



Broomfield Days Festival - Chamber of Commerce Trade Fair

Vendor Details

- Midway Park is on Midway Blvd between Kohl and Laurel Streets in Broomfield.
- GPS address: 1279 W Midway Blvd, Broomfield CO 80020
- Festival Hours: Saturday, September 21 from 9am – 5pm. Rain or shine so come prepared!
- Booth space is 10' x 10' and all your display and merchandise must fit within your booth space.
- No walking through the park with your merchandise, brochures, etc.
- Trade Fair vendors may hand out literature, brochures, and small trinkets but NO direct selling, or giving away FREE food, services or products, including water.

Power

- The Chamber has 100 booth spaces and 13 of those (Turquoise section) have access to electricity.
- If you paid for electricity you must use a heavy duty, 3-prong extension cord for each and every appliance plugged in. Please plan to stay within this allowance so there is enough power throughout the park.
- Generators are discouraged. If you need to use a generator you must inform festival coordinator (Kay Gazaway 303-460-6925). The generator must be QUIET, not disturb your neighbors and fit inside your booth space. Large 220-watt generators are not allowed.

Zero Waste

- Broomfield Days is proud to be a Zero Waste event. This effort involves all vendors and guests.
- All materials given out to the public must be recyclable, compostable or reusable. Use recyclable or paper goodie bags instead of plastic and no neon fluorescent or dark colored papers and no candy wrappers.
- Plan to manage your own trash by disposing of it in the appropriate recyclable, compostable or landfill bins. Break down cardboard and place it next to a recycling bin for pick up.
- A signed Zero Waste agreement is required by every vendor. All requirements and information can be found at Broomfield.org/BroomfieldDays.

Unloading and Set Up:

- Friday, September 20 setup is 10am to 7pm. Many vendors leave tents, tables, chairs, etc. in the park to simplify set up on Saturday. This is at your own risk, however Police will be in the park overnight.
- New this year: Street Dance on Friday night from 6:30-11pm so many more people will be in the park on Friday evening.
- Saturday, September 21 unloading is 5:30 – 7:30am. Be set up by 8am
- Midway Blvd will be one way going west. Vendor check-in is at the corner of Kohl and Midway. Please have your space assignment letter available to show there.
- Vendors can park diagonally on Midway and unload for 15 minutes. Please move out as quickly as possible. Vehicles parked longer than 15 minutes or after 8am will be towed at owner's expense.
- Plan to be in line by 7:00am or be prepared to carry your supplies from the parking lot.
- Only vehicles carrying set up materials or merchandise will be allowed through the barricades at Kohl St.

Driving INTO the Park:

- Vendors are NOT allowed to drive on the grass. Special requests can be made by contacting Matt Gulley at 303-460-6912 but please know that approval is rarely granted.
- No unauthorized vehicles will be allowed to park along the service road beginning 5:30am Saturday.

Trinkets and Toys:

This is a family oriented event and all game prizes, toys and trinkets must follow these guidelines:

1. No guns, swords, whips or other weapons
2. Nothing depicting excessive violence
3. No scantily clad women or men
4. No gang related items
5. No drug related items
6. No Satanic related items

The Event Coordinators have the right to ask you to put away any item they deem inappropriate.

Take Down:

- Break down begins at 5pm – not before. Please respect the 5pm break down time as it is very disruptive for your neighbors if you begin early.
- Beginning at 5pm you can begin to disassemble your booth and move your materials to the curb.

Evening Reloading Procedures:

- Beginning at 5pm cars reloading will be allowed on Midway, Kohl and the Service Road, on a controlled basis as space becomes available. Line up in the Garden Center parking lot to gain access to Midway.
- All cars must re-enter Midway from the west traveling east. No cars will be allowed to enter from the east.
- All vendors must follow these reloading procedures regardless of where your booth is located in the park.
- Please load within 15 minutes and move out as quickly as possible.
- No unauthorized vehicles will be allowed to access the park from the service road.
- If you gained permission to drive into the park, you must wait until all vendors and participants have cleared the park and you will be escorted into the park by a Parks staff member.

Questions concerning TRADE FAIR BOOTH SPACE? Contact Sam Taylor or Tammy Whitaker at the Broomfield Chamber of Commerce at 303-466-1775 or visit access.broomfieldchamber.com

Questions concerning set-up, take down, zero waste, etc.? Contact Kay Gazaway at kgazaway@broomfield.org or 303-460-6925 or Matt Gulley at mgulley@broomfield.org or 303-460-6912 or visit Broomfield.org/BroomfieldDays

DIRECTIONS TO MIDWAY PARK

- From I-25 or east of Broomfield: travel west on 120th to Main Street (4th light west of Sheridan). At Main St. you will turn right (north) and travel to Midway Blvd. (3rd light on Main St.) Turn left (west) at Midway and travel approx. 1/2 mile to Midway Park.
- From Boulder Turnpike, Wadsworth, or Highway 287: travel to the 287 south exit that loops around to 120th Ave. Travel east on 120th/highway 287 to Main Street, (2nd light). Turn left (north) onto Main St. and follow Main to Midway Blvd. (3rd light) turn left (west) on to Midway and follow Midway approx. 1/2 mile to Midway Park.
- Parking for the day is available at the Garden Center parking lot just west of Midway Park.