

SPACE RESERVATIONS

If you were in last year's event, consideration of placement will apply. Please forward full payment, completed applications **AND INSURANCE** by July 8. New vendors can reserve space on a first come, first served basis. Full payment must accompany the enclosed signed applications and insurance, or no space will be reserved. Vendors will not relocate or sell any merchandise other than outlined herein. Vendor spaces may not be split, shared, resold or sublet.

All vendors are required to collect and remit sales tax. You must have a Single or Multiple Event License issued by the State of Colorado. Go to www.taxcolorado.com and search DR-0589 for the application. As of May 8, the rates are as follows: 2.9% state, 1% county.

Woodland Park is a home rule City. There is no license required for this event. Please see the attached forms provided to remit your taxes collected. The rate is 4.09%. Return these forms to the City of WP with your payment. You can pay via check by mail or by phone with a credit card, due on or before September 20.

All vendor space at the Salute to American Veterans Rally and Festival must be reserved through Pro Promotions.

Pro Promotions reserves the right to stop or remove from the rally any exhibitor, or his 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 rally under these circumstances will not be eligible for any refund.

INSURANCE REQUIREMENT

A commercial general liability policy naming the City of Woodland Park 220 W. South Ave, Woodland Park, CO 80866 AND Pro Promotions, Inc. PO Box 1153, Monument CO 80132 as additional insured for 2023 Salute to American Veterans Rally, with limits of liability \$1,000,000 per occurrence, \$2,000,000 aggregate. If you have your own coverage, please have your agent send us the certificate as soon as possible.

IF YOU DO NOT HAVE YOUR OWN COVERAGE: Please visit the website at <https://tinyurl.com/sav23-ins> & follow the instructions.

CANCELLATIONS

No refunds for no-shows. If you cancel, we will only refund space rent **if we can re-book your space**. A \$30.00 cancellation fee will be applied and deducted from any refund money. Event shall be held rain or shine and no refunds shall be given after August 1.

ELECTRICAL SERVICE

There is limited available electricity. All spaces are outdoors. The use of generators is generally not permitted. We ask that you shut down your generators for the commencement of the POW/MIA Ceremony to be held from approximately **12:30 noon to 1:30 pm on Saturday**.

SECURITY

We provide limited overnight security for all vendor spaces and will exercise reasonable precaution for the protection of the property of exhibitors, but assumes no responsibility for loss or damage to the property of exhibitors. Small articles or displays should be put away nightly for safe keeping by exhibitors.

MERCHANDISE RULES

Unauthorized rally merchandise including t-shirts, patches, etc. will not be allowed. If your booth has any questionable items you will be made to pack up and leave, and no refund will be provided. Prohibited merchandise verbiage includes; "Vets Rally 2022", "POW/MIA Rally", "Salute to American Veterans", "Recognition Ride", or anything specific to the event. Please call us with any questions.

TENT/CANOPY RENTAL

Any tents to be placed by an outside contractor must be secured through Pro Promotions. We are able to provide this service at a fair price. Please call for details. We will make every attempt to have the vendor tents in place by Thursday 11:00 am.

