.

**Thank you for your support. We look forward to seeing you at the show!!!**

*For office use only*

Agreement & Registration Form Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_ Form of Payment: \_\_\_\_\_

Loading Docks

East

North

Ballroom A  
Setup Time:  
2:00pm-4:30pm

Ballroom B  
Setup Time:  
10:00am-4:30pm

Ballroom C  
Setup Time:  
10:00am-4:30pm

South

Entry Doors

Hallway

West

Pueblo Convention Center - 320 Central Main St, Pueblo, CO 81003

