VENDOR APPLICATION & COLORADO COMPLIANCE PACKET

Event Dates: August 26–29, 2027
Event Location: Garfield County Fairgrounds
1001 Railroad Ave Rifle, CO
Event Website: www.gypsyranchevent.com

VENDOR APPLICATION

Thank you for your interest in becoming a vendor at the CO Gypsy Fest & Ranch Horse Extravaganza 2027

This application is intended to collect the information necessary for event approval, vendor placement, insurance verification, sales-tax compliance, food-service compliance, public safety, and coordination with applicable Colorado and local authorities.

Submitting this application does not constitute approval to vend. Vendors may not begin operating until the event organizer has approved the application and all required licenses, permits, insurance, and supporting documentation have been received and verified.

1. BUSINESS INFORMATION

Legal Business Name: _____

DBA / Business Name Used at Event: _____

_____

Business Entity Type:

□ Sole Proprietor
□ Individual / Hobby Vendor
□ LLC
□ Partnership
□ Corporation
□ Nonprofit Organization
□ Other: _____

Colorado Secretary of State ID/Entity Number, if applicable: ____

_____

Federal EIN: _____

Social Security Number: _____

Do not provide on this application unless specifically required through an official tax form.

Business Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address, if different: _____

Business Phone: _____

Business Email: _____

Website: _____

Primary Contact: _____

Contact Phone: _____

Contact Email: _____

2. VENDOR CATEGORY

Check all that apply:

☐ Retail Merchandise
☐ Western Apparel
☐ Tack / Horse Equipment
☐ Jewelry / Accessories
☐ Artwork / Photography
☐ Home Décor
☐ Ranch / Farm Products
☐ Equine Products
☐ Horse Training / Services
☐ Food / Prepared Food
☐ Beverage Vendor — Non-Alcoholic
☐ Sponsor / Promotional Booth
☐ Nonprofit / Organization
☐ Demonstration / Educational Vendor
☐ Mobile Food Unit / Food Truck
☐ Trailer / Tent Food Service
☐ Other: _____

Brief description of products/services: _____

_____

_____

_____

_____

_____

3. COLORADO SALES TAX INFORMATION

Colorado requires applicable vendors selling at a special event to have the appropriate sales-tax authorization. Vendors with an existing Colorado sales-tax license should provide their license information. Vendors without an applicable license may need a Colorado Special Event Sales Tax License (DR 0589).

Do you currently hold a Colorado Sales Tax License?

☐ Yes

☐ No

☐ Exempt / Nonprofit — documentation attached

Colorado Sales Tax Account / License Number:

_____

License Type:

☐ Standard Retail Sales Tax License

☐ Special Event Sales Tax License

☐ Other: _____

If using a Special Event Sales Tax License:

First Day of Sales: _____

Last Day of Sales: _____

Copy of license attached: ☐ Yes ☐ No

If you are claiming a sales-tax exemption:

Attach supporting documentation.

4. Local Sales Tax – Host Jurisdiction

If the event is held in the City of Rifle, vendors conducting sales may be required to obtain a City of Rifle Sales Tax License. Rifle uses its MUNIRevs/GovOS system for sales-tax licensing and reporting.

Rifle Sales Tax License Number, if applicable: _____

□ Application completed

□ License attached

□ Not applicable — explanation: _____

Vendor acknowledges responsibility for collecting and remitting all applicable sales taxes. **Initials:** _____

5. Food & Beverage Vendors

Complete this section if you prepare, serve, sample, distribute, or sell food or beverages.

Colorado and local public-health requirements may apply to temporary food vendors, mobile food units, tent/table operations, commissaries, food preparation, food storage, water, wastewater, handwashing, temperature control, and food-handler practices.

Garfield County Public Health requires food vendors to provide appropriate licensing/permit information, and its event-coordinator materials require the event organizer to submit a vendor list with copies of food-vendor licenses/permits.

Type of food operation:

□ Food Truck
□ Mobile Food Unit
□ Tent & Table
□ Temporary Food Booth
□ Trailer
□ Commercial Kitchen
□ Other: _____

Food Establishment / Temporary Food Permit Number:
Issuing Health Department: _____
Permit expiration date: _____
Copy of permit attached: □ Yes □ No □ Pending

Food Safety

Vendor confirms that applicable requirements for the following will be met:

□ Handwashing facilities □ Potable water
□ Wastewater disposal □ Food temperature control
□ Cold holding □ Hot holding
□ Food protection / covering □ Utensil washing / sanitation
□ Approved food-contact surfaces □ Pest protection
□ Waste and grease disposal □ Employee hygiene
□ Required food-safety training/certification
□ Fire safety requirements for cooking equipment

The vendor agrees to comply with all applicable health-department inspection requirements.

6. INSURANCE

Each vendor may be required to provide a Certificate of Insurance (COI).

For events held in Rifle, the City has specified insurance requirements for special events and vending activities.

Current City requirements should be confirmed against the permit applicable to the 2027 event.

