

ALL VENDORS RULES & REGULATIONS

- **Accepted Vendor Confirmation Packet:** Vendors will receive an electronic confirmation packet by May 1. The packet will be emailed to the primary email address listed on your vendor application. The packet will include your assigned space number(s), your check-in location, event and parking maps, vendor instructions and general information.
- **Vendor Spaces:** All spaces are outdoors. Vendors are not allowed to relocate or sell any merchandise other than outlined herein. Vendor spaces may not be split, shared, resold, or sublet. All exhibits must be staffed and open to the public during the event hours (Saturday/Sunday from 10:00 AM to 7:00 PM; Monday from 10:00 AM to 6:00 PM).
- **Cancellations:** The event will be held rain or shine, and no refunds will be issued for cancellations or no shows.
- **Merchandise Rules:** Unauthorized event merchandise including t-shirts, mugs, etc. will not be allowed. Written permission is required to use the event name in any form. Prohibited verbiage includes “Colorado Territory Days”, “Territory Days” or anything specific to the event.
- **Tent/Canopy Rental:** Any tents placed by an outside contractor must be secured with our contracted provider. The 2024 contracted provider is: TBD.
- **Electrical Service:** There is limited electricity provided by the City of Colorado Springs. Specific needs must be requested and paid for in advance. The use of generators is strictly prohibited.
- **Wi-Fi:** As this is an outdoor event, Wi-Fi is not provided. Any vendor requiring Wi-Fi to conduct business at their booth must make alternate arrangements (ex. personal mobile hotspot, etc.)
- **Soliciting/Distribution of Materials:** Soliciting and/or handing out pamphlets, leaflets, flyers, or any other materials in areas other than your designated vendor space is strictly prohibited, unless agreed upon through a sponsorship package. Any person doing so will be required to leave, and any business associated with the activity will not be invited back. Printed materials distributed or made available at your designated vendor space must be related to the juried products or services offered.
- **Sales Tax:** All vendors are required to collect and remit sales tax on taxable items. Two licenses are required:
State of Colorado: <https://tax.colorado.gov/how-to-apply-for-a-colorado-sales-tax-license>
City of Colorado Springs: <https://coloradosprings.gov/sales-tax/page/applications-certificates-information>
Sales Tax calculation worksheets will be provided to vendors at the event. Current State of Colorado Multiple Event license holders can submit through your regular terms, with proof of Multiple Event License number. Current City of CS license holders can submit through your regular terms with license number.
- **Security:** We provide limited overnight security for all vendor spaces and will exercise reasonable precautions for the protection of the property of exhibitors, but we assume no responsibility for loss or damage to the property of exhibitors. Small articles or displays should be put away nightly for safekeeping by exhibitors.
- **Historic Dress/Motif:** All participants are strongly encouraged to dress in some type of pioneer/western/1800's period costume. This is a consistent theme that adds authenticity and fun to the event.

****Rules and Regulations are subject to change without prior notice.****

FOOD VENDORS SPECIAL RULES & REGULATIONS

- All food vendors are required to obtain an El Paso County Health issued Retail Food Establishment License: <https://www.elpasocountyhealth.org/service/retail-food-establishment-licensing-0> (click on Special Events tab, halfway down the page). You may provide your licenses after acceptance. Deadline: May 1. El Paso County Health will be onsite for inspections.
- All food vendors are required to retain signed copies of the CSFD Forms that you completed during registration at your vendor space. CSFD will be onsite for inspections.
- Packaged drinks must be purchased from Territory Days at a wholesale price.
- All LP gas cylinders must be secured in a manner to prevent them from falling or being knocked over.
- Bring your own trash receptacles & bags and they will be picked up throughout each day.
- Food vendors are required to pay 10% of gross sales commission. This commission will be collected by Managers on Monday.

Management reserves the right to stop or remove from the event any exhibitor, or their representative, performing any act or practice which in the opinion of the management is unacceptable or detracts from the dignity of the event. Exhibitors removed from the event under these circumstances will not be eligible for any refund.

****NO DOGS ALLOWED PER CITY ORDINANCE.****

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CHECK-IN AND SETUP

- **Check-in and Setup Time:** Check in begins promptly on Saturday, May 25 at 6:00 AM and ends Saturday, May 25 at 9:00 AM. All vehicles must be out of the event area no later than 9:30 AM. All booths must be set up and open to the public at 10:00 AM. NO EXCEPTIONS.
- You must check-in prior to setting up. You may not set up prior to 6:00 AM.
- Vendors are responsible for the delivery, maintenance, safety and cleanliness of their designated space and immediate area.
- All items must be located within the designated space as marked. You cannot have any items that extend into walkways, including awnings. This is required by the Fire Department and will be strictly enforced. Your full co-operation will avoid fines and further regulation from the fire department.
- Vendors/exhibitors will be responsible for providing any additional needs for their display, including but not limited to security, trash, etc.
- You will not be able to park your vehicle in or near your vendor space during the event. If you park illegally, you will be ticketed and/or towed.
- Tent stakes or spikes will not be permitted. You must use sandbags or water barrels on paved surfaces. In the interest of public safety, ALL CANOPIES MUST BE SECURED.
- **Service hours:** Exhibits may be serviced between 8:00-9:00 am on Sunday & Monday, and between 7:00-8:00 pm on Saturday & Sunday by permitted vehicles only.
- Any matters not addressed specifically by the vendor agreement will be subject to the judgement of festival management and/or the OCCA.

CLOSING AND MOVE OUT

- **Closing and Move Out:** Move out begins Monday, May 27 at 6:00 PM and ends at Monday, May 27 at 8:30 PM on Monday. This means all vendors must close their booths at 6:00 PM and be packed and off the street by 8:30 PM, NO EXCEPTIONS.
- No exhibit or portion thereof may be removed from the event site during any period of the event without management's knowledge and consent. This means no vendor may tear down any exhibit or portion thereof before 6:00 pm on the final day. Small articles are an exception.
- All trash must be deposited in proper receptacles. Do not use private dumpsters. A cleanup fee will be charged if necessary.
- When moving out please pack all your items prior to driving your vehicle in to load out.
- Please be patient and willing to lend a hand to your fellow vendors.

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