



## VENDOR MOVE-IN INFO Colorado Motorcycle Expo FEBRUARY 1-2, 2025

### MOVE IN HOURS:

FRIDAY, JANUARY 31<sup>ST</sup>, 2025: 8:00am until 7:00pm

**LIMITED THURSDAY MOVE-IN IS AVAILABLE. PRIOR APPROVAL IS REQUIRED!**

**NO VEHICLES WILL BE ALLOWED IN THE BUILDING ON SATURDAY. YOU WILL NOT BE ALLOWED TO CHECK IN ON SATURDAY MORNING WITHOUT PRIOR APPROVAL AND INSTRUCTIONS.**

**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/cmevendorinsurance2025>

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](mailto: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](http://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, FEBRUARY 1<sup>ST</sup>, 2025:** 7:30am for Vendors. 9:00am to 7:00pm for public.

**SUNDAY, FEBRUARY 2<sup>ND</sup>, 2025:** 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

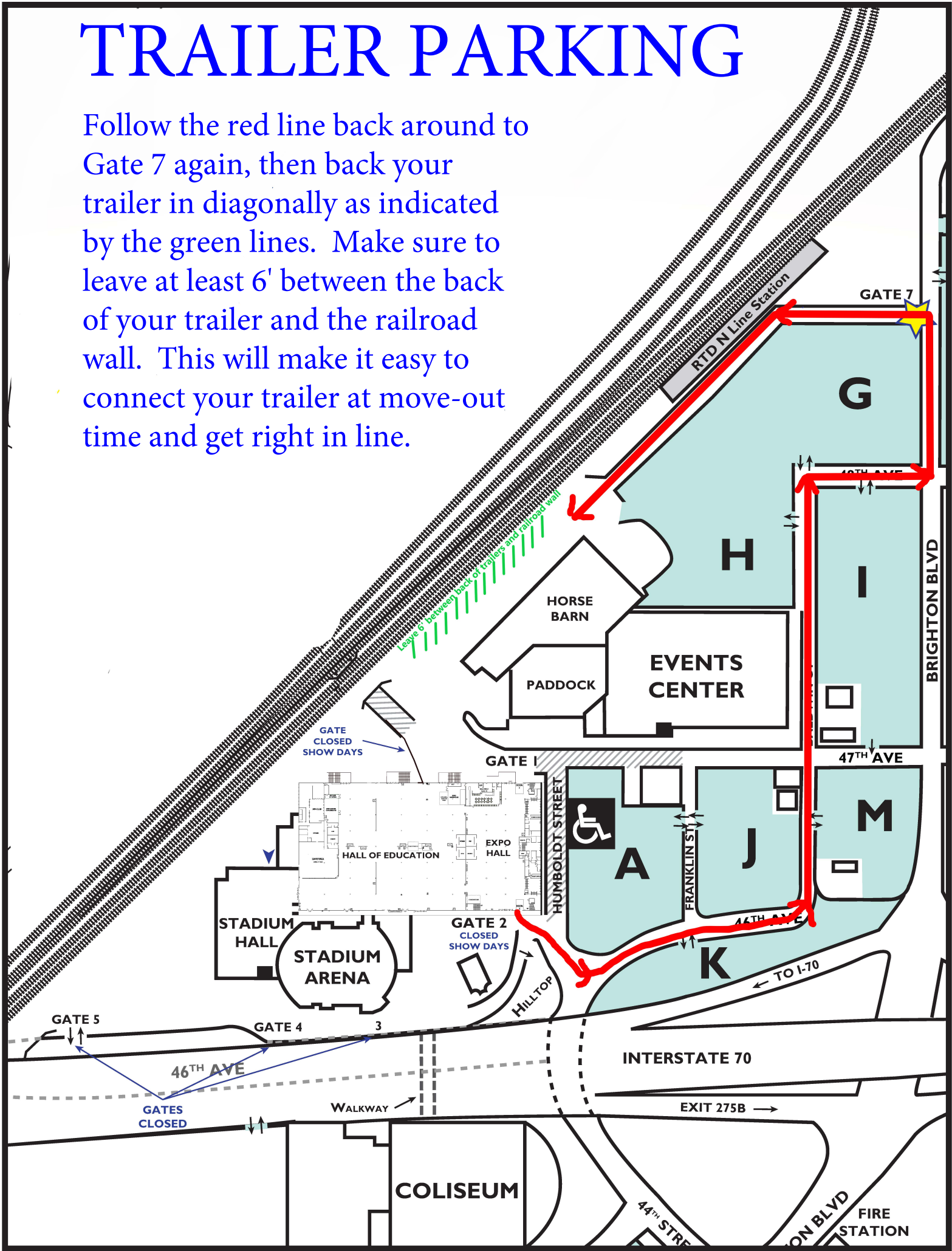
- 1 - The maximum amount of fuel is a quarter of a tank not to exceed 5 gallons.
- 2 - The negative cable of the battery terminal shall be disconnected and taped.
- 3 - Move-in of vehicles shall be when the event is closed for business.
- 4 - ALL EXIT DOORS, CORRIDORS, and ALL EGRESS components shall 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**  
**FEBRUARY 2ND, 2025**

**MOVE OUT HOURS:**

**SUNDAY, FEBRUARY 2ND, 2025:** 4:15pm until 8:00pm

**BY COMING TO THIS EVENT, YOU AGREED TO STAY UNTIL 4PM ON SUNDAY, OR THE CLOSING OF THE EVENT, AS INDICATED IN THE RULES AND REGULATIONS.**

**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](mailto: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