



VENDOR MOVE-IN INFO

Colorado Motorcycle Expo

JANUARY 27-28, 2024

MOVE IN HOURS:

FRIDAY JANUARY 26TH, 2024: 8:00am until 7:00pm (unless we've made other arrangements)
NO VEHICLES WILL BE ALLOWED IN THE BUILDING ON SATURDAY
ALL BOOTHS MUST BE READY WITH AISLES CLEARED BY 9AM ON SATURDAY

ARRIVAL AT COMPLEX: Exit I-70 and go north on Brighton Blvd. Turn left into the complex when you arrive at Gate 7. **Use 4901 Brighton Blvd for Directions, see Map on next page.** Follow signs to the staging area, which will ultimately take you to the check-in site on the North side of Expo Building. When approaching the check-in site, stay in the **RIGHT LANE**. The right lane is for vendors and the left is for bike show/bike corral check-in.
DO NOT LEAVE YOUR VEHICLE AND WALK FORWARD AT ANY TIME YOU ARE IN LINE.

ONSITE CHECK IN: When you reach the check-in shed, stop where indicated and go inside the shed if someone is not outside to greet you. You will then be given a packet that contains all weekend passes and parking passes plus anything else you have purchased. You will also be directed on how and where to enter the building.

BALANCES OWED: If you still owe \$\$ for your registration, please contact us immediately to make arrangements. Payments must be made in advance. **NO EXCEPTIONS**

INSURANCE: If you still need to get insurance, please purchase at the link below:
<HTTPS://SECUREVENDORINSURANCE.COM/CMEVENDORINSURANCE2024>

If you purchased insurance by the time you check in, make sure to bring a **credit card** to register, as you will not be allowed inside the building without the required vendor insurance.

LODGING: For on-site camping, contact the person below to reserve camping:
Debbie Pasquariello - 303-335-5134 - dpasquariello@nationalwestern.com.
For hotel/motel/other lodging, you can find discounted rates on the map at the bottom of our main website page: www.coloradomotorcycleexpo.com

SALES TAX: collecting and remitting sales tax is mandatory for special events. See last page for more information and helpful links.

SHOW HOURS:

SATURDAY JANUARY 27TH, 2024: 7:30am for Vendors. 9:00am to 7:00pm for public.
SUNDAY JANUARY 28TH, 2024: 7:30am for Vendors. 9:00am to 4:00pm for public.

GENERAL INFO:

- **PLEASE SEE NATIONAL WESTERN COMPLEX RESTRICTED ITEMS ON PAGES 3-4.**
- **PLEASE SEE DENVER FIRE DEPARTMENT REQUIREMENTS ON PAGE 5.**
- **BY SUBMITTING YOUR ENTRY, YOU ACKNOWLEDGE YOU HAVE READ AND AGREE TO ABIDE BY [THE SWAP MEET VENDOR RULES AND REGULATIONS.](#)**

NATIONAL WESTERN



Complex

Motorcycle Expo Vendor Map



Enter Gate 7 from Brighton Blvd
for Move-in and Move-out
Use 4901 Brighton Blvd
For Directions





Prohibited NO EXCEPTIONS:

Absolutely NO Weapons Allowed on the Property

All Individuals Subject to Search

- Knives
- Guns
- Outside Alcohol
- Drugs (Of any kind)
- No smoking of any kind in the building (tobacco in designated outside smoking areas)
- No water bottles unless factory sealed or empty
- No Weapons - This includes brass knuckles, no large sticks and no spikes (walking canes are allowed)
- No Bags larger than: 10"x10"x3"
- No Coolers
- No backpacks
- Re-entry is Okay

