

Vendor Insurance and Sales Tax

Insurance Requirements

All Vendors must have proper copies of insurance on file prior to setting up for the El Paso County Fair. The following insurance coverage is required:

Comprehensive General Public Liability and Property Damage Insurance, including Personal Injury:

- Bodily Injury: \$1,000,000 each occurrence.
- Property Damage: \$1,000,000 each occurrence.
- Aggregate Property Damage: \$1,000,000 and naming the “El Paso County Fair” and “El Paso County, Colorado” as additional insured.
- Insurance Certificates must cover the entire duration of the Fair.
- El Paso County must be named as an additional insured.

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=5bjjPZbo5cE\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=5bjjPZbo5cE$)

Sales Tax Collection and Submittal

All Vendors are responsible for the proper collection and submittal of sales tax to the State of Colorado and El Paso County. Vendors making sales to the public must be properly licensed and remit the following percentages.

- State of Colorado – 2.9%
- El Paso County – 2.23%
- Total Tax – 5.13%

Each vendor is required to obtain a Special Event Tax License for the duration of the fair. The fee for a one-time Special Event License is \$8. However, if you already hold a Colorado Sales Tax or Wholesale License, there is no additional cost for the Special Event License.

The application form for the Special Event Sales Tax (DR 589) can be accessed via this link:

<https://tax.colorado.gov/DR0589>

If you should have any questions or need a sales tax license, please call Colorado State Department of Revenue (719) 594-8706 or (303)238-7378 or www.taxcolorado.com.

Documents for the Fairgrounds: All Vendors must submit tax identification numbers, a copy of your Colorado State Sales Tax License and the Special Event Tax License with their application packet.