

One Sky One World (OSOW) Policies and Procedures:

- ∞ Participation requests will be on a first come first served basis and reviewed and accepted based on appropriateness of times and number of like vendors participating.
- ∞ Once your application has been approved, a space will be assigned to you; once assigned changes may be made only with the consent of OSOW. All Exhibitors must be present during the entirety of the event.
- ∞ Denver Parks and Recreation and OSOW take no responsibility for theft, loss, or damage of items or injury to any person. You need to secure all valuables.
- ∞ One Sky One World does not take commissions, however, each organization must collect and report their own sales tax. Proof of both State of Colorado and City & County of Denver Sales Tax license will be required prior to the event. (See Sales Tax below)
- ∞ Booth space is a generous 12' x 12'. Vendors must supply all necessary cover, tables, chairs, etc.
- ∞ Exhibitors requiring electricity must submit requirements for the amount of amperage needed with this application. Charges for electricity will be based on the amount of amperage needed. Exhibitors may supply their own generators provided all requirements of the City & County of Denver Special Events Office are followed. These requirements include obtaining a Generator Permit from the Denver Building Department by a licensed Electrical Contractor.
- ∞ All food Vendors must comply with Rules and Regulations established by the Denver Health Department and the Denver Special Events Office and must obtain all required permits and certificates.
- ∞ Exhibitor will arrive at Stapleton Central Park for set-up between the hours of 7 a.m. and 10 a.m. on Sunday, October 9, 2011. All exhibits will remain intact until 4:00 p.m. Tear down will take place after 4:00 p.m.
- ∞ Exhibitors will collect payment for merchandise at their booths. Exhibitors are encouraged to allow shoppers to charge purchases on credit cards, but no Exhibitor is required to do so.
- ∞ OSOW reserves the right to publicize and seek sponsorship of OSOW, which may include listing the Exhibitor in its marketing/promotion. The amount, method, and style of advertising and sponsorship will be at the discretion of OSOW.
- ∞ OSOW reserves the right to cancel on or before October 5, 2011, without liability. Full notification will be made and the registration fee will be returned to Exhibitor. Inclement weather alone will not justify a refund.
- ∞ OSOW is not responsible or liable for the loss or damage to Exhibitor's property from theft, disappearance, damage by fire, water, accident, inclement weather or any other cause.
- ∞ Should a vendor fail to comply in any material manner with the terms of this agreement, any payments made up to the time of breach shall be retained by OSOW as liquidated damages and OSOW shall have the right to reassign contracted space as determined to be in the best interests of the event.

Sales Tax

if you do not have a current Colorado Sales Tax License and if you are selling a product, you must obtain a Single Events License or a Sales Tax License from the Colorado State Department of Revenue. Call the Dept. of Revenue at 303-238-7378 for information or go to www.taxcolorado.com to download the Special Event Application DR 0589 (\$8 to \$16 depending on what month and year you file or \$4 for a Single Event License). Unless you sell a service, you are responsible for the payment of the sales tax due to the State of Colorado.

Hold Harmless

"I, the undersigned representative of my organization, hereby shall indemnify, defend and hold One Sky One World and all affiliated organizations, including Forest City Stapleton, their successors, agents, and assigns, harmless against all claims, losses, expenses, liabilities and damages, arising out of my participation in One Sky One World. I agree to abide by all rules, policies, and procedures set forth herein. The One Sky One World assumes no responsibility for the safety of our exhibit space, my body, or my agents resulting from any cause including my negligence or the negligence of others."

Date: _____

Exhibitor's Authorized Signature: _____

OSOW Representative: Signature _____

Questions? Please contact One Sky One World at jpa@earthnet.net or 720-334-4508. ONE SKY ONE WORLD is a 501(C)(3) organization. **This registration form is available at www.oneskyoneworld.org.** Please be sure to check with City & County of Denver agencies for new changes to rules and regulations.

One Sky One World takes place Rain, Snow or Shine!
Please send check or credit card information and registration form to:
OSOW PO Box 11149 Denver, CO 80211
PLEASE VISIT: oneskyoneworld.org AND www.subvision.net/sky/osow/