

### 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 1. 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](http://www.taxcolorado.com) and search DR-0589 for the application. As of May 8, the rates are as follows: 2.9% state, 1% county.**

### NEW:

**Woodland Park is a home rule City. There is NO fee for the license. Please RETURN THE LICENSE APPLICATION WITH YOUR SPACE APPLICATION. The local sales tax rate is 4.09%. Use the Return form 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 Pro Promotions, Inc. PO Box 1153, Monument CO 80132 as additional insured for 2024 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/sav24-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 2024", "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 15, 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. **NO STAKES!**  
**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](mailto: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, Keg One, Teller County, DeLong Ranches of Colorado, 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 2024 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 5:00 pm / Saturday 9:00 am to 6:00 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 = **Total enclosed** \_\_\_\_\_ .00

**City of WP Business License application attached.**

**New vendors please verify space available before purchasing insurance.**

**To purchase** Vendor Insurance please visit: <https://tinyurl.com/sav24-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](mailto:events@pro-promotions.com)

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

MAIL **BOTH** completed and signed applications with check.

Don't forget your insurance and City Business License application!



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

---

## 1 TO 4 DAY EVENT LICENSE

Attached, Please find the following:

1. Licensing Instructions
2. 1 to 4 Day Event Application
3. Sales Tax Remittal Form

In order to conduct business within the City limits, you must be licensed. There is no fee for licensing if you are conducting business for only 1 or 2 sales (events) 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 Sales/Use tax application must be submitted **at least a week prior** to the event, with the collected sales tax remitted to the City by **the 20<sup>th</sup> of the following month** after the event.

If your business activity extends beyond 2 events in a calendar year, you must obtain a permanent business/sales tax license through MUNIrev ([woodlandpark.munirevs.com](http://woodlandpark.munirevs.com)). The cost of the license is \$35.00 annually. Please call for prorated/penalty fee information.

### Sales Tax Return Form Instructions:

- Calculate sales tax to the cent, disregard zeros in the cents box.
- Enter the business name and address in upper left box along with the dates of the event
- Sign and date the bottom left box prior to submitting

If you have any questions regarding these forms or filing sales tax, please call or email for further assistance.

Thank you,

Ellianet Enamorado  
Sales Tax Accountant  
[eenamorado@city-woodlandpark.org](mailto:eenamorado@city-woodlandpark.org)  
719.687.5214



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

RETURN THIS FORM WITH YOUR EVENT APPLICATION TO THE EVENT ORGANIZER

## 1 to 4 Day Event License Application

Please answer ALL questions completely:

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

DBA, of applicable: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Description of Business:

\_\_\_\_\_

Date(s) and Name of Event in Woodland Park:

August 16 & 17, 2024 Salute to American Veterans Rally & Festival

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

Federal Tax ID# or Social Security #: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Person Responsible for completing 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: \_\_\_\_\_

RETURN THIS FORM WITH YOUR TAX REMITTANCE BY THE DEADLINE! You are required to file a zero return if you have no or exempt sales. Non-profits are not automatically exempt from collecting and remitting tax on their sales.

<b>PERIOD COVERED</b> Aug 16 & 17, 2024	<b>ACCOUNT NUMBER</b>	
<b>DUE DATE</b> September 20, 2024		
<b>BUSINESS NAME &amp; ADDRESS</b>		
<b>1. GROSS SALES AND SERVICES</b> <small>TOTAL RECEIPTS FROM CITY ACTVY MUST BE REPRTD &amp; ACCTD FOR IN EVERY RTN. INC ALL SALES, RENTALS, &amp; LEASES &amp; ALL SERVICES BOTH TXBL &amp; NON-TXBL</small>		
<b>2A. ADD: BAD DEBTS COLLECTED</b>		
<b>2B. TOTAL LINES 1 &amp; 2A</b>		
<b>D E D U C T I O N S</b>	<b>3. A.</b> NON-TAXABLE SERVICE SALES (INCLUDED IN ITEM 1 ABOVE)	
	<b>B.</b> SALES TO OTHER LICENSED DEALERS FOR PURPOSES OF TAXABLE RESALE	
	<b>C.</b> SALES SHIPPED OUT OF CITY &/OR STATE (INCLUDED IN ITEM 1 ABOVE)	
	<b>D.</b> BAD DEBTS CHARGED OFF (ON WHICH CITY SALES TAX HAS BEEN PAID)	
	<b>E.</b> TRADE-INS FOR TAXABLE RESALE	
	<b>F.</b> SALES OF GASOLINE AND CIGARETTES	
	<b>G.</b> SALES TO GOVERNMENTAL, RELIGIOUS, AND CHARTITABLE ORGANIZATIONS	
	<b>H.</b> RETURNED GOODS	
	<b>I.</b> PRESCRIPTION DRUGS / PROSTHETIC DEVICES	
	<b>J.</b> OTHER DEDUCTIONS (LIST)	
	<b>K.</b>	
	<b>L.</b>	
<b>3. TOTAL DEDUCTIONS (TOTAL OF LINES A THRU J)</b>		
<b>4. TOTAL CITY NET TAXABLE SALES &amp; SERVICE</b> <small>(LINE 2B MINUS TOTAL LINES)</small>		