SET UP / TEAR DOWN GUIDELINES

- **Check-in and Set up is:** Thursday, Aug 17, 11:00 am to 5:00 pm. You cannot begin before 11:00 am Thursday and if you are not checked in by 5:00 pm, you are considered a no-show.
NO FRIDAY CHECK-IN OR SET UP.
- Check-in location will be disclosed upon confirmation. Upon check in you will receive your space assignment.
- **Moving a road closure to bring in a vehicle will result in a fine. Early teardown will result in loss of repeat status.** If you are in large vehicles or pulling a trailer, please arrive early on Thursday or it may be difficult to get in.
- All vendors must stay within their designated space. Some spaces are on grass and will require hand trucking of your merchandise along concrete walkways. We will be staggering move-in with 2 or 3 vehicles at a time.
- Be aware that traffic can not be blocked during set up or tear down. You cannot block the access to the turnaround to unload or load out. When moving out, pack up and THEN bring in your vehicle to load up. Please be patient and willing to lend a hand to your fellow vendor.
- You will not be able to park your vehicle in or near your vendor space. Parking is limited. Camping is allowed only in designated areas. You may not camp in your vendor space.
- No exhibit may be removed from the vendor area during the period of the rally without rally manager's knowledge. This does not apply to small articles. No vendor may tear down any exhibit or portion thereof before 7:00 pm on the final day without permission of rally manager. All trash must be deposited in proper receptacles. A cleanup fee will be charged if necessary.
- You must use sand bags or water barrels on grass or paved surfaces. **YOU MUST SECURE YOUR CANOPIES.**
- **YOU MUST BE PACKED UP AND OUT OF THE PARK BY 9:00 PM SATURDAY NIGHT! NO EXCEPTIONS!**

PLEASE NOTE: Our event communication comes to you via email. Please monitor your email for notices from us. Add events@pro-promotions.com to your contact list, so you don't miss our communications.

Rules and regulations are subject to change without prior notice

We have more space for vendors this year and are looking forward to working with all of you this summer in Woodland Park!

Jim and Pam and Crew!

RELEASE OF LIABILITY

Vendor agrees to indemnify Pro Promotions, Inc., City of Woodland Park, Law Tigers, Pikes Peak Harley-Davidson, Russ Brown Motorcycle Attorney, Keg One, Teller County, DeLong Ranches of Colorado, USAA and any other sponsors of Salute to American Veterans Rally & Festival, and their officers, directors, trustees, employees, agents, representatives, volunteers and servants, and anyone else connected with the management or presentation of Salute to Americans Rally & Festival 2023 and will hold and save each of them harmless from any and all actions, damages, and claims, to persons or property, penalties, obligations, liabilities or attorneys' fees that may be asserted or claims by any person, firm, entity, corporation, political subdivision or other organization arising out of any negligent errors or omissions of vendor, its agents, employees, sub-contractors, or invitees, provided for herein and arising out of the performance of this agreement.

By execution of the release I agree to hold and save Pro Promotions, Inc. and all listed parties above and any sponsors not listed harmless from and against any liability, loss or damage to the full extent thereof and from and against all costs and expenses (including attorneys' fees), hereafter incurred or suffered by vendor by reason of the existence of any claim, liability, loss or damage of any kind or nature arising out of my participation as a vendor at the rally.

I hereby acknowledge that I have received, read and understand the contents of the entire vendor package that has been provided as part of the application and do hereby agree to all of the terms and conditions contained therein. I understand and agree that I am not to sell or attempt to sell items or provide services other than those listed herein or that are within a limited category not included in this agreement.

Print Business Name: _____

Print Name: _____

Signature: _____ Date: _____

EVENT HOURS: Friday 10:00 am to 6:00 pm / Saturday 9:00 am to 7:00 pm

Business Name _____ Phone _____

Your Name _____ Cell Phone _____

Address _____ City _____ State _____ ZIP _____

Email Address _____

State of Colorado Single or Multiple Event License # _____

Type of merchandise for sale or service being offered (please be as specific as possible) _____

_____ 10'x10' Spaces @ \$175.00 each = _____ .00

New vendors please verify space available before purchasing insurance. Total amount enclosed \$ _____ .00

To purchase Vendor Insurance please visit: <https://tinyurl.com/sav23-ins>

If you are using a generator, YOU MUST LET US KNOW. Yes No

I have read and understand the information outlined herein and agree to abide by all rules and regulations of the event.

Signature _____ **Date** _____

FOR MORE INFORMATION:

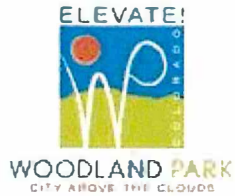
Call 719-487-8005 (phone & fax) 9 am to 5 pm Monday – Friday (MST)

or email to events@pro-promotions.com

Make checks payable to: Pro Promotions-P. O. Box 1153 Monument, CO 80132-1153

MAIL completed and signed application with check.

