



ROCKY MOUNTAIN SOCIETY OF AVICULTURE
PRESENTS

ROCKY MOUNTAIN BIRD EXPO
November 12th & 13th 2011

VENDOR INFORMATION PACKET

The Rocky Mountain Bird Expo (RMBE) will be held at the **National Western Complex (NWC), 4655 Humboldt St, Denver, Colorado**. This facility has proven to be an excellent facility for our vendors and provides an excellent location for our events. The Rocky Mountain Bird Expo attracts over 1,000 pet owners, enthusiasts, breeders, retailers, wholesalers and educators from across Colorado and the United States. There will be raffles, silent auctions, and presentations by John Vincent and his Fabulous Thunderbirds.

A **Colorado Department of Agriculture** inspector will make a routine inspection during the Expo. Be sure your birds are banded or that you have the correct size open bands available. Please read the Vendor contract for more information. Colorado does not allow un-banded birds to be brought across state lines without a band, please obtain bands for your birds before bringing them to Colorado. **Bands Will NOT BE FOR SALE** at the expo. If any infractions are cited and RMBE or RMSA is fined, the fines will be paid by those who are in violation.

Vendor set up is Friday, Nov 11th, noon to 9p.m. and Saturday 6 – 8a.m. When you arrive to unload, you will drive into the hall and **check in at the Vendor desk**, receive your **Vendor Packet** and directions to your booth location. As traffic permits, you may then drive to your booth location and unload. Trailers may be parked in the facility over the weekend at no charge, making supplies and stock readily available without taking up booth space. No motorized vehicles may be left in the building once the event is open to the public.

Expo hours are Saturday 9 a.m. – 5 p.m., and Sunday 9 a.m. – 4 p.m. All vendors are expected to remain open during that time. **Dismantle/tear down** will begin at **4 p.m. Sunday** and must be completed by **9 p.m. Sunday**.

Overnight Security: For avian security and care, an RMSA member will stay inside the vendor hall Friday and Saturday nights in case of any bird-related problems or emergencies. You may leave a contact number on at the events manager's booth for emergency contact. A bonded security guard will also be on duty both nights.

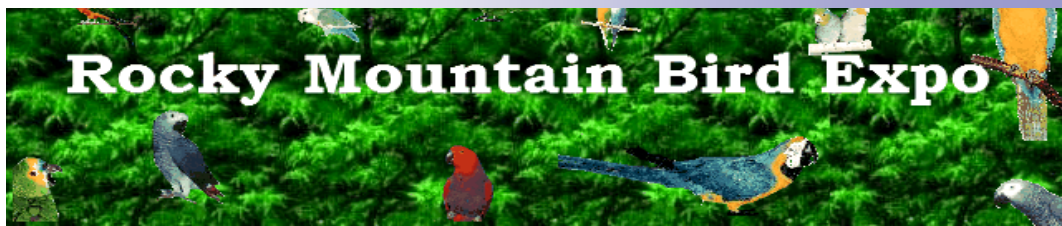
We look forward to working with you to produce a successful Expo for vendors, sellers, attendees, and the Rocky Mountain Society of Aviculture. If you have any questions, please contact us right away and we will help in any way possible.

Please have your contract in as soon as possible to receive the best spots available, and to let us know any special needs.

Rocky Mountain Society of Aviculture
Rocky Mountain Bird Expo
Eric Nelson – Expo Committee 303-941-8060
www.rmsabirds.com 303-456-0068

November 12th - 13th 2011

National Western Complex
4655 Humboldt St.
Denver, CO 80216



VENDOR CONTRACT

Business Name _____ Contact Name _____

Address _____ City _____ St _____ Zip _____

Cell Phone _____ Business Phone _____

Email _____ Website _____

Product/Service _____

EXPO HOURS:

9 a.m. to 5 p.m. Saturday

9 a.m. to 4 p.m. Sunday.

Vendors are required to remain open for operation throughout the hours of the expo, to ensure that the public will return in the future knowing that the event will be fully supported by the vendors.

SET UP HOURS:

Noon to 9 p.m. Friday

6 a.m. to 8 a.m. Saturday

CHECK IN:

Vendors must check in at the check-in booth upon arrival to receive vendor info and booth location.

DISPLAY/SALES OPTIONS:

Booth Sales:

Each booth will be 10'x10' and will include one 6' table, covered and skirted, 2 chairs and access to electricity (**bring your own extension cord marked with your name**). Extra tables may be rented for an additional fee. Booths are available as singles or multiples.

Information Tables:

Space may be rented for the purpose of disseminating information. Sales of product or services are not permitted; however, receiving donations and/or membership fees is permissible. Each 6' table rental is covered and skirted and includes 2 chairs and access to electricity (**bring your own extension cord marked with your name**). Information Tables are available as singles or multiples.

SPECIAL REQUESTS

Booth location, booth configuration, electricity, etc.:

*Bring an extension cord marked with your name to access electricity.

NUMBER OF STAFF ATTENDING

2 staff admissions included with each booth or table rental. Additional staff admission \$3 each.

OPTIONS:

RMSA BUSINESS MEMBERSHIP

_____ Add 1 year @ \$60.00

Includes business card-size ad in monthly newsletter, website link and ad

SPONSORSHIP DONATION

tax deductible

Sponsors are listed on the RMSA website and in the newsletter until the May Expo

Amount \$ _____

Please have birds banded

BOOTH—TABLE—PARKING PERMIT RESERVATIONS:

Booths:

10' x 10' \$85 each

Qty: _____ Total: \$ _____

Add'l 6' Tables: \$10 each

Qty: _____ Total: \$ _____

Information Tables:

**\$45 each Non profit
No Sales**

Qty. _____ Total \$ _____

Vendor Parking Permits:

\$11 / 2 days

1 permit per vehicle
Friday no charge
Public Parking \$7/day

Qty. _____ Total \$ _____

TOTAL AMOUNT

ENCLOSED:

\$ _____

Ck. Date _____

Ck. # _____

or _____ Cash

FULL PAYMENT MUST BE RECEIVED PRIOR TO SET UP, unless other arrangements have been made.