<b>CITY OF WOODLAND PARK</b> SALES/USE TAX RETURN Finance Department • 220 W. South Ave • P.O. Box 9045 • Woodland Park, CO 80866 • (719) 687.5214 •	
<b>5. AMOUNT OF CITY SALES TAX. 4.09% OF LINE 4</b>	
<b>5a. CITY LODGING TAX. AMT SUBJECT TO TAX: _____ x 5.7%</b>	
<b>6. EXCESS TAX COLLECTED:</b>	
<b>7. TOTAL SALES &amp; LODGING TAX DUE: (ADD LINES 5, 5a, &amp; 6)</b>	
<b>8. CITY USE TAX</b> <small>FROM SCHED B</small> <b>AMT SUBJECT TO TAX: _____ x 1%</b>	
<b>9. TOTA TAX DUE (ADD LINES 7 &amp; 8)</b>	
<b>10. LATE FILING IF RETURN IS FILED AFTER DUE DATE THEN</b>	<b>PENALTY: 10%</b> <b>INTEREST PER MONTH: 0.75%</b>
<b>11. TOTAL TAX PENALTY AND INTEREST DUE (ADD LINES 9 &amp; 10)</b>	
<b>12. ADJUSTMENT PRIOR PERIODS ATTACH COPY OF OVER OR UNDER PAYMENT NOTICE</b>	<b>A - ADD</b> <b>B - DEDUCT</b>
<b>13. TOTAL DUE AND PAYABLE TO "CITY OF WOODLAND PARK"</b>	

<b>CITY USE ONLY</b>	
<b>BATCH #</b> _____	
<b>CHECK #</b> _____	
<b>AMT.</b> _____	

PLEASE COMPLETE THIS FORM BELOW

<b>SCHEDULE - B - CITY USE TAX</b>			
<small>The Woodland Park Municipal Code imposes a tax upon the privilege of using, storing, distributing, or otherwise consuming building and construction material in the City. If additional space is needed, attach schedule in same format.</small>			
DATE OF PURCHASE	NAME OF VENDOR ADDRESS	TYPE OF COMMODITY PURCHASED	PURCHASE PRICE
<b>A. LIST OF PURCHASES</b>			
			\$
<b>B. TOTAL PURCHASE PRICE OF PROPERTY SUBJECT TO CITY USE TAX ENTER TOTAL LINE 8 ON TOP OF RETURN</b>			\$

<b>SCHEDULE - C - CONSOLIDATED ACCOUNTS REPORT</b>			
<small>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.</small>			
ACCOUNT NUMBER	BUSI. ADDRESSES OF CONSOLIDATED ACCTS	PERIODS TOT GROSS SALES (AGGREGATE TO LINE 1 TOP OF RETURN)	PERIODS NET TAXABLE SALES (AGGREGATE TO LINE 4 TOP OF RETURN)
		\$	\$
<b>ENTER TOTALS HERE &amp; ON TOP OF RETURN</b>		\$	\$

<b>NEW BUSINESS DATE</b> mm/dd/yyyy	<ol style="list-style-type: none"> <li>1. If ownership has changed, give date of change and new owner's name</li> <li>2. If business has been permanently discontinued, give date discontinued</li> <li>3. If business location has changed, give new address</li> <li>4. Records are kept at what address?</li> </ol>
<b>DISCONTINUED DATE</b> mm/dd/yyyy	<ol style="list-style-type: none"> <li>5. If business is temporarily closed, give dates to be closed</li> <li>6. If business is seasonal, give month of operation</li> <li>7. If the return includes sales for more than one location, refer to and complete schedule C.</li> </ol>

<b>SHOW BELOW CHANGE OF OWNERSHIP AND/OR ADDRESS ETC.</b>
_____
_____
_____
_____
<input type="checkbox"/> BUS ADDRESS <input type="checkbox"/> MAILING ADDRESS

<b>I HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE STATEMENTS MADE HEREIN ARE TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.</b>	
BY _____	
COMPANY _____	
PHONE _____	
TITLE _____	DATE _____