Don't forget your insurance!



City of Woodland Park
Finance Department
PO Box 9045
220 West South Ave.
Woodland Park, CO 80866

1 to 2 Day Event License

Attached, Please find the following:

1. 1 to 2 Day Event Application
2. Sales Tax Remittal Form

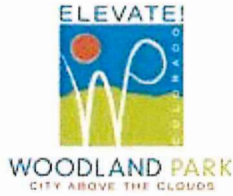
In order to conduct business within the City Limits, you must be licensed. There is no fee for licensing your business if you are conducting business for only 1 to 2 days within the City Limits. However, you must register with us using the attached application and collect City of Woodland Park Sales tax of 4.09%. **The application, the Sales/Use tax form, along with the collected sales tax must be submitted to the City by the 20th of the following month after the event.**

If your business activity extends beyond the 2 days in a calendar year, you must obtain a permanent business/ sales tax license. The cost of the license is \$50.00 annually. Please call for prorated/penalty fee information.

If you have any questions regarding these forms or filing sales tax, please call (719) 687-5214 for further assistance.

Thank you,

Jennifer Lehtinen
Finance Technician
City of Woodland Park



City of Woodland Park
Finance Department
PO Box 9045
220 West South Ave.
Woodland Park, CO 80866

1 to 2 Day Event License Application

Please answer ALL questions completely:

Date: _____

Business Name: _____ Phone: _____

DBA, if applicable: _____ Email: _____

Business Address: _____

Mailing Address, if different: _____

Description of Business: _____

Date(s) of Event in Woodland Park: Salute to American Veterans Rally August 18 & 19, 2023

Type of Business Ownership: () Individual () Partnership () Corporation

Federal Tax ID# or Social Security#: _____

Name and Title of Person Responsible for completing the Tax Return: _____

I declare, under penalty of perjury, that this application has been examined by me and that all statements made herein are in good faith and to the best of my knowledge and belief are true, correct and complete.

Signature of Owner/Principal: _____

Title: _____

Printed Name: _____

PERIOD COVERED DUE DATE	TAXPAYER'S NAME AND ADDRESS ACCOUNT NUMBER
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CITY OF WOODLAND PARK SALES/USE TAX RETURN

REVENUE DEPARTMENT • 220 W. South Avenue • P.O. BOX 9045 • Woodland Park, CO 80866-9045
(719) 687-9246

COMPUTATION OF TAX

5. AMOUNT OF CITY SALES TAX: 4.09% OF LINE 4	00
5a. CITY LODGING TAX AMOUNT SUBJECT TO TAX: _____ X 5.7% =	00
6. EXCESS TAX COLLECTED:	00
7. TOTAL SALES & LODGING TAX DUE: (ADD LINES 5,5a, AND 6)	00
8. CITY USE TAX ^{IF FROM SCHEDULE C} AMOUNT SUBJECT TO TAX: _____ X 1% =	00
9. TOTAL TAX DUE: (ADD LINES 7 AND 8)	00
10. LATE FILING IF RETURN IS FILED AFTER DUE DATE THEN ADD: PENALTY: 10% 00 INTEREST PER MONTH: .75% 00 ENTER TOTAL	00
11. TOTAL TAX PENALTY AND INTEREST DUE (ADD LINES 9 AND 10)	00
12. ADJUSTMENT PRIOR PERIODS ATTACH COPY OF OVER OR UNDERPAYMENT NOTICE A - ADD B - DEDUCT	00
13. TOTAL DUE AND PAYABLE: (MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF WOODLAND PARK)	00

