



MARKETPLACE VENDOR INFORMATION

FAIR & RODEO FACTS

Celebrating 105 years of fun, the Douglas County Fair & Rodeo continues to be a community tradition!

This year's highlights include The Marketplace, Walk-Around Entertainment, Concerts, three PRCA Rodeos, Pro Bull Riding, Mutton Bustin', Stick Horse Rodeo, Creative Arts, and 4-H/FFA Exhibits including livestock, general projects and the Jr. Livestock Sale.

THE MARKETPLACE

Designed to be an attraction in itself, the Marketplace was created in order to give fairgoers another exciting event to take part in. Now people can enjoy the rodeo, attend a concert, see animals, AND have a unique shopping experience all in one place! This year's Marketplace will be an exceptional combination of goods featuring re-purposed treasures, cottage food and treats, home decor, western apparel, art, jewelry, clothing and more!

APPLICATION PROCESS

In addition to your application, please submit a description of items offered and a photo of your booth/display. Vendors will be considered by date of application and type of product offered. Once accepted, each vendor will be presented with a formal agreement in addition to the Vendor Policies and Procedures.

Douglas County Fair & Rodeo reserves the right to limit vendors who sell similar items based on information submitted and to select vendors who fit the criteria for this event.

OTHER REQUIREMENTS

All vendors must provide a Special Events License and Certificate of Liability Insurance.

PAYMENT

Payment must be remitted upon return of signed agreement. If agreement is not signed and payment is not made within 2 weeks of application acceptance, your space will not be reserved and you will be put on the wait list until we receive further communication from you.

CANCELLATION POLICY

A \$75 cancellation fee may be applied to all cancellations occurring after June 23, 2023. Refunds may not be given on or after this date.

MARKET COVERAGE & ADVERTISING

Douglas County Fair & Rodeo will coordinate a marketing strategy that incorporates a combination of social media, television, radio and newspapers in the area. Additionally, continuous announcements will be made during the Fair and signage will be placed on the grounds directing guests to the Marketplace.

ADDITIONAL EXPOSURE

Submit a quality photo and some facts about your business/merchandise to be highlighted in a social media post leading up to the event.

EVENT INFORMATION

- The Douglas County Fair & Rodeo retains the right to refuse services of any vendor
- Vendor location will be determined by the Douglas County Fair & Rodeo
- Vendor spaces will be located in the Events Center, a climate-controlled environment, which is also one of the main entrances into the Fair



REQUIREMENTS

LIABILITY INSURANCE

Each vendor must obtain Liability Insurance with coverage up to \$1,000,000 listing Douglas County as an additional insured.

- If you do not already have liability insurance for your business, contact your insurance company and see if you can acquire insurance specific for this event. If this is not an option, please see below:
- ACT insurance provides insurance for artists, crafters and tradesman. You can opt to get a single show policy starting at \$49 <https://www.actinsurance.com/>

ADDITIONAL REQUIREMENTS

- Vendors are required to be present during all designated days and times the Marketplace is open
- Vendors must furnish their own tables, chairs and extension cords (Electricity is available upon request. Notice must be given no later than June 30, 2023)
- Vendors must abide to the established set-up and tear-down times
- No vendor should begin to load-out before checking out and remitting appropriate taxes for the Town of Castle Rock (State and County will be submitted individually by each vendor through their Special Event License for the Douglas County Fair & Rodeo Marketplace)

SPECIAL EVENTS LICENSE

It is required by the Colorado Department of Revenue for all vendors to obtain a Special Events Tax License when an individual, organization or vendor plans to participate in a retail sales event at a location at which there are three or more vendors, other than the regular business operation. This license is free to vendors who already have a standard sales tax license. Each vendor will be required to obtain a specific one in order to participate in the Douglas County Fair & Rodeo.

Each vendor will be responsible for remitting the appropriate County and State tax individually online or by mail. Vendors will be required to turn in taxes collected for the Town of Castle Rock directly to the Douglas County Fairgrounds staff before departing on Sunday, August 6.

- If you have any questions, please refer to the Special Events License Information document provided on the Douglas County Fair & Rodeo website under the vendor tab or email DOR_Specialevents@state.co.us





MARKETPLACE VENDOR APPLICATION

THURS, AUG 3 2 PM – 9 PM • FRI, AUG 4 12 PM – 9 PM • SAT, AUG 5 10 AM – 9 PM • SUN, AUG 6 9 AM – 4 PM

VENDOR, BUSINESS, OR ORGANIZATION

Business Name

Contact Name

Mailing Address

City

State

Zip

Phone

Email

Company Website or Social Media Page

ENTRIES & PRICING

Application accepted, supporting material submitted,
agreement signed and payment remitted:

ARTISAN VENDOR

BY May 1

\$200 per 10' x 10' space

AFTER May 1

\$250.00 per 10' x 10' space

RETAIL VENDOR

BY May 1

\$300 per 10' x 10' space

AFTER May 1

\$350.00 per 10' x 10' space

NUMBER OF REQUESTED SPACES

NUMBER OF REQUESTED END CAPS

ADDITIONAL 10% AND LIMITED AVAILABILITY

ELECTRICITY ACCESS

☐ Yes

☐ No

PRODUCTS

List (or attach) all products that will be sold. Only items listed on this agreement will be permitted.