If you have any questions or concerns, please contact:

Gtle'P gnup

gtle@y guvej o gej cplecrtqo

525/; 63/: 282

303-456-0068

I/We will abide by all rules and regulations governing RMSA events and will comply with all Federal, State and Local laws, as applicable. Failure to comply will result in appropriate censure, expulsion, and/or fines. RMSA reserves the right to accept or reject any request to participate in any RMSA-sponsored event.

Signature: _____

Make Checks payable to and send to:

RMSA
Attn:RMBE
P.O. Box 1106
Wheat Ridge, CO 80034-1106

ROCKY MOUNTAIN BIRD EXPO

VENDOR RULES AND REGULATIONS

FOR ALL SALES EVENTS

**Nov 12th & 13th
2011**
**National Western
Complex**
4655 Humboldt St.
Denver, CO 80216

Events sponsored by the Rocky Mountain Society of Aviculture (RMSA) will be governed by the rules set forth by the Colorado Department of Agriculture and the Pet Animal Care Facility Act (PACFA) and by the rules and regulations of the Rocky Mountain Bird Expo (RMBE). Any fines levied by the Colorado Department of Agriculture against RMSA due to vendor(s) violations will be paid by the vendor(s).

BOOTH INFORMATION:

SET-UP:

Friday Noon—9:00 p.m.

Saturday 6 a.m.—8 a.m.

DISMANTLE:

Sunday 4 p.m.—9 p.m.

EXPO HOURS:

Saturday 9 a.m.—5 p.m.

Sunday 9 a.m.—4 p.m.

DISPLAYS using 8' back walls may be placed at the perimeter of the vendor hall to enable visual access to the entire vendor hall.

SALES SPACE AND STORAGE AREAS utilized by the vendor will be left clean and free of debris or animal wastes at the end of the event.

LICENSES, INSURANCE AND LIABILITY:

PACFA LICENSE fee (\$300) allowing bird sales and transfers by vendors will be paid by RMSA.

SALES AND TRANSFERS ARE PRIVATE TRANSACTIONS between the seller and buyer.

SALES TAX collection and payment, as well as any other associated fees, are the responsibility of and will be paid by the vendor directly to the State of Colorado or the City and County of Denver. Necessary tax forms will be made available by RMSA.

VENDOR/SELLER ASSUMES ALL RISKS associated with placing birds/s in the sales hall.

RMSA ASSUMES NO RESPONSIBILITY for loss or damage of property or revenue and is not liable for loss or injury of any birds or product brought into the sales hall.

SALES AND TRANSFERS:

THE SALE OF UNWEANED BIRDS is not allowed at any RMSA event. Deposits on unweaned birds may be taken and transfer scheduled upon weaning.

A BIRD SALES FORM (3-part) must be completed for each sale, including the bird(s) band number, and will be provided by RMSA. One copy will be given to the buyer, one will be retained by the seller and one will be returned by the vendor/seller to the RMSA Events Manager at the close of this event.

SECURITY OF PROPERTY AND SPACE is the responsibility of the vendor; RMSA is not liable for any losses or damages that occur during RMSA sales events. Overnight safety/security will be provided by RMSA in case of emergency. It is the responsibility of the vendor to provide RMSA with emergency contact information.

BIRD CARE:

CAGES AND CARRIERS must be appropriately sized for the bird/s held within and bottoms cleaned every 24 hours.

FRESH FOOD AND WATER will be available for birds at all times.

BIRDS MUST BE IN cages or carriers when outside the booth space to help control the possibility of theft.

BIRDS APPEARING to be ill, injured, overly-stressed or inappropriately housed will be removed from the sales hall. An avian veterinarian will inspect birds for any of the above conditions.

ABUSE OR NEGLECT of birds will not be tolerated and will result in appropriate sanctions.

AVIAN DISEASE OUTBREAK: RMSA will abide by guidelines or restrictions instituted by the Colorado Department of Agriculture.

RMSA IS NOT LIABLE for any health issues or problems, neither human nor avian, prior to, during or following this event.

HEALTH CERTIFICATES are required for all birds crossing state lines and must be issued by a veterinarian within 30 days of travel.

Events 7ca a JHYY:
' \$' ' ! () * ! \$ \$ * ,
]bZc 'Uhi fa gUV]fXg"Wta

President:

Eric Nelson
eric@westechmechanical.com
303-941-8060

RMSA Info Line:

303-456-0068

RMSA and its agents exercise all care possible; vendors are responsible for insuring the safety of personnel, product and materials. All property is understood to remain in the vendor's care and control at all times.

Neither RMSA nor its agents will be responsible for any injury, loss or damage that may occur to the vendor, his employees, or property from any cause whatsoever. The vendor, upon contracting for sales space, expressly releases RMSA, individuals, and agents from any and all claims for such loss, damage or injury.

These regulations are in the mutual interest of the vendors and RMSA, and full cooperation is expected. All points not covered are subject to the decision of the Events Wa a JHYY and/or the RMSA President, and the right is reserved to make any changes necessary in the best interest of the event and the birds at the event.

I have read, understand and agree to abide by the above rules and regulations.

Signed: _____ **Date:** _____

Print name: _____

Company Name: _____