

Please take note of the following housekeeping information:

- **Please read and sign the complete set of new guidelines. Important information is below.**
- The email address GoldenBBDVendors@gmail.com is not monitored year-round.
- All members of the BBD board and committees are volunteers.
- We will send the new 2025-approved map two weeks before the event. Please see more details on this below.
- Regarding sales tax, a link to pay your sales tax will be provided by BBD after the show. For more info: https://www.cityofgolden.gov/business/sales_use_tax.php

Buffalo Bill Days 2025

Vendor Updates & Guidelines

The Buffalo Bill Days (BBD) Board of Directors and Committee have made several updates to enhance this year's festival. Please review the following significant changes and guidelines for all vendors.

Enhanced Old West Experience

This year, we're bringing the Wild West to life! Vendors are HIGHLY encouraged to decorate their booths with an Old West theme. To encourage participation:

- **\$25 Refund** – All decorated booths will receive a \$25 refund after the event.
- **“Best in Show” Award** – The best-decorated booth will receive a **booth fee refund** for one tent space (up to \$500).

Event Layout & Power Zones

To improve walkability and vendor visibility, we've redesigned the park layout. Additionally, due to increased power demands, we are implementing **power zones**:

- **Power Fee** – Vendors requiring power will be charged an additional **\$100 for the weekend**.
- **Earlier Power Access** – Power will be available at least **two hours earlier** than in previous years.
- **Final Event Map** – The layout will be released **two weeks before the festival**.

Booth Placement Considerations

- Vendors purchasing **two booths** may request placement together.
- Spaces are assigned on a **first-paid, first-served** basis.
- Please notify us in advance if you need a **specific placement or power**.

Load-In & Setup Procedures

Vendor load-in is scheduled for **Friday, July 25, 2025**, during the following time slots:

- **9:00 AM – 11:00 AM MT**: Your load-in timeslot will be available with the map.

- **11:30 AM – 1:30 PM MT:** Your load-in timeslot will be available with the map.

Important Load-In Details

- Exceptions must be **requested in advance**.
- Vehicles are **permitted for unloading only** (maximum **30 minutes**) and must be removed by **2:00 PM MST**. Roads will be blocked after this time.
- **Volunteers will be available** to watch booths while vendors park.
- **Check-in closes at 2:00 PM MST**.

Fire Code & Safety Regulations

To comply with Golden's 2025 fire code, vendors must:

- Secure tents with **40 lbs. per tent leg** (80 lbs. for shared legs).
- Keep **aisles and fire lanes clear**—no additional displays, easels, or items in walkways.
- **Follow all fire code regulations**. Failure to comply may result in expulsion from the event.

Vendor Product & Booth Policies

- Vendors may **only sell items listed in their application**.
- Buffalo Bill Days reserves the right to **limit similar products** and reject applications that do not align with the festival's **focus on family-friendly, handcrafted, and local content**.
- **Booth spaces cannot be resold or shared** without written permission.
- **No refunds** will be issued after booth assignments are made unless the space is resold in advance.

Insurance Requirements

- Due to insurance requirements for the event, each exhibitor shall obtain general liability insurance of at least \$1,000,000, naming Buffalo Bill Days, Inc. as an additional insured, and provide a certificate of insurance stating such.
- Contact Wendy Renee (BBD BOD) at 303-868-1903 for insurance purchase options if you do not have insurance.

Festival Experience & Entertainment

- **Expanded food and craft brew options** throughout the park.
- **Kid-friendly entertainment** featuring larger rides for ages 9-14 while maintaining easy walkability.
- **Live Festival Schedule:**
 - **Friday, July 25:** 5:00 PM – 10:00 PM MST
 - **Saturday, July 26:** 10:00 AM – 10:00 PM MST
 - **Sunday, July 27:** 11:00 AM – 5:00 PM MST
- **Teardown is NOT permitted** until the event concludes.

Liability & Agreement

By participating in Buffalo Bill Days, vendors agree to:

- **Hold harmless** Buffalo Bill Days, its Board of Directors, volunteers, the City of Golden, and their employees from damage, theft, or injury liability.
- **Acknowledge that the event is rain or shine.** Refunds will only be given if the booth space is resold in advance.

We appreciate your participation and look forward to celebrating the Old West with you at Buffalo Bill Days 2025!

Important Notices

✘ **No vehicles** may be left in booth spaces.

🚫 **No propane or fuel usage is allowed.**

🗑️ **Vendors must dispose of their trash in the designated dumpsters.**

🚗 **Vendor parking is available east of 10th & East St., one block east of Ford St.**

Vendor Confirmation Form

Your booth will be confirmed and reserved after review **but must include full payment and a signed application.**

Payment Link: <https://form.jotform.com/80036157877160>

Booth # (will be assigned): _____

Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

Emergency Contact Name & Phone: _____

Signature: _____ **Date:** _____

For Buffalo Bill Days Use Only

- Payment Received
- Application, Terms & Conditions Signed
- Event insurance received
- Booth(s) Reserved & Mapped

Version: Updated 03/18/2025