1. GROSS SALES AND SERVICE <small>(TOTAL REPORTED FROM CITY ACTIVITY MUST BE REPORTED AND ACCOUNTED FOR IN EVERY RETURN INCL. ALL SALES, RENTALS, AND LEASES AND ALL SERVICES BOTH TAXABLE AND NON-TAXABLE.)</small>		00
2A. ADD: BAD DEBTS COLLECTED		00
2B. TOTAL LINES 1 & 2A		00
DEDUCTION	3. A. NON-TAXABLE SERVICE SALES <small>(INCLUDED IN ITEM 1 ABOVE)</small>	00
	B. SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE	00
	C. SALES SHIPPED OUT OF CITY AND OR STATE <small>(INCLUDED IN ITEM 1 ABOVE)</small>	00
	D. BAD DEBTS CHARGED OFF <small>(ON WHICH CITY SALES TAX HAS BEEN PAID)</small>	00
	E. TRADE-INS FOR TAXABLE RESALE	00
	F. SALES OF GASOLINE AND CIGARETTES	00
	G. SALES TO GOVERNMENTAL, RELIGIOUS AND CHARITABLE ORGANIZATIONS	00
	H. RETURNED GOODS	00
	I. PRESCRIPTION DRUGS / PROSTHETIC DEVICES	00
	J. OTHER DEDUCTIONS (LIST)	00
	K.	00
L.	00	
3. TOTAL DEDUCTIONS <small>(TOTAL OF LINES 3 A THRU L)</small>		00
4. TOTAL CITY NET TAXABLE SALES & SERVICE <small>(LINE 2B MINUS TOTAL LINE 3)</small>		00

FOR CHANGES TO EXISTING BUSINESS PLEASE CHECK THE BOX AND COMPLETE THE REVERSE SIDE. ALWAYS SIGN REVERSE SIDE OF FORM.

CITY USE ONLY

BATCH # _____

CHECK # _____

AMT. _____

PLEASE COMPLETE THIS FORM ON REVERSE SIDE

SCHEDULE - B - CITY USE TAX			
The Woodland Park Municipal Code imposes a tax upon the privilege of using, storing, distributing or otherwise consuming in the City building and construction materials.			
DATE OF PURCHASE	NAME OF VENDOR ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE
(A) LIST OF PURCHASES (IF ADDITIONAL SPACE NEEDED-ATTACH SCHEDULE IN SAME FORMAT)			
			\$ 00
			00
			00
			00
			00
			00
			00
			00
(B) TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX ENTER TOTAL LINE (B) ON LINE 8 ON FRONT OF RETURN			\$ 00

SCHEDULE - C - CONSOLIDATED ACCOUNTS REPORT			
This schedule is required in all cases in which the taxpayer makes a consolidated return which includes sales made at more than one location. It must be completely filled out and convey all information required in accordance with the column headings. If additional space is needed attach schedule in same format.			
ACCOUNT NUMBER	BUSINESS ADDRESSES OF CONSOLIDATED ACCOUNTS	PERIODS TOTAL GROSS SALES (AGGREGATE TO LINE 1 FRONT OF RETURN)	PERIODS NET TAXABLE SALES (AGGREGATE TO LINE 4 FRONT OF RETURN)
		\$ 00	\$ 00
		00	00
		00	00
		00	00
		00	00
		00	00
		00	00
		00	00
ENTER TOTALS HERE AND ON FRONT OF RETURN		\$ 00	\$ 00

NEW BUSINESS DATE MO. DAY YR.	1. If ownership has changed, give date of change and new owner's name 2. If business has been permanently discontinued, give date discontinued 3. If business location has changed, give new address 4. Records are kept at what address? 5. If business is temporarily closed, give dates to be closed 6. If business is seasonal, give month of operation 7. If this return includes sales for more than one location, refer to and complete schedule "C"
DISCONTINUED DATE MO. DAY YR.	SHOW BELOW CHANGE OF OWNERSHIP AND/OR ADDRESS, ETC.

I hereby certify under penalty of perjury that the statements made herein are to the best of my knowledge, true and correct. BY _____ COMPANY _____ PHONE _____ TITLE _____ DATE _____	<input type="checkbox"/> BUS ADDRESS <input type="checkbox"/> MAILING ADDRESS
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