Insurance Company: _____

Agent: _____

Phone: _____

Policy Number: _____

Policy Effective Date: _____

Policy Expiration Date: _____

General Liability Limits: _____

Products/Completed Operations: _____

Workers' Compensation:

□ Yes □ No □ Exempt

Certificate of Insurance Attached: □ Yes □ No

If required by the event venue or governmental authority, the appropriate entity must be listed as an Additional Insured using the exact wording requested by that authority.

7. TENT / STRUCTURE / DISPLAY INFORMATION

Booth Type:

□ Indoor □ Outdoor □ Tent

□ Trailer □ Food Truck □ Vehicle Display

□ Other

Tent Dimensions: _____

Tent must be secured with appropriate weights/anchoring. Vendor is responsible for maintaining a safe booth, display, walkway, electrical setup, and customer area.

8. ELECTRICAL REQUIREMENTS

Do you require electricity? □ No □ Yes

Voltage: _____ Amperage: _____

Number of outlets: _____

Vendor must provide approved extension cords, power strips, generators, and other electrical equipment as required by applicable safety rules.

9. VEHICLES / TRAILERS

Will you bring a vehicle or trailer to the event? □ No □ Yes

Type: _____

Dimensions: _____

License Plate: _____

10. EMERGENCY CONTACT

Emergency Contact Name: _____

Relationship/Role: _____

Phone: _____

11. SALES / TRANSACTIONS

Vendor is responsible for its own:

☐ Point-of-sale system ☐ Cash handling

☐ Credit-card processing ☐ Sales-tax collection

☐ Tax reporting ☐ Refunds

☐ Receipts ☐ Inventory

☐ Customer service

The event organizer does not assume responsibility for vendor transactions unless a separate written agreement states otherwise.

12. VENDOR FEES

Vendor Booth Fee: $150.00

Electricity Fee: $_____($25 as needed)

Other: $_____(RV-$45)

Total Due: $_____

Payment Method:

☐ Check ☐ Credit Card

☐ Online Payment ☐ Other: _____

Vendor space is not guaranteed until payment and required documentation have been received and the application has been approved.

13. CANCELLATION POLICY

Vendor understands that booth fees, deposits, cancellation fees, refunds, weather-related cancellations, venue requirements, governmental restrictions, and event cancellation procedures are governed by the event's current Vendor Agreement.

Vendor acknowledges that government permits and event approval are separate from acceptance of this application.

14. HOLD HARMLESS / INDEMNIFICATION

To the extent permitted by law, Vendor agrees to be responsible for its own acts and omissions and those of its employees, representatives, agents, and contractors.

Vendor agrees to comply with all applicable federal, state, county, municipal, venue, health, fire, tax, licensing, and safety requirements.

Vendor understands that failure to maintain required licensing, insurance, permits, or safe operating conditions may result in removal from the event without refund.

15. COMPLIANCE CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge.

I understand that:

1. Submission of this application does not automatically constitute vendor approval.
2. I am responsible for obtaining all licenses and permits applicable to my business and products.
3. I am responsible for complying with Colorado tax requirements.
4. I am responsible for complying with applicable local sales-tax requirements.
5. Food vendors are responsible for obtaining and maintaining all required health permits and approvals.
6. Alcohol vendors may not sell or serve alcohol without the required state and local authorization.
7. I must provide copies of licenses, permits, insurance certificates, and other documents requested by the event organizer or governmental authority.
8. The event organizer may require additional documentation based upon my type of business or products.
9. I will immediately notify the event organizer if a required license, permit, or insurance policy expires, is suspended, or is revoked.
10. I will follow all event rules and instructions concerning public safety, sanitation, fire safety, parking, setup, teardown, and operation.

16. Authorized Representative

Printed Name: _____

Title: _____

Business Name: _____

Signature: _____

Date: _____

Event Organizer Use Only

Application Received: _____

Application Reviewed By: _____

Vendor Approved: □ Yes □ No □ Pending

Vendor Category: _____

Payment Received: $_____

Insurance Received: □ Yes □ No □ N/A

Sales Tax Documentation: □ Yes □ No □ N/A

Fire Documentation: □ Yes □ No □ N/A

Additional Documentation Required: _____

Final Approval: _____

Date: _____

COLORADO / LOCAL COMPLIANCE NOTES

Colorado Sales Tax

Vendors making retail sales at a special event should determine whether they already hold an appropriate Colorado sales-tax license or need a Special Event Sales Tax License. Colorado's Department of Revenue identifies DR 0589 as the Special Event Sales Tax Application.

City of Rifle

If the 2027 event is held in Rifle, vendors making sales may need a City of Rifle sales-tax license. The City states that its sales-tax licensing and reporting is handled through MUNIRevs/GovOS.

The City of Rifle's special-event materials also state that vendor lists may be required before the event and identify food-service, sales-tax, and liquor permitting as additional requirements depending on the event.

Food Vendors

Food vendors should obtain the appropriate permit from the applicable public-health authority before the event. Garfield County Public Health's event materials specifically require vendor information and copies of food-vendor licenses/permits.

Alcohol

Alcohol service is not authorized at this event and location.