Or Any Other Items Deemed To Be A Weapon



SORRY



SERVICE ANIMALS WELCOME

NATIONAL WESTERN
 *Complex*

Denver Fire Department Requirements for fueled vehicles indoors

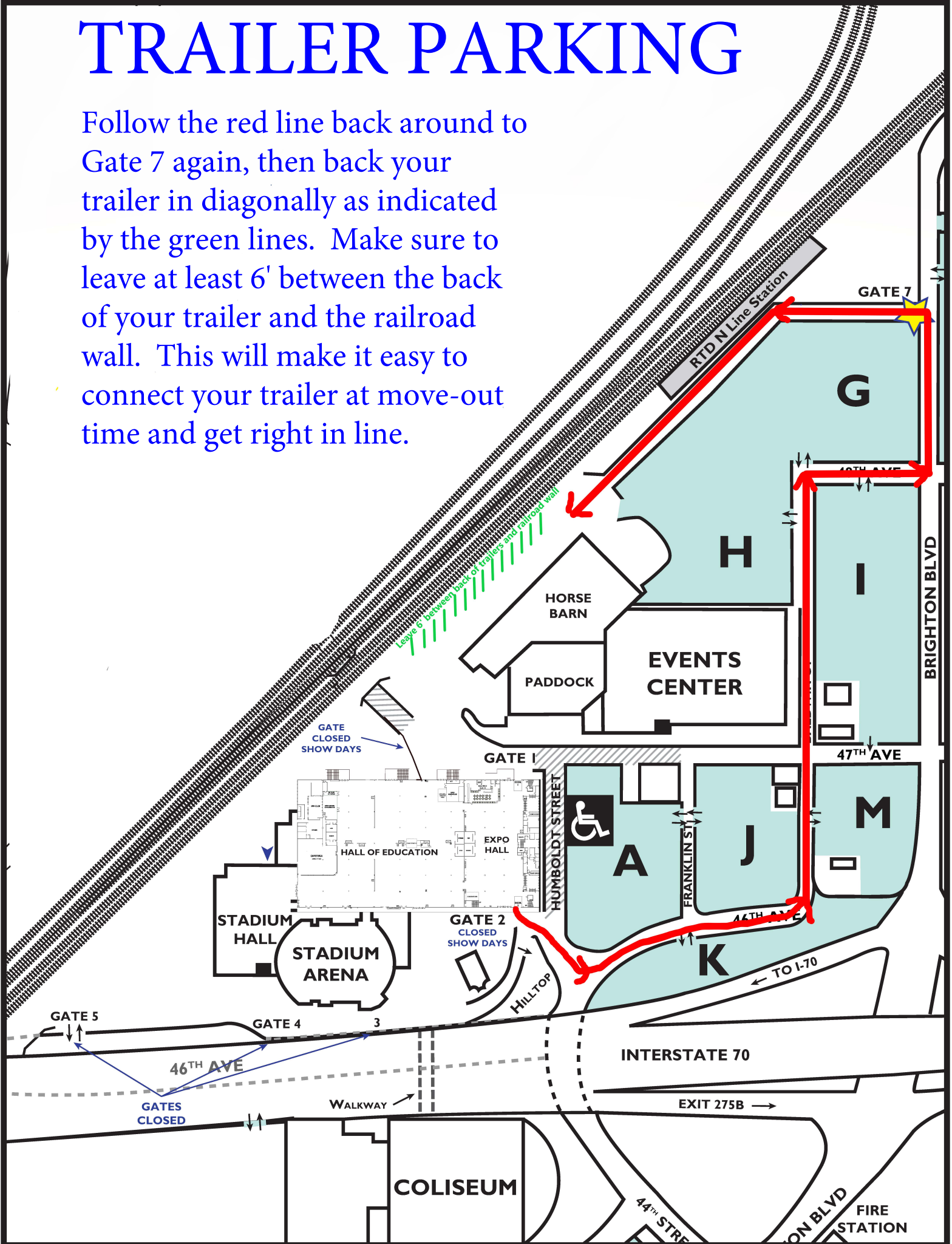
- 1 - The maximum amount of fuel is a quarter of a tank not to exceed 5 gallons.
- 2 - The negative cable of the battery terminal shall be disconnected and taped.
- 3 - Move-in of vehicles shall be when the event is closed for business.
- 4 - ALL EXIT DOORS, CORRIDORS, and ALL EGRESS components shall REMAIN OPERATIONAL and UNOBSTRUCTED



Scott Thornton | Program Coordinator | Special Detail
Denver Fire Department | City and County of Denver

TRAILER PARKING

Follow the red line back around to Gate 7 again, then back your trailer in diagonally as indicated by the green lines. Make sure to leave at least 6' between the back of your trailer and the railroad wall. This will make it easy to connect your trailer at move-out time and get right in line.





VENDOR MOVE-OUT INFO
Colorado Motorcycle Expo
JANUARY 28TH, 2024

MOVE OUT HOURS:

SUNDAY JANUARY 28TH, 2024: 4:15pm until 9:00pm

(unless we've made other arrangements)

THE OVERHEAD DOORS WILL NOT OPEN UNTIL 4:00PM.

THE SHOW BIKES WILL LEAVE FIRST.

LINE UP INSTRUCTIONS: Follow the exact same procedure that you did when you lined up to check in. Turn left into the complex when you arrive at Gate 7.

Use 4901 Brighton Blvd for Directions.

Drive around to the check-in shed, and stay in the **RIGHT LANE** again.

The right lane is for vendors.

The left is for bike show/bike corral participants.

DO NOT LEAVE YOUR VEHICLE AND WALK FORWARD AT ANY TIME.

DRIVING IN THE BUILDING: You will enter the building through the same door you did when you moved in. The staff will tell you when it's okay to enter. Have your colored placards ready to show the staff.



Dear Vendor,

Please see sales tax information and contact below. As a reminder, collecting and remitting sales tax is mandatory for special events, and attached you will find: 1) A link to the state tax website where you can apply for your license if you haven't already done so, 2) A link to a free webinar if you need info on how to obtain a license, collect or remit sales tax, and 3) A link to view the current sales tax rates. Please review the attachments ahead of the Expo on January 27th & 28th. As in past years, Colorado DOR will have someone onsite checking licenses and assisting vendors as needed.

We are required to share this with you, but otherwise do not have any involvement with sales tax. Please direct all questions to the contact below.

Kind Regards,

Scott & Christy

Colorado Department of Revenue
Jamie Nicoletti, Special Event Coordinator/Tax Compliance Agent
PO Box 140430
Lakewood, CO 80214
Desk - 303-866-5643
Cell - 303-981-9153
Email: dor_specialevents@state.co.us

Office Hours: Tues -Friday 6 a.m. - 3:00 p.m. MST
Saturday 8: a.m. - 12 p.m.

Special Event Sales Tax Web Site:

<https://tax.colorado.gov/special-event-sales-tax>

Special Event Webinar

<https://tax.colorado.gov/special-event-webinar>

Tax Rates by Address:

<https://colorado.ttr.services/>

Your Colorado Life

<https://sites.google.com/state.co.us/yourcolife/home>



COLORADO
Department